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

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202-226-5836

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Job Line: 202-226-4504

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**INTERNSHIP VACANCY LISTING**  
**Week of March 20, 2017**

- MEM-092-17** Congresswoman Dina Titus (NV-1) seeks current college students or recent graduates wishing to gain Capitol Hill experience in a fast-paced office for a full-time or part-time **internship** for Spring 2017. Applicants must be able to start immediately. We are seeking motivated, organized, and reliable individuals to assist the legislative and administrative staff with day-to-day duties. Such duties include attending briefings, answering phones, giving Capitol tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. Nevada ties are encouraged but not required. Please send resume and cover letter to [Catherine.chrobak@mail.house.gov](mailto:Catherine.chrobak@mail.house.gov).
- MEM-090-17** Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his Washington, DC office. Candidates should be collegial, professional, quick learners, and phenomenal team players. Strong oral and written communication skills and close attention to detail are imperative. Duties include assisting staff with legislative, administrative, and press related projects, writing memos and talking points, attending hearings and meetings, answering constituent phone calls, leading tours of the US Capitol, assisting with scheduling, sorting and distributing mail, and managing tour and flag requests. Full-time candidates with California ties and previous internship/work experience

are preferred. This is an unpaid internship. Please e-mail a resume, cover letter and dates of availability to [Garamendi.Internships@mail.house.gov](mailto:Garamendi.Internships@mail.house.gov).

**MEM-089-17** The House Energy and Commerce Committee Democratic Staff seeks a qualified graduate or undergraduate press **intern** for the Spring 2017 Semester. An internship with the House Energy and Commerce Committee is designed to give students a thorough understanding of a Congressional committee's role in the legislative process. Press interns will compile daily news clips, draft news releases and social media content, conduct research, and assist with administrative tasks such as updating media lists. In addition, interns will have the opportunity to shadow staff at hearings, media briefings or media events on subjects within the Committee's broad jurisdiction. A background in journalism, public relations or general communications is preferred, but not required.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), gender identity, disability, or age. Women, minority, and veteran candidates are encouraged to apply.

If you are interested in applying, please send a resume, cover letter, and two references to [InternshipResume.EC@mail.house.gov](mailto:InternshipResume.EC@mail.house.gov), with "Spring Press Internship" in the subject line.

**MEM-088-17** The House Energy and Commerce Committee Democratic Staff seeks qualified graduate and undergraduate **interns** for the Summer 2017 program. An internship with the House Energy and Commerce Committee is designed to give students a thorough understanding of a Congressional committee's role in the legislative process. Throughout the course of the program, interns will assist staff with administrative tasks such as answering phones, organizing documents, and preparing materials for staff and member briefings. In addition, interns will have the opportunity to perform legislative research, shadow staff at hearings and markups, and attend briefings on subjects within the Committee's broad jurisdiction.

The ideal candidate is an organized and committed student or recent graduate who is eager to join a fast-paced environment and interested in learning more about the legislative process. Superior writing and communication skills, attention to detail, and a sense of humor are required. Full-time availability is preferred, but part-time candidates are eligible as well.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), gender identity, disability, or age. Women, minority, and veteran candidates are encouraged to apply.

Interested applicants should submit their resume, cover letter, and one writing sample (two pages max.) to [InternshipResume.EC@mail.house.gov](mailto:InternshipResume.EC@mail.house.gov) with "Summer 2017 Internship" in the subject line.

**MEM-085-17** The Washington, D.C. office of Congresswoman Martha McSally is currently seeking applicants for a paid full-time **internship** to start immediately for the spring 2017 term ending in mid-May. Responsibilities include assisting the staff with front office operations, conducting legislative research, answering constituent calls and inquiries, conducting U.S. Capitol tours, attending committee briefings and hearings, and learning about the day-to-day operations of a congressional office. Ideal candidates will be ambitious, proactive, have a positive attitude and demonstrate a strong interest in the legislative process. Unpaid internships are available to qualified college students seeking college credit or recent college graduates. Arizona ties preferred but not required. No drop-ins. Please e-mail a resume and cover letter to [seton.brems@mail.house.gov](mailto:seton.brems@mail.house.gov).

