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**House Vacancy Announcement and Placement Service (HVAPS)**

B-235 Longworth House Office Building  
Washington, D.C. 20515  
202-226-5836

Vacancy Bulletins are available for pick-up in  
Longworth HOB - B-227 (CAO First Call Customer Service Center) or  
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Job Line: 202-226-4504

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**INTERNSHIP VACANCY LISTING**

**Week of June 29, 2015**

- MEM-158-15** Congressional Democratic Office looking for an unpaid **Legislative Fellow** to serve for a period of one year. The Fellow will be responsible for work related to the Congressman's Financial Services Committee assignment and other legislative issues. The work will include preparing the Congressman for committee hearings and meetings, drafting legislative memos, coordinating with constituent groups, and advising the Congressman directly on bills and issues within the legislative portfolio. Fellow must have policy experience in fast-paced and demanding office and also be willing to contribute to a positive work environment. Please submit a resume and cover letter no later than July 7<sup>th</sup> to [CongressionalFellowship@gmail.com](mailto:CongressionalFellowship@gmail.com).
- MEM-157-15** Democratic Congressman seeks applicants for full- or part-time unpaid **press internship** for Fall 2015. Duties will include tracking press clips and traffic on social media networks, updating and maintaining press contact lists, maintaining website, and assisting with the office's day-to-day communications operation. Applicants should have a strong interest in political communications, news media, or journalism. Please send a resume, cover letter and writing sample to [md06.internships@mail.house.gov](mailto:md06.internships@mail.house.gov) by July 18th with "Summer Press Internship"

in the subject line.

**MEM-156-15** Democratic Congressman seeks applicants for full- or part-time unpaid **congressional internship** for Fall 2015. Duties will include conducting legislative research for staff, drafting memos on hearings and briefings, assisting with front office duties, answer constituent correspondence on matters related to the House, and performing basic administrative tasks. Candidates must exhibit strong writing and communication skills. Maryland residents or strong ties to Maryland are preferred. Please send a resume, cover letter and writing sample to [md06.internships@mail.house.gov](mailto:md06.internships@mail.house.gov) by July 18th with "Summer Congressional Internship" in the subject line.

**MEM-154-15** North Carolina Democrat seeks an unpaid **Communications Fellow** for her Washington, D.C. office. Duties include tracking press clips and traffic on social media networks, updating and maintaining press contact lists, drafting press releases, and assisting with the office's day-to-day communications operation. Applicants should have a strong interest in political communications, new media, or journalism. North Carolina ties are a plus. Women and minorities are encouraged to apply. Please send your resume and cover letter to [nc12internjobs@gmail.com](mailto:nc12internjobs@gmail.com).

**MEM-152-15** New York Congressman Jerrold Nadler (D-NY) is seeking unpaid **interns**, preferably to begin immediately. Interns will:

- Assist with office administrative tasks including, sorting incoming mail, greeting visitors, and answering the telephone.
- Assist in the preparation of constituent responses.
- Perform legislative research.
- Respond to requests from constituents.
- Attend briefings, hearings, and special events.
- Gain valuable Hill experience and learn about the federal legislative process.

Candidates with graphic design, layout, Photoshop and computer programming skills are highly preferred.

Congressman Jerrold Nadler represents New York's 10th Congressional District, which includes parts of Manhattan and Brooklyn. Congressman Nadler serves on the Judiciary Committee and on the Transportation and Infrastructure Committee, where he is the highest ranking member from New York. He is the Ranking member of The Subcommittee on Courts, Intellectual Property, and the Internet.

To Apply:

Please e-mail a resume, brief cover letter, and 1-2 page writing sample to:

Email: [Christian.Barbato@mail.house.gov](mailto:Christian.Barbato@mail.house.gov) .

