



House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING
Week of September 5, 2017

MEM-311-17 Congressman Dan Kildee's Washington, D.C. office is always seeking motivated and hard-working college students for fall, spring or summer **internships**. Although internships are unpaid, students will gain valuable work experience in a fast-paced congressional office.

QUALIFICATIONS: Applicants must be highly motivated, have excellent oral and written communications skills, responsible, dependable, and eager to learn.

JOB DESCRIPTION: Interns are expected to carry out any task assigned to them. Tasks include and are not limited to the following: Researching legislative issues, preparing constituent correspondence, data entry, and helping maintain the efficient day-to-day operations of an active Congressional office.

If interested, please send a cover letter, a resume, and letters of recommendation to Sean Lehman at sean.lehman@mail.house.gov.

For more information on Congressman Dan Kildee and Michigan's 5th Congressional District, please visit our website at www.dankildee.house.gov.

MEM-310-17 The Washington, D.C. office of Congressman Don Bacon is currently seeking applicants for a full-time **internship** to start immediately for the Fall 2017 term, running through mid-December. 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. Nebraska ties preferred but not required. No drop-ins or calls. Please e-mail a resume and cover letter to Jason.Tyler@mail.house.gov with a subject line of “Fall 2017 Internship Application”.

MEM-309-17 The Washington, DC office of Congresswoman Doris Matsui (CA-06) is seeking a motivated, organized, and reliable **intern** to *begin immediately*. Intern responsibilities include, but are not limited to, answering phones, conducting Capitol tours, sorting incoming mail, attending briefings, conducting legislative research and performing other administrative tasks as necessary. Successful candidates will possess excellent written and oral communication skills, a strong attentiveness to detail, an ability to work in a fast-paced environment, and an eagerness to learn about the political process and congressional affairs. California ties are a plus. Please send a résumé, cover letter and dates of availability to Peter.Durkin@mail.house.gov with “Internship” in the subject line.

MEM-307-17 U.S. Rep. Bill Pascrell, Jr. (D-NJ) seeks fall **interns** for his Washington, DC office. Duties include sorting and processing mail, greeting visitors, answering phone calls, attending briefings and hearings, researching legislative issues, leading tours of the Capitol, and drafting constituent correspondence. This internship is unpaid.

Congressman Pascrell has served in Congress for 20 years and serves on the Ways and Means Committee and Budget Committee. This internship is an opportunity to work in a veteran office and learn the ins and outs of Congress. Interested applicants should send a resume, cover letter, and brief writing sample to Christopher Hadad (Christopher.Hadad@mail.house.gov).

MEM-306-17 The Office of Congressman Ro Khanna (CA-17) is seeking qualified candidates to **intern** in our Washington, D.C. office for the dates of 9/15/17 to 12/15/17. Interns will have a chance to experience first-hand the operations of a U.S. Congressional office, learn about the legislative process, and gain Capitol Hill experience.

Responsibilities include administrative tasks such as answering phones, welcoming guests, and leading constituent tours. In addition, interns will be required to conduct legislative research, draft constituent and press correspondence, attend briefings and hearings and other projects as needed.

Candidates should have excellent writing and communication skills, strong organizational abilities, a good work ethic, an ability to work independently, and a drive to take initiative. Candidates with ties to California are preferred, but not required.

If candidates have any questions or wish to apply, please send a cover letter, resume, and brief writing sample to cal7dcinterns.resumes@mail.house.gov. Please include “Last Name, First Name - Internship Application” in the subject line and include your available start and end dates and weekly schedule in the email.

MEM-305-17 The office of Congresswoman Kay Granger (TX-12) is currently seeking **interns** for its Washington, D.C. office. Texas ties are strongly preferred, but are not required. Ideal candidates have a positive attitude, excellent written and oral communication skills, a strong work ethic, and the ability to maintain a strong attention to detail. Candidates should also be able to meet deadlines and work in a fast-paced, high-energy environment.

Responsibilities include, but are not limited to, the following:

- Guiding tours of the Capitol
- Attending policy briefings, hearings, and other policy-related events
- Researching policy issues
- Answering constituent phone calls
- Sorting office mail
- Greeting office visitors

Although internships are unpaid, students will gain invaluable experience by working with our staff on legislative issues and providing assistance to constituents. Our office strongly believes in providing interns with the opportunity to work on issues within their field of interest.

