



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
in the CAO Human Resources Office - Ford HOB 102
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<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

INTERNSHIP VACANCY LISTING
Week of June 13, 2016

MEM-165-16 Congressman Diane Black (TN-06) seeks full-time and part-time **interns** to begin as soon as possible for the fall 2016 semester. Duties will include:

- Conducting legislative research and writing memos,
- Attending Congressional hearings and briefings on behalf of the staff,
- Welcoming guests,
- Handling constituent communications, and
- Giving tours of the Capitol.

College students, recent graduates, and those with an interest in tax, budget, and health care policy are encouraged to apply. Tennessee ties are a plus, but not required. Interested applicants should send a resume and cover letter detailing their interest and time commitment they are willing to make to meghan.oakes@mail.house.gov.

MEM-158-16 The Republican Office of the Committee on Science, Space, and Technology seeks energetic and self-motivated undergraduate or graduate level students, as well as recent graduates, with an interest in government and public policy for Fall

2016 **internship**. Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the inner-workings of a congressional committee and learn about the day-to-day administrative operations of the House of Representatives. Interns are responsible for assisting Committee staff with official proceedings (hearings/markups), oversight, research, assisting with phone inquiries and providing support to all Committee staff. Background in science a plus. To apply, please send resume and cover letter to bess.larson@mail.house.gov.

MEM-155-16 The Washington, DC, office of a high profile Member of Congress has unpaid Press **internship** openings to begin immediately until end of the year. Press interns are expected to work long hours and commit between 3-5 days per week. Internship duties include, but are not limited to compiling and daily clips, drafting press releases and op-eds, proofreading and editing, maintaining press lists, updating Member's communications calendar, website and social media platforms.

Intern may also assist with answering phones, incoming and outgoing mail, addressing constituent concerns, and assisting the Legislative/District office staff. Strong writing skills are needed and familiarity with new media and website development is a plus. Priority will be given to those with journalism or communications education/experience. The ideal candidate will be creative, motivated, mature, detail-orientated, and possess the ability to multi-task under high pressure. This is a great opportunity for college students and recent graduates. Women and minorities, especially those with Spanish language fluency, are highly encouraged to apply.

To apply for the position, please send your cover letter, resume and writing sample addressed to the Comm. Director at ny13intern@gmail.com with the subject: Press Intern.

MEM-147-16 California Democrat seeks a full-time **intern** for summer 2016. Individuals should be friendly, detail-oriented with strong interpersonal and writing skills. Duties include answering phones, greeting visitors, opening/sorting the mail, compiling news clips, writing press releases, drafting constituent correspondence, arranging tours and other projects as necessary. California ties and Spanish proficiency preferred. This is a paid internship to conclude July 31. Please send resume, cover letter and two writing samples to CAJobs@mail.house.gov. Please no phone calls or drop-ins.

MEM-146-16 The Office of Congresswoman Debbie Wasserman Schultz (D-FL) has openings for full-time and part-time **interns** to support our administrative, legislative, and press teams. Responsibilities include: researching legislative issues, attending legislative briefings and hearings, answering phone calls, processing constituent mail, giving Capitol tours, assisting with communications and media materials.

Applicants should be enthusiastic, reliable, professional, hardworking, and have strong writing and communication skills. South Florida ties are preferred, but not required. Internships begin in late August/early September and run through the semester. These positions are unpaid. Interested candidates should submit a resume, cover letter, and one-page writing sample to RepDWSresumes@gmail.com by July 11. Location: Washington, DC.