



House Vacancy Announcement and Placement Service (HVAPS)

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Job Line: 202-226-4504

INTERNSHIP VACANCY LISTING

Week of September 1, 2014

MEM-307-14

The office of Congressman Jim Himes (D-CT-4) is currently seeking full and part time unpaid **interns** for the fall 2014 semester to work in the Congressman's Washington, DC office. Responsibilities include, but are not limited to, sorting income constituent correspondence, drafting reply letters on behalf of the Congressman, and giving tours of the U.S. Capitol to constituents.

Successful applicants are strong communicators – i.e., are good writers and speakers – are able to work cooperatively with others, are organized, have a positive attitude and a sense of humor, and are reliable. Applicants should also have working knowledge and curiosity of current events and policy topics, as well as a willingness to perform a variety of tasks and administrative functions. This is an excellent opportunity to learn more about the legislative process and better understand the inner workings of a Congressional office.

Connecticut ties are preferred, but all applicants are encouraged to

apply. For any questions or to apply, please contact our internship coordinator at himes.internship@mail.house.gov. All applications should consist of one cover letter, resume, and a brief (1-3 page) writing sample. No phone calls or drop-ins, please.

MEM-306-14 Illinois Representative John Shimkus is currently accepting applications for Fall semester **internship** positions in his Washington D.C. office. This unpaid internship is available on either a full-time or part-time basis. Qualified candidates will be highly organized, prompt, responsible, and ready to work in a fast paced environment. Strong oral and communication skills are a must. Daily responsibilities will include, but are not limited to, assisting staff, answering phones, organizing mail, giving tours of the Capitol Building, and attending hearings and briefings for legislative staff. Interns will gain valuable Capitol Hill experience and further their understanding of the legislative process. Illinois ties are preferred but not necessary. All interested applicants should e-mail their resume and cover letter to midwestinternship@gmail.com

MEM-305-14 The Office of Congressman McClintock (CA-04) is seeking immediate fall **interns** for his Washington, D.C. office. Applicants should possess conservative values, as well as strong written and verbal communication skills. Interns will gain first-hand experience in the operation and management of a Congressional office. Internship duties include attending Congressional hearings, leading U.S. Capitol tours, answering phones, managing constituent mail database, drafting constituent correspondence, and assisting legislative staff with research.

Those with ties to California are encouraged to apply. Interested applicants should send their resume, availability, and a brief cover letter summarizing their interest in working for Congressman McClintock to Rachel.Long@mail.house.gov. Please use "2014 Fall Internship" in the subject line. No phone calls, drop-ins, or faxes please.

MEM-304-14 The office of Congressman Ron Barber of Arizona seeks qualified **interns** for our fall internship program. Interns can expect to gain exposure to the day-to-day activities of Congress while playing an active role in the daily work of a Congressional office. Congressman Barber's district deals extensively with border and immigration issues, alternative energy, scientific research, and national security. Interns can expect experience dealing with a wide variety of issues of critical importance to the nation.

Our internship program places interns in roles with significant responsibility, so we seek only those looking to gain meaningful

experience. Responsibilities include assisting with constituent communications, leading Capitol tours, general administrative duties and assisting with special projects. Prospective applicants should be personable, self-starters, quick-learning and eager to take an active role in the workings of a Congressional office.

Internships are unpaid, but arrangements can be made with your school for academic credit. Both part-time and full-time internships are available, but preference will be given to those who can dedicate at least 25 hours per week.

Interested applicants should send a cover letter and resume to az.house.internship@gmail.com. Individuals with Arizona ties are strongly encouraged to apply. No calls please.

MEM-303-14 **Fall Press Intern** - NY Democrat is seeking press and social media interns for the Fall of 2014 in his Washington, D.C. office. Responsibilities will include, but are not limited to, compiling press clips, monitoring daily news, drafting talking points and press releases, managing social media outlets and working closely with senior staff. The ideal candidate will possess meticulous editing skills, expertise in new social media platforms, an ability to work in a fast-paced environment, professionalism and a good sense of humor. Please note that the internship is unpaid and housing is not provided, but students 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 "Press Intern Fall 2014" in the subject line to NY.PressIntern@mail.house.gov. Equal opportunity employer. No phone calls or drop-ins please.