Interested candidates should send their resume, application, and a policy proposal (no more than 1,000 words) to internships.granger@mail.house.gov. Our application can be downloaded from our website at <https://kaygranger.house.gov/constituent-services/internships>. Please use the subject line “Rep. Granger Internship – Washington Office”.

MEM-303-17 The Terrorism, Nonproliferation, and Trade Subcommittee on the Republican side of the House Foreign Affairs Committee is seeking a Fall **intern** to handle administrative and some policy duties in the office. Duties will include answering phones, handling logistics for hearings, conducting research, and drafting statements.

Qualified candidates will have a foreign policy background, possess excellent writing and communication skills, and be well-organized, responsible, and detail-oriented.

All interested applicants should e-mail their cover letter, resume, and a 2-5 page writing sample to tnthfac@gmail.com. Cover letters should include the applicant's anticipated availability for the duration of the internship; writing samples may be excerpts of larger works. No walk-ins or phone calls please.

MEM-301-17 The Office of Congressman Al Green is seeking full-time and part-time **interns** for his Washington, D.C. office for the fall. Candidates must be students able to receive academic credit for their internship. Candidates must possess strong research and writing skills, as well as an ability to meet deadlines and multi-task in a fast-paced, high-energy environment. The ideal candidate will also have a strong interest in public policy. Duties will include, but are not limited to, the following: Attending policy briefings, hearings, roundtables, and other policy-related events; drafting memos and talking points; researching policy issues and statistics; tracking legislative debates and policy positions of external stakeholders; and answering phones, and miscellaneous tasks as needed. Please send a resume and 1-2 page writing sample to TXResumeInbox@mail.house.gov, with the subject line "2017 Fall Internship." This position is unpaid. We will accept applications on a rolling basis until the positions are filled. Please no phone calls or walk-ins.

MEM-300-17 The Office of Congressman Sarbanes (MD-03) is currently seeking college students or recent graduates for the Fall 2017 **internship** program in Washington, DC. Intern responsibilities include greeting constituents, drafting constituent correspondence, assisting the Communications Director with various projects, attending briefings and writing memos for legislative staff, conducting research for various legislative projects, and providing administrative support for the office. Preference will be given to interns with full-time availability.

Ideal candidates must possess a meticulous attention to detail, strong writing skills, an ability to work in a fast-paced environment, and an enthusiasm for learning. Ties to Maryland strongly preferred. Interested applicants may send a resume, cover letter, two short writing samples, and work availability with the subject line "Fall 2017 Internship" to Lucy Shaw at lucy.shaw@mail.house.gov.

MEM-298-17 Congressman Jason Smith (MO-08) is currently seeking **interns** to work in his Washington, DC office for the Fall semester. Intern responsibilities include greeting guests in the front office, opening and sorting mail, guiding Capitol building tours and assisting staff with administrative tasks. Interns also will have the opportunity to conduct legislative research as well as attend Capitol Hill briefings, congressional hearings, and press events. Ideal candidates have a positive attitude, strong work ethic, and excellent written and oral communication skills. Those interested should send their resume and cover letter to

adrienne.schrodt@mail.house.gov. Applications are reviewed on a rolling basis, so there is currently no deadline to apply. Hours are flexible and can be adjusted to accommodate other work/class schedules. State ties preferred but not required.

MEM-297-17 The office of Congressman Jeb Hensarling (TX-05) is seeking capable, detail-oriented, and responsible candidates for an unpaid **internship** in their Washington, D.C. office this fall. Responsibilities include greeting visitors, taking phone calls, giving tours of the Capitol to constituents, sorting mail, and assisting the staff with various administrative and legislative tasks.

Candidates should demonstrate excellent organizational and interpersonal skills, as well as a strong work ethic and positive attitude. Interns will have the opportunity to learn a great deal about the political process and our system of government. Hours for interns are 8:30am to 6:00pm when Congress is in session, and 9:00am to 5:00pm out of session, Monday through Friday.

Interested candidates should email a resume and cover letter to Hensarling.Tours@mail.house.gov. Use the subject line: Fall 2017 Internship Application. Texas ties are strongly preferred.

MEM-296-17 Representative Debbie Dingell (D-MI) is seeking a full-time congressional **intern** for her Washington, D.C. office for fall 2017 (September - December). This internship position will provide individuals the opportunity to work in a fast-paced Congressional office while receiving hands-on political experience. Duties include answering phones, leading U.S. Capitol tours and assisting staff members with research and special projects. There will also be frequent opportunities to attend legislative hearings of personal interest. The ideal candidate will be motivated; detail orientated and possesses strong communication and writing skills. This is a great opportunity for college students or recent graduates seeking Hill experience. Michigan ties are preferred. Interested applicants should submit a resume and cover letter to timothy.huebner@mail.house.gov.

