



House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING

Week of June 16, 2014

- MEM-200-14** **Internships** – Congressman Benishek from Michigan’s First District seeks unpaid interns to fill positions for September through December 2014. 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-199-14** The Office of Congresswoman Maxine Waters (CA-43) is seeking a full-time or part-time **press and social media intern** for the fall of 2014 in her Washington, D.C. office. Responsibilities will include, but are not limited to compiling press clips, monitoring daily news, drafting talking points and press releases, updating social media and working closely with the communications director. The ideal candidate will

have previous experience in public relations or journalism, possess strong written communications skills, ability to work in a fast-paced environment, and professional manner. Please note that the internship is unpaid and housing is not provided, but student can qualify for academic credit depending on the requirements of the college or university. Interested applicants should e-mail a cover letter, resume, short writing sample (in the form of a speech or press release) and dates of availability with "Fall Press Intern 2014" in the subject line to latoya.veal@mail.house.gov. No phone calls or drop-ins please.

MEM-198-14 Congressman Walter B. Jones (NC-03) is now accepting applications for a Fall 2014 **internship** in the Washington, D.C. office. The prospective intern should be responsible, focused, self-motivated, and organized. Duties will include, but are not limited to: answering phones, maintaining the front office, processing mail, attending hearings and briefings, as well as assisting staff with research and constituent services. This is a great opportunity for applicants who are interested in the political process and are seeking practical, hands-on experience in a professional environment. Start and end dates are negotiable. North Carolina ties preferred, but not essential. Deadline to apply is June 30th. Submit resume and cover letter online at <http://jones.house.gov/serving-you/internships>.

MEM-197-14 The office of Congressman Jim Bridenstine (OK-01) is seeking candidates for a full-time, paid **internship** from August 4 until November 21 in his Washington, D.C. office. Candidates must be politically conservative, highly motivated, detail oriented, and possess strong communication and organizational skills, while having a strong work ethic to complete tasks on a deadline.

Intern duties will include, but are not limited to answering constituent letters on various issues before the House, running errands, researching legislation for the Member and legislative staff, attending hearings and briefings, and answering phones. Interns will learn about the legislative process and the many other functions of a congressional office. First district of Oklahoma ties are preferred, but not required.

To apply, please submit your one page resume and a cover letter to mark.piland@mail.house.gov with the subject line Bridenstine Internship. We will acknowledge receiving your application and contact you if we wish to schedule an interview.

MEM-195-14 California Congressman Jared Huffman is seeking current college students or recent college graduates wishing to gain Capitol Hill experience for a full-time or part-time semester **internship** to begin September 1, 2014. 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 and hearings, answering phones, drafting constituent correspondence letters, doing legislative research and various other tasks. The internship is unpaid, though interns will gain valuable Hill and office experience and will have access to many unique Hill opportunities. California and District 2 ties are preferred, but not necessary.

Please send a resume and cover letter to DCInternship.Huffman@mail.house.gov. Please no drop bys, phone calls, or emailing staff members.

MEM-193-14 **Fall Press Internship:** Democratic Congressman seeks applicants for full- or part-time unpaid press internship for Fall 2014. Duties will include tracking press clips and traffic on social media networks, updating and maintaining press contact lists, maintaining website, and assisting with the office's day-to-day communications operation. Applicants should have a strong interest in political communications, news media, or journalism. Please send a resume, cover letter and writing sample to md06.internships@mail.house.gov by July 17th 2014 with "Fall Press Internship" in the subject line.

MEM-192-14 **Fall Legislative Internship:** Democratic Congressman seeks applicants for full- or part-time unpaid congressional internship for Fall 2014. The semester runs from August 25 - Late-December. Times and dates can be flexible. Duties will include conducting legislative research, drafting memos and write-ups, attending hearings and briefing, assisting with front office duties, and performing basic administrative tasks. Candidates must exhibit strong writing and communication skills. Maryland residents or strong ties to Maryland are preferred. Please send a resume, cover letter and writing sample to md06.internships@mail.house.gov by July 17, 2014 with "Fall Congressional Internship" in the subject line.

MEM-191-14 The Office of Congressman Reid Ribble is seeking qualified candidates to **intern** full time in our Washington, D.C. office starting in August 2014.

We are interested in candidates of all academic disciplines.

Interns will assist the staff with a variety of tasks, including office administration, legislative research, constituent correspondence, and other duties as assigned.

Administration will include daily tasks such as welcoming guests, being aware of the Congressman's and staff's schedules, answering

phones, constituent tours, mail administration, and other duties. Legislative research and constituent correspondence will include being aware of current and pending legislation, researching legislation for constituent correspondence, attending briefings, and other duties. Candidates should have excellent writing and communication skills, strong organizational abilities, a good work ethic, an ability to work independently, and the drive to take the initiative in a fast-paced environment.

If candidates have any questions or wish to apply, please send resume, writing samples, and references to jeffrey.kuckuck@mail.house.gov

MEM-188-14 Senior Democratic Congressman Brad Sherman (CA-30) seeks highly motivated, full-time **interns** for Summer 2014. Interns are responsible for both administrative and legislative duties. Legislative support includes preparing materials for hearings, attending hearings and briefings, reaching out to agencies and congressional offices, and researching legislation for the Member and Legislative Staff. Administrative tasks include answering phones, greeting visitors, leading tours and sorting mail.

Candidates should be professional, possess strong oral and written communication skills, have the ability to multitask, and have a good sense of humor. Ties to California's 30th Congressional District are a plus but not required. Interested applicants should e-mail a cover letter and resume to luke.stone@mail.house.gov with "CA-30 Internship" as the subject. Please do not hesitate to contact Luke with any questions by sending him an email or calling (202) 225-5911.

MEM-185-14 The DC office of Congressman Derek Kilmer, hailing from Washington's 6th district, is looking for personable, diligent full-time **interns** to start for either the first summer session (late May through early August) or the second summer session (early August through October). 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 who may be eventually interested in working in a congressional office or for the federal government.

To apply, please send a resume, contact information for two references, 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!