**MEM-150-15** Arkansas Republican is seeking **interns** for August through December 2015. Qualified candidates will be hardworking, motivated self-starters, detail-oriented, and professional with strong communication and writing skills. Daily duties as an intern will include, but are not limited to, providing general constituent services in the form of answering phone calls and sorting mail, leading Capitol tours, conducting research for staff members, drafting constituent correspondence, and attending hearings. Arkansas ties are a plus but not a requirement. This internship is unpaid. Interested candidates should send a cover letter, resume, and brief writing sample to [ArkansasGOPIntern@gmail.com](mailto:ArkansasGOPIntern@gmail.com).

**MEM-142-15** The Washington DC office of Congressman Patrick Meehan is currently accepting applications for Fall 2015. **Intern** responsibilities include researching legislation for the Member and legislative staff, attending hearings and briefings, answering phones, day to day office duties, and answering constituent letters on various issues before the House of Representatives. As a result, interns learn about the legislative process and the many other functions of a congressional office. The hours are flexible, but generally run 8:30 AM – 5:30 PM when Congress is in session, and 9:00 AM to 5:00 PM when not in session. Ties to Pennsylvania's 7th Congressional District are preferred, but not required.

Interested applicants should submit a resume and cover letter to [MeehanDCIntern@gmail.com](mailto:MeehanDCIntern@gmail.com). The deadline to apply is July 10, 2015.

**MEM-129-15** The office of Congressman Bill Johnson (R-OH) is currently seeking highly motivated and organized applicants for a full or part-time unpaid **internship** for the 2015 fall internship program. The internship is scheduled to run from August 31 to December 18. Candidates should possess interest in the legislative process, excellent communication skills, and attention to detail. Responsibilities will mostly include, but are not limited to: answering phones, leading tours of the U.S. Capitol, attending and summarizing hearings and/or briefings for legislative staff, and performing various administrative tasks. Ohio ties are preferred, but are not required. The months of the internship may vary depending on the availability or school schedule of the applicant.

If interested, please send a resume and cover letter to [intern.oh06@gmail.com](mailto:intern.oh06@gmail.com) with "2015 Fall Internship" in the subject line. No phone calls or walk-ins will be accepted.

**MEM-122-15** Congressman Benishek from Michigan's First District seeks unpaid **interns** to fill positions for September through December 2015. Main responsibilities include answering phones, processing mail, drafting constituent correspondence letters, researching legislative issues, and attending meetings/hearings as needed. There will also be opportunities to attend receptions and seminars of interest. Candidates should be self-motivated, enthusiastic, flexible, and computer-literate (with a good understanding of MS Office). This is a great opportunity for college students seeking academic credit. Michigan ties are preferred.

Please e-mail your cover letter, resume, and references to Samuel Grossman at [samuel.grossman@mail.house.gov](mailto:samuel.grossman@mail.house.gov).

**MEM-113-15** The office of Congresswoman Jackie Walorski (IN-02) is seeking a full-time communications **intern** for her Washington D.C. office for fall of 2015. Ideal candidate must possess strong writing skills, be detail-oriented and professional. Intern will work directly with the communications director and members of the media. Responsibilities would include writing releases, monitoring social media and developing media strategies. Position is unpaid and serves to provide professional and educational value to participants. Office is flexible in allowing intern to attend hearings and briefings as well as work with LA's on issues of their interest. Potential applicants must be willing to work in a fast-paced environment and be interested in learning more about the legislative process. Candidates with photography and graphic design experience strongly encouraged to apply.

Please send resume and cover letter to [internship.in02@gmail.com](mailto:internship.in02@gmail.com).

**MEM-112-15** The office of Congresswoman Jackie Walorski (IN-02) is seeking full-time **interns** for her Washington D.C. office for fall of 2015. Ideal candidate would be professional, dependable and possess a strong writing skills and work ethic. Responsibilities include phone assistance, constituent correspondence, Capitol tours and other legislative projects. Positions are unpaid and serve to provide professional and educational value to participants. Office is flexible in allowing interns to attend hearings and briefings as well as work with LA's on issues of their interest. Candidates must be willing to work in a fast-paced environment and be interested in learning more about the legislative process.

Please send resume and cover letter to [internship.in02@gmail.com](mailto:internship.in02@gmail.com).