**MEM-084-17** **Interns** are responsible for providing Senior and Professional Staff with legislative, policy and administrative support. The individual is required to demonstrate exceptional research and organizational skills.

**ESSENTIAL JOB FUNCTIONS:**

- Performs legislative and policy research.
- Assists with the coordination and production of hearings and bill markups by:
  - o Researching background on witnesses and hearing topics.
  - o Finalizing documents for Members and Committee Staff.
  - o Delivering said documents to Members of the Committee.
- Oversees physical and digital Correspondence to and from the Committee.
- Conducts clerical work for the Office Manager and staff by:
  - o Answering Phones
  - o General office tidiness and maintenance
- Represents the Committee on Homeland Security during legislative and policy negotiations, discussions and other activities.

**QUALIFICATIONS:**

Must be at least a sophomore in college. Coursework and experience in Political Science, Government Affairs, Homeland Security Issues or a related field is preferred. Strong organizational skills; excellent oral and written communication skills; the ability to perform under pressure and tight deadlines. Must be familiar with Microsoft Office.

Applicants should send a resume, cover letter, and writing sample to [elise.phillips@mail.house.gov](mailto:elise.phillips@mail.house.gov).

**MEM-081-17** The Office of Congressman A. Donald McEachin (VA-04) seeks a Press **Intern**. Current college students and recent grads are encouraged to apply. Primary responsibilities will include: compiling and distributing daily news clips; pitching reporters; creating graphics; press list maintenance; media monitoring; writing press releases, advisories, website content, floor speeches, and social media posts.

Candidates must have strong written and verbal communication skills as well as the ability to work under tight deadlines. Individuals with a background in communications, journalism, public relations, public affairs or political science is strongly preferred. Please send a resume, brief cover letter, two short writing samples, and availability to [jamitress.bowden@mail.house.gov](mailto:jamitress.bowden@mail.house.gov) with the subject line “Press Intern” by March 31st.

**MEM-080-17** The Washington, D.C. office of Congresswoman Louise Slaughter (NY-25) is seeking a full-time press **intern** to work with the communications team in the Congresswoman’s personal and Rules Committee offices for the Summer of 2017.

The press intern will work directly with an award-winning communications staff to carry out responsibilities including – but not limited to – creating digital content, developing press lists, collecting and distributing press clips, drafting press releases, and contacting reporters. Special skills such as photography or graphic design are a plus. Standard schedule begins with aggregating news clips at 7:45 am and ends at 3:45 pm.

Congresswoman Slaughter is the top Democrat on the House Committee on Rules. The Rules Committee determines the parameters of debate for all major legislation before it can be considered on the House Floor and is a hotbed of activity.

Applicants should e-mail a cover letter, resume, and a short writing sample, and if applicable, a portfolio sample to Sam Menchel at [NY25.InternApplications@mail.house.gov](mailto:NY25.InternApplications@mail.house.gov). Please do not hesitate to contact Sam at 202-225-3615 with any questions.

**MEM-079-17** The Washington, DC office of Congresswoman Louise M. Slaughter (D-NY) is offering summer **internship** opportunities for college students and recent college graduates. First-hand experience interning in Congresswoman Slaughter’s office provides a unique opportunity to understand the development and implementation of public policy. Intern responsibilities include drafting letters to constituents, attending committee hearings, writing summary briefs, researching various issues for the legislative staff, and assisting with additional office duties.

Interns are matched based on their policy interests with a legislative staffer and together they develop substantive projects that allow interns the chance to increase their knowledge of a subject area and better understand how the federal government works. Interns will also gain unique insight into the legislative process and parliamentary procedure as a result of Congresswoman Slaughter’s position as the ranking member of the House Rules Committee.

Applicants should e-mail a cover letter, resume, and a one to three page writing sample to Sam Menchel at [NY25.InternApplications@mail.house.gov](mailto:NY25.InternApplications@mail.house.gov). Please do not hesitate to contact Sam at (202) 225-3615 with any questions.