MEM-294-17 North Carolina Democratic Member of Congress is seeking an unpaid **press intern** for the Fall Semester in the Washington, D.C. office. The ideal candidate will have graphic design experience, excellent oral- and written-communication skills, and be able to work effectively under deadlines. The press intern will work closely with the communications staff in preparing graphics for use on social media, compiling press clips, assisting with pitching, preparing research, and writing speeches. The press intern will also assist with other administrative office duties as needed. North Carolina ties are appreciated but not required. All interested candidates should email nchousejobs@gmail.com with the subject "Press Intern" and include their resume, a cover letter, one writing example, and a sample graphic.

MEM-293-17 The Office of Congresswoman Brenda L. Lawrence (MI-14) seeks motivated, detail-oriented, and energetic professionals for an **internship** in Washington, DC

for Fall 2017. Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic.

Responsibilities include but are not limited to:

Answering and screening telephone calls, managing the front office, greeting constituents and visitors, leading tours, assisting legislative staff with research, attending congressional briefings, participating in hearing preparation, drafting constituent correspondence on a variety of issues, and other duties as necessary.

Full-time and part-time internship positions are available beginning immediately.

To apply, please send a resume and a cover letter to:

Alex.Huang@mail.house.gov. Please indicate expected dates and hours available to work in your cover letter.

MEM-290-17 Congressman Pete Olson's Washington DC office is currently accepting **internship** applications for the Fall semester. Students and recent graduates interested in learning more about our country's legislative process are encouraged to apply. Interns will gain first-hand experience assisting with community inquiries, casework with federal agencies, provide Capitol tours, and legislative research, as well as attending Congressional events like briefings, hearings, and meetings. All interested applicants should e-mail their resume and cover letter to Keeley Tenney at TX22internships@mail.house.gov.

MEM-289-17 The Office of Congressman John Faso (NY-19) is accepting resumes for **internships** in the Washington, DC office.

This internship is available starting in mid-August, 2017 and is unpaid. It is open to all majors and class years. New York ties are preferred.

The duties and responsibilities of the internship include:

- Constituent Relations: Answering phone calls in a kind and professional manner, responding to mail, and greeting guests in the office;
- Attending and preparing summaries on hearings, briefings, and markups;
- Drafting reports and correspondence as necessary;
- All other duties as assigned.

This intern will be assisting the residents of New York's 19th Congressional District with their issues regarding legislation. It is required that the intern will field calls from constituents and will be expected to register those calls into our database for the Congressman's review. This intern may be asked to aid members of the staff and Congressman Faso.

A good candidate for this internship should possess:

- Strong interpersonal communication skills;
- Knowledge of current events and national issues;
- The ability to multi-task;
- A positive attitude, good work ethic, and dedication to the task at hand;
- Interest in helping others;
- Basic computer skills.

Candidates who fit the above description and wish to apply for this internship may send their resume and cover letter to: regan.delaney@mail.house.gov.

MEM-287-17 Congressman French Hill (AR-02) is currently seeking **interns** to work in his Washington, DC office for the fall semester. Intern responsibilities include greeting constituents, answering constituent phone calls, opening and sorting mail, guiding Capitol building tours, and assisting staff with administrative tasks.

Interns also will have the opportunity to conduct legislative research and assist with correspondence, as well as attend Capitol Hill briefings, congressional hearings, and press events. Ideal candidates have a positive attitude, strong work ethic, and excellent written and oral communication skills. Social media and other communications experience are a plus.

Those interested should please send resume and cover letter to ar02.applications@mail.house.gov. Applications are reviewed on a rolling basis, so there is currently no deadline to apply. Hours are flexible and can be adjusted to accommodate other work/class schedules. All internships are unpaid, but academic credit is available for qualifying students. State ties preferred but not required.

MEM-285-17 The office of Congressman Robert Pittenger (R-NC) is currently accepting applications for legislative **interns** for this Fall. Candidates should be highly qualified and have excellent writing, research, and interpersonal skills. Ideally, candidates should also be motivated, analytical, and meticulous. This is an unpaid position, but interns will have the opportunity to collaborate with the legislative staff on various projects and regularly attend hearings, briefings, and meetings. Responsibilities also include answering phones, leading tours of the Capitol, corresponding with constituents, and other miscellaneous tasks for the legislative staff. Internships can be full or part-time with flexible hours to accommodate student course schedules. Academic credit may also be available based on the candidate's academic institution.

