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INTERNSHIP VACANCY LISTING

Week of October 26, 2020

MEM-260-20 The Office of Congresswoman Lori Trahan (MA-03) is currently accepting applications for the Spring 2021 remote **internship** program.

The Washington, D.C.- congressional intern responsibilities include answering phones, researching legislation, attending virtual hearings and briefings, and answering constituent letters on various issues before the House. Interns will also assist in various administrative tasks as needed. As a result, interns learn about the legislative process and the many other functions of a congressional office.

The Washington, D.C.- press intern will assist the driven press team. Duties include developing social media content, drafting press releases, sorting press clips, creating digital content, and assisting the team with a variety of projects as needed. Interns will work closely with communications staffers and learn about the press operation of a congressional office. Candidates should have a foundation of technical knowledge on social media platforms. Experience in studying Communications, Journalism, or Public Relations is a plus. Submission of a sample graphic with application materials is recommended but not required.

The District Office- intern responsibilities include answering phones, answering constituent letters on various issues, assisting with resolving constituent

casework, researching daily press clips, and drafting memos as needed. Interns will gain a comprehensive knowledge of Massachusetts' 3rd District, as well as the services the District Office provides.

Candidates for the spring internship program should be extremely motivated, flexible, and detail-oriented, with the availability to intern from the beginning of January into May. District or Massachusetts ties are preferred but not required. Candidates who demonstrate strong oral and written communication skills, the ability to multi-task in a fast-paced work environment, and an interest in public service are encouraged to apply.

The deadline for applications is November 15th. To apply, please complete the web form at <https://trahan.house.gov/forms/internships/> and email your Cover Letter (PDF) & Resume (PDF) to the following:

- D.C. Office-General Internship: Reecha Patel (Reecha.Patel@mail.house.gov)
- D.C. Office-Press Internship: David Todisco (David.Todisco@mail.house.gov)
- District Office Internship: Jack Brindisi (Jack.Brindisi@mail.house.gov)

Candidates of all backgrounds are encouraged to apply. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

MEM-259-20 The Office of Congresswoman Brenda L. Lawrence (MI-14) seeks motivated, detail-oriented, and energetic professionals for remote **internships** for the Washington, DC office.

Qualified applicants should have strong communications skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic. Interns will be provided with computers to complete official work.

Responsibilities include but are not limited to:

Assisting legislative staff with research, attending congressional briefings, participating in hearing preparation, drafting constituent correspondence on a variety of issues, assisting with drafting talking points and press releases, creating graphics for social media, tracking media coverage, and other duties as necessary.

Full-time and part-time internship positions are available beginning in January 2021. To apply, please send a resume, cover letter, and brief writing sample to Ryan.Casman@mail.house.gov with the phrase "Internship Application" in the subject line.

Please indicate expected start and end dates as well as hours available to work in your cover letter.

MEM-257-20 The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for spring 2021. This position is remote. If the public health situation changes significantly, the position could transition to in-office.

This position offers an opportunity to learn about the U.S. House of Representatives and gain substantive work experience in an exciting and fast-paced office. Internships are offered on a full-time and part-time basis, and stipends are offered based on need and ties to Tennessee's 9th District. Interns will work for 10-16 weeks (January-April). Applications are reviewed on a rolling basis.

Qualifications:

- Demonstrated interest in politics, policy and/or public service.
- Strong communications and writing skills.
- Hard-working, dependable, detail-oriented and professional.
- Self-motivated (especially given that all work is remote).
- Ties to Tennessee's 9th District are a bonus, but not required.

Responsibilities:

- Assist with constituent correspondence and draft email blasts and other forms of outreach.
- Attend virtual briefings and track virtual hearings.
- Conduct weekly legislative assignments.
- Conduct legislative research on an as-needed basis.

To apply, applicants must complete the form and submit the following materials on <https://cohen.house.gov/services/internships>:

- Resume.
- Cover letter.
- Three references

About Office of Congressman Steve Cohen

Congressman Cohen is the Representative of Tennessee's 9th District, which includes most of Memphis. He has served in this position since 2007. He is a Democrat.

MEM-254-20 The Office of Congressman Mark Pocan (D-WI) is seeking a Full-time Virtual **Intern** to begin at the end of December or beginning of January.

While an intern will work mainly with D.C.-based staff, applicants can be located in the D.C./Maryland/Virginia (DMV) area OR in the Congressman's congressional district (WI-02) during their tenure.

Interns in our office perform legislative and administrative work while gaining valuable career and educational experience. Specific duties include drafting constituent correspondence, attending virtual policy briefings, performing

legislative research, producing daily press clips, and supporting staff members on various projects of interest.

Qualified candidates are organized and detail-oriented, responsible, willing to learn, able to work cooperatively, possess strong written communication skills, and are committed to public service. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume, cover letter, and a brief writing sample to Sydney.Scott@mail.house.gov with “Virtual Pocan Internship 2021” in the subject line.

Interested applicants should also apply to the scholarship program at: <https://pocan.house.gov/scholarship-program>

MEM-252-20 The Office of Congresswoman Gwen Moore (WI-04) is seeking a virtual press **intern** to assist with a fast-paced communications operation for Spring 2021. This is a paid position.

Qualified candidates will have strong writing, editing, event planning, social media, graphic design, and photography skills, and be able to work on tight deadlines.

Intern responsibilities include:

- * Social media content development
- * Compiling press clips
- * Creating newsletters
- * Clipping videos
- * Creating graphics
- * Drafting press releases

Interested applicants should email a cover letter, resume, short writing sample, and dates of availability to GwenMoorePress.Moore@mail.house.gov with “Spring 2021 Press Internship” in the subject line.

We also recommend that applicants submit 1-3 sample graphics. Women, LGBTQ+, and minority candidates are encouraged to apply. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

MEM-250-20 The Washington D.C. office of Congressman Ken Buck (CO-04) is currently accepting **internship** applications for the Spring of 2021.

Typical duties include answering phones, leading Capitol tours, researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on a variety of issues. Due to the ongoing

spread of COVID-19, some of these duties may be significantly altered. The ideal candidate for this paid internship will be team- and detail-oriented and have strong written and verbal communication skills.

Students and recent graduates interested in learning more about our country's legislative process are encouraged to apply. The Congressman sits on the Judiciary Committee and the Foreign Affairs Committee, making this an ideal opportunity for those interested in law and/or foreign policy. Colorado ties are preferred but by no means required.

All interested applicants should e-mail their resume, cover letter, and a brief writing sample to Caleb Kostreva at internships.co04@mail.house.gov with the subject line "Spring 2021 Internship." Please send all attachments as PDFs.

MEM-090-20 The Committee on Education and Labor, Majority is currently seeking a second or third year graduate or law student as a 'Labor Policy **Intern**' or 'Labor Policy Fellow' for the spring of 2020. Interns and Fellows perform a variety of tasks that support the staff in our legislative work.

Legislative tasks may include, but are not limited to: legislative research, legal research, and fact checking; technical writing including legislation, memos, and speeches; assisting staff in hearing and markup preparation and execution; and attending other hearings, markups, briefings and meetings for the purpose of informing staff and Members as they work to craft legislation and policy proposals.

Applicants should be able to start immediately and commit through May. Graduates and Fellows should be able to demonstrate study, practical or policy experience in issues relevant to the Committee. Fellows must be participating in an established fellowship program.

Interested applicants should email their cover letter, resume and internship applicant information form to E&L_Interns&Fellows@mail.house.gov. Please, also, include two short, relevant writing samples in your application materials.

Applicants may visit our website at <https://edlabor.house.gov/about/internships> for more information.