- MEM-076-17** California Democrat is seeking hardworking **interns** for the Spring 2017 internship session, to begin immediately. Interns will conduct legislative research, compile press clips, assist with front office operations, help with constituent relations, coordinate and conduct tours, and learn from staff about the day-to-day operations of a congressional office. Ideal candidates will be hardworking, creative, critical thinkers with a good sense of humor. Strong communications and writing skills are crucial. Northern California ties are preferred, but not required. Please submit a cover letter, brief writing sample, and resume to [bera.resume@mail.house.gov](mailto:bera.resume@mail.house.gov).
- MEM-073-17** Congressman Steve Womack is currently seeking hard-working **interns** in his Washington, D.C. office for March through May 2017. Interns will work closely with Congressman Womack's staff and constituents while learning the inner workings of the United States Congress and about issues affecting Arkansans. Duties include, but are not limited to, leading tours of the U.S. Capitol, sorting constituent mail, answering phones, attending hearings and briefings, and assisting staff members. Those interested in political science, government, public policy, business, and social work are encouraged to apply. Congressman Womack is a member of the Appropriations Committee, and serves on the Defense, Military Construction, Veterans Affairs, and Related Agencies, and Labor, Health and Human Services, Education, and Related Agencies subcommittees. He also sits on the Budget Committee. Any interested candidates should send a current resume and cover letter to [hannah.shea@mail.house.gov](mailto:hannah.shea@mail.house.gov).
- MEM-071-17** The Democratic Office of the Committee on Oversight and Government Reform is seeking a full-time **intern** to start immediately. Successful candidates will be professional, detail-oriented, and work well under pressure. Primary responsibilities include answering phones and handling mail as well as assisting with Committee hearings. Interns may also be asked to assist with investigative research or other projects as needed. Applications are accepted on a rolling basis. To apply please send your cover letter, resume and 1-2 page writing sample to [oversight.democrats@mail.house.gov](mailto:oversight.democrats@mail.house.gov) with the subject line, "Internship."
- MEM-070-17** The Office of Congressman Denny Heck (WA-10) is currently seeking full – or part – time **interns** for the Spring 2017 and/or Summer 2017 semester(s) in Washington DC. Intern responsibilities include answering phone calls, greeting visitors, leading tours of the Capitol, drafting letters to constituents, and helping conduct research for various administrative projects. Ideal candidates will have a meticulous attention to detail, strong writing skills, an ability to work in a fast-paced environment, and an enthusiasm for the political process and congressional operations. Internships are unpaid, but can serve as a first-step towards a career on Capitol Hill. Ties to the Pacific Northwest preferred but not required.

Interested applicants should send a resume, cover letter, two references, and work availability with the subject line “Spring 2017 Internship” OR “Summer 2017 Internship” to Nick Vargish at [nick.vargish@mail.house.gov](mailto:nick.vargish@mail.house.gov).

**MEM-066-17** Democratic Leadership office is currently accepting **intern** resumes for the upcoming Summer 2017 Semester. The spring internship program will begin early May and run through July/August. Interns will assist with Member outreach, event planning, legislative work and press services. Interns will also be handling front office responsibilities, answering phones, distributing mail and directing guests to appropriate staffers. Qualified applicants must possess a pleasant attitude, great work ethic and have a flexible schedule. Candidates involved in an education or leadership program are preferred.

Please email a cover letter and resume to [Caucusinternresume@mail.house.gov](mailto:Caucusinternresume@mail.house.gov) with your availability. Include “2017 Summer Democratic Leadership Internship” in the subject line.

**MEM-062-17** Congresswoman Kathy Castor’s (FL-14) Washington, D.C. office is currently accepting applications for Full-Time **Interns** for her Summer 2017 Internship Program from May through June/July. Interns will work in a fast-paced Congressional Office, gaining valuable exposure and knowledge of the legislative process and the United States Congress. Interns will have the opportunity to conduct legislative research, assist with correspondence, as well as attend some Capitol Hill briefings, congressional hearings, and press events. Intern responsibilities will also include greeting constituents, handling constituent phone calls, opening and sorting mail, giving Capitol Tours, and assisting staff with administrative tasks. This internship is unpaid. Applicants should be well-organized, responsible, reliable, and possesses excellent oral and written communication skills. Florida ties are preferred, but not required. Interested candidates should email a resume and cover letter to [FLdem.resume@gmail.com](mailto:FLdem.resume@gmail.com) with “Summer Internship” in the subject line.