Interested candidates should email a resume to Drew.Nirenberg@mail.house.gov.

MEM-283-17 The Office of Congresswoman Tulsi Gabbard (HI-02) is seeking a **press intern** for Fall 2017. Candidates should be well organized, have good oral and written communication skills, and possess a strong interest in learning about press

operations, the political process, and congressional affairs. The intern will assist in the day-to-day operations of a DC Congressional office by supporting congressional staff with press clips and constituent communication. The intern will also help to draft press releases, prep memos, and social media posts, in addition to assisting with legislative research and administrative activities. Hawaii ties are appreciated but not necessary. Please note that this internship is unpaid. Interested candidates should send a resume, writing sample, and cover letter to HI02Internships@mail.house.gov. No calls or walk-ins please.

MEM-282-17 The Office of Congresswoman Ann McLane Kuster (NH-02) is seeking **interns** interested in gaining hands-on experience in her Washington, D.C. office for the fall of 2017 Semester.

Qualified interns are able to actively observe the legislative process while participating in the administrative operations of a Congressional Office. Interns will have the opportunity to expand their knowledge about public policy and the legislative process by attending hearings, briefings and receptions while also providing support to the legislative team. Interns also work directly with constituents through answering phone calls, drafting correspondence letters, responding to emails, and giving Capitol tours. Interns are encouraged to further their education in legislative issues they find most interesting and are often asked to provide direct support to legislative staffers in the research and analysis of these issues.

Responsibilities will consist of administrative, communications, and legislative support tasks, including but not limited to:

- Guiding tours of the U.S. Capitol
- Researching relevant legislative issues
- Attending hearings and briefings on behalf of staff as requested
- Performing general office and administrative duties and assisting with front office management
- Drafting constituent correspondence
- Inputting and organizing constituent communication

This position is unpaid. Qualified candidates should have a strong interest in political events, office experience, excellent writing and communication skills, attention to detail, initiative and the ability to learn quickly in a fast-paced environment. New Hampshire ties are welcomed but not required.

Resume and cover letter should be sent to Eliza Cowie, Staff Assistant, at eliza.cowie@mail.house.gov.

MEM-281-17 Congressman Michael E. Capuano (MA-07) is looking for **interns** to join his Washington, D.C. team for a full-time, unpaid internship during fall, for a duration of three months or longer.

Candidates should be self-starters and able to exercise good judgment on a wide range of assignments in a fast-paced and busy office. Very strong writing skills with close attention to detail and a courteous demeanor are essential.

Main responsibilities include: answering phone calls, attending briefings and writing memos, processing mail and leading tours of the U.S. Capitol. A hard-working intern in our office will eventually move on to assisting staff with more complex, legislative projects. Candidates with Massachusetts ties and previous internship/work experience are strongly encouraged to apply. Please e-mail a one-page writing sample, resume and cover letter in PDF format to eliza.ramirez@mail.house.gov.

MEM-280-17 The Office of U.S. Rep. Justin Amash is seeking bright, liberty-minded students to **intern** for the spring, summer, and fall semesters.

Regular hours for interns in the Washington office are 9 a.m. to 6 p.m. on voting days and 9 a.m. to 5 p.m. on nonvoting days. The office may accommodate interns who are available only part time.

Successful applicants will have a positive attitude and friendly demeanor, possess excellent written and verbal communication skills, and demonstrate a strong commitment to individual liberty, economic freedom, and the defense of the Constitution.

Responsibilities in the Washington office may include leading U.S. Capitol tours, answering phones, attending legislative briefings and other meetings, entering data, and assisting staff with legislative research and correspondence. Interns will have the opportunity to interact with Rep. Amash on a daily basis and will learn about the legislative process and the many other functions of a congressional office.

To apply for an internship, please contact our office at mi03.internship@mail.house.gov.

Required application materials include a *résumé*, *cover letter*, and *two short writing samples*. Cover letters should note availability (full or part time) and the semester of interest.

Please include "Rep. Amash internship - Washington" in the subject line for all Washington, DC, internship applications.

MEM-278-17 The Terrorism, Nonproliferation, and Trade Subcommittee on the Republican side of the House Foreign Affairs Committee is seeking a spring **intern** to handle administrative and some policy duties in the office. Duties will include answering phones, handling logistics for hearings, conducting research, and drafting statements.

