



House Vacancy Announcement and Placement Service (HVAPS)

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

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INTERNSHIP VACANCY LISTING

Week of June 22, 2015

- 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.
- 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. 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 with "2015 Fall Internship" in the subject line. No phone calls or walk-ins will be accepted.

MEM-126-15 The DC office of Congressman Derek Kilmer, hailing from Washington's 6th district, is looking for personable, diligent full or part-time **interns** to start for the upcoming early Fall term (beginning mid August). This is an opportunity to learn about the inner-workings of a congressional office on the Hill in a fast-paced work environment. The internship allows access to briefings and interesting events related to a wide range of important issues. Responsibilities include assisting with constituent correspondence, producing daily press clips, and leading tours of the Capitol. This is a unique opportunity and prime for students or recent grads who are interested in learning about the legislative process or may eventually want to work for the federal government.

To apply, please send a resume and a cover letter outlining your interest in the position to nwcongressionalinternship@gmail.com, and expect a response within a week. Those with Washington state ties strongly encouraged to apply. We look forward to hearing from you!

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.

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.

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.