**MEM-060-17** The Democratic Office of the Committee on Oversight and Government Reform seeks college-students or recent graduates wishing to gain Capitol Hill experience in a fast-paced office for a full-time, unpaid **internship**. Successful candidates will be professional, detail-oriented, and work well under pressure. Primary responsibilities include answering phones and handling mail as well as assisting with Committee hearings. Interns may also be asked to assist with investigative research or other projects as needed. Applications are accepted on a rolling basis. To apply please send your cover letter, resume and 1-2 page writing sample to [oversight democrats@mail.house.gov](mailto:oversight democrats@mail.house.gov) with the subject line, “Internship.”

**MEM-059-17** Democratic Congressman Robert A. Brady (PA-01) seeks current college students or recent graduates wishing to gain Capitol Hill experience for summer 2017 **internships** in his Washington, D.C. office. Intern duties include answering phones, attending and summarizing hearings/briefings, sorting mail and faxes,



leading tours of the Capitol, as well as assisting legislative staff and other responsibilities as needed. A qualified intern candidate will have good oral and written communication skills, professional maturity, and a willingness to work on a variety of tasks. Preference given to interns with full-time availability, but those seeking part-time internships will be considered. Pennsylvania ties a plus but not required. Internship positions are unpaid. To apply, please email cover letter, resume, and a brief writing sample (no more than two pages) to Zach Rosen at [Zach.Rosen@mail.house.gov](mailto:Zach.Rosen@mail.house.gov). Please include availability in your cover letter.

**MEM-057-17** The office of Congresswoman Jackie Walorski (IN-02) is seeking a full-time communications **intern** for her Washington D.C. office for the summer for 2017. 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) with "Communications Intern" in the subject line. Please include your approximate dates of availability.

No phone calls, please.

**MEM-056-17** The office of Congresswoman Jackie Walorski (IN-02) is seeking a full-time legislative **intern** for her Washington D.C. office for the summer of 2017. Ideal candidate would be professional, dependable and possess a strong work ethic and writing skills. 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) with "Legislative Intern" in the subject line. Please include your approximate dates of availability.

No phone calls, please.

- MEM-055-17** Congresswoman Suzan DelBene seeks full or part-time spring **interns** for her Washington, D.C. office. Interns will work in a fast-paced and fun congressional office, gaining valuable experience and knowledge of the United States Congress. Intern responsibilities include greeting constituents and handling constituent phone calls, assisting staff with administrative tasks, conducting research, and assisting with constituent correspondence. Additionally, interns will have the opportunity to lead tours of the U.S. Capitol as well as attend hearings and briefings for the legislative staff. The ideal candidates will possess exceptional written and oral communication skills, a high degree of professionalism, as well as a strong interest in public service. Washington state ties are a plus, but are not required. Interested applicants should send a current resume and cover letter to [Internship.DelBene@mail.house.gov](mailto:Internship.DelBene@mail.house.gov). No phone calls please.
- MEM-054-17** Representative Rick Larsen (WA-02) is currently seeking a full-time **intern** to start immediately with a flexible end date. Ideal candidates have excellent writing and research skills, a positive attitude, and a willingness to complete tasks as assigned. Intern responsibilities include researching and writing Congressional correspondence, helping constituents find information and fielding constituent phone calls. This internship also provides the opportunity to work closely with staff members and assist in various projects. Washington/West Coast ties are preferred, but are not required. If interested, please send a resume, cover letter and two references to: [katy.nazaretova@mail.house.gov](mailto:katy.nazaretova@mail.house.gov). Please include "WA-02 Internship" in the subject line. This internship is unpaid but office will assist in acquiring academic credit for internship.
- MEM-052-17** Conservative Florida Republican is currently seeking highly motivated and organized applicants for a full-time unpaid **internship** for the 2017 summer internship program. The internship is scheduled to run from May to August, but the months of the internship may vary depending on the availability or school schedule of the applicant. The internship program is open to college students and recent graduates who are interested in learning more about our country's legislative process and the day-to-day operations of a congressional office. 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 and performing various administrative tasks. Florida ties are preferred, but are not required. If interested, please send a resume to [FLConservative@mail.house.gov](mailto:FLConservative@mail.house.gov) with "2017 Summer Internship" in the subject line. No phone calls or walk-ins will be accepted.