Qualified candidates will have a foreign policy background, possess excellent writing and communication skills, and be well-organized, responsible, and detail-oriented.

All interested applicants should e-mail their cover letter, resume, and a 2-5 page writing sample to tnthfac@gmail.com by September 30, 2017. Cover letters should include the applicant's anticipated availability for the duration of the internship; writing samples may be excerpts of larger works. No walk-ins or phone calls please.

MEM-277-17 U.S. Rep. Lloyd Doggett (D-Texas) is seeking fall **interns** for his Washington office. Spanish skills and Texas connection a plus. Send resume, brief writing sample, and three references to DoggettJobs@mail.house.gov. Use the subject line: Fall Internship application. No drop-ins please.

MEM-276-17 Legislative Fellow

CORE RESPONSIBILITIES:

- to work on issues related to the economy, housing and financial services under the supervision of the Legislative Director.
- to monitor legislative developments within Committees and on the House floor;
- to write Floor speeches for the Member
- to draft constituent correspondence for the Member; and
- to meet with constituents and special interest groups on behalf of the Member.

QUALIFICATIONS:

- in an official fellowship program;
- strong academic credentials;
- strong leadership and organizational skills;
- excellent oral and written communication skills;
- thorough knowledge of the legislative process;
- ability to exercise discretion and independent judgment in the formulation and recommendation of policy positions for the Member;
- ability to work cooperatively and courteously with others;
- ability to work well under pressure;
- commitment to inclusive prosperity and economic opportunity;
- thoroughness and careful attention to detail; and
- availability to work long hours and at night.

DUTIES:

- formulates legislative initiatives for assigned issue areas which includes:
 1. devising a legislative plan;
 2. drafting the plan into legislative form;

3. planning, coordinating and scheduling introduction of legislation in the House (or offering it on an appropriate vehicle if it is an amendment);
 4. gathering support for a bill or amendment from other Members, as well as appropriate interest groups;
 5. working with committees on legislation;
 6. coordinating legislative support to get the bill passed in the House.
- tracks legislation and other developments in his or her assigned issue areas and briefs the Member for floor work, committee work, work in the district, and outside House-related activities;
 - monitors legislative developments within committees;
 - manage the Congressman's small business portfolio and may work on other issues based on interest;
 - plans and coordinates co-sponsorship and support of other legislation;
 - monitors legislation on the House floor, providing the Member with information on each vote;
 - writes Floor speeches for the Member;
 - if assigned to issues pending before a specific committee, prepares for and attends committee meetings and hearings with or without the Member (i.e., keeps in contact with committee staff and meets with interest groups and constituents with interests in such meetings);
 - performs special projects assigned by the Member or Chief of Staff/ Administrative Assistant;
 - meets with constituents and interest groups;
 - answers constituent letters and helps constituents on federal matters; and
 - performs other duties as assigned.

This is an unpaid position usually filled by someone in an official fellowship program. The fellowship is available starting in August/ September with flexibility on the end date. To apply, send an email with your cover letter inserted into the text of the email and attach your resume and a short writing sample (with your name saved in the title of both attached documents) to Position.MN05@mail.house.gov. No phone calls or drop-ins.

MEM-268-17 Congressman John Conyers, Jr. (MI-13), Dean of the House of Representatives, Ranking Member on House Judiciary Committee, and longtime advocate for Dr. Martin Luther King, Jr.'s vision of "Jobs, Justice, and Peace," seeks full-time or part-time unpaid **interns/fellows** with interest and/or background in macroeconomic policy, in particular a focus on promoting a full employment economy (see goo.gl/QP5xLV); AND/OR interest and/or background in international relations and a deep commitment to promoting de-escalation of conflict abroad through diplomatic engagement. While absolutely not required, grassroots advocacy experience, web design skills, foreign language skills (particularly Spanish, Haitian Creole, Portuguese, Arabic, Russian, or Korean), and/or graduate degrees in a relevant field are preferred. The position will include significant research, writing, event planning, and creative thinking to

advance Congressman Conyers' agenda. This is a policy-oriented position -- administrative tasks will be kept to a minimum. To apply, send a resume and brief cover letter (and, if possible, a brief writing sample on a relevant topic), highlighting your passion, relevant experience, and potential work availability to JobsJusticePeace2017@gmail.com. Women, minorities, immigrants, individuals with disabilities, individuals from economically disadvantaged backgrounds, and veterans are strongly encouraged to apply. If you are not sure whether you are qualified, but are interested, please do not hesitate to apply.