MEM-302-14 The Office of Congresswoman Eddie Bernice Johnson is seeking full-time and part-time unpaid **interns** for the Fall 2014 semester in the member's Washington D.C. office. Responsibilities will include assisting the administrative and legislative staff with writing, legislative research, constituent services, and attending various briefings and hearings. Candidates should be self-motivated, detail oriented and possess strong oral and written communication skills. This is an excellent opportunity to gain experience on Capitol Hill while learning about the legislative process. Texas ties are preferred, but not required. If you are interested in this internship opportunity, please e-mail a cover letter, resume, references and a writing sample to DCintern.tx30@gmail.com. Please no phone calls or walk-ins.

MEM-301-14 The office of Congressman Albio Sires (NJ-08) seeks motivated, well-organized **interns** for our Washington, DC office on a full or part-time basis for the fall semester. Excellent writing and communication skills

as well as good judgment are essential. Duties will include assisting staff with correspondence and research, attending hearings and briefings, greeting guests, answering phones & other duties as needed. If you are interested, please fax a cover letter, resume, and writing sample to 202-226-0792.

MEM-300-14

The House's most unique and courageous conservative seeks smart, happy **interns** (of all ages and backgrounds) for the remainder of the year. Alas, we cannot pay you. Schedules and start/end dates are negotiable if you're worth it. We do not insist on specific, arbitrary submissions: send us whatever personal materials you think will give us reason to hire you, even if that's just a standard boring resume and canned cover letter. Writing samples are encouraged, but not required, because even a short cover letter belies and betrays a lousy writer. Brevity is the soul of wit.

This Member is not a jerk, and neither loathes nor avoids interns, but loves them, and actually speaks to them. If you are selected for this internship you will have extraordinary access to the Member and to meaningful projects that go well beyond the standard intern grunt work (or your money back).

Personality and ideology are important. Please bring a confident, vigorous intellect and no drama. Ideal candidates will be true patriots who can count up to 17 in trillions, and care more about future generations than they do about sucking up to current leadership. Mushy pleasers/appeasers keep walkin'. HINT: vapid granolas who fear guns, hate babies, are ashamed of America, and think Islamic terrorists and illegal aliens are just misunderstood will not be comfortable here. Reply to: kim.tape@mail.house.gov.

MEM-299-14

Congresswoman Candice S. Miller (R-MI) seeks **legislative interns** for the Fall 2014 (September-December) semester. Interns will work in a fast-paced congressional office, gaining valuable exposure and knowledge of the legislative process and the United States Congress. Intern responsibilities include greeting constituents, managing constituent phone calls, and assisting staff with administrative tasks. Interns will also have the opportunity to conduct legislative research, assist with constituent correspondence, and attend legislative briefings, congressional hearings, receptions, and press events.

Interns must have a good attitude, strong work ethic, and excellent written and oral communication skills. Successful interns will be able to find information with little assistance, be able to work both independently as well as part of a team environment, and possess a strong attention to detail. Applicants should have working knowledge

of current events and policy topics, as well as a willingness to perform a variety of tasks and administrative functions. Michigan ties are strongly preferred; however, candidates from outside the state will be considered. Undergraduate students are strongly encouraged to apply. To apply, please send cover letter and resume to MI10Intern@gmail.com.

MEM-298-14 The Office of Congresswoman Eleanor Holmes Norton (D-DC) is seeking a full-time or part-time **Press and Social Media intern** for the fall of 2014. 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 "Norton Internship" in the subject line to Jason.spear@mail.house.gov. No phone calls or drop-ins please.

MEM-297-14 The Office of Congresswoman Eleanor Holmes Norton (D-DC) is seeking a full-time or part-time **intern** for the fall of 2014. 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 will include, but are not limited to, attending Congressional briefings, giving tours of the Capitol, conducting research, responding to constituent inquiries, and processing tour and flag requests. Qualified applicants should possess a professional and courteous demeanor, excellent communication skills, the ability to multi-task, fastidious attention to detail, and interest in the legislative and governmental process. To apply, please send a resume, contact information for three references, writing sample, and cover letter to Jason.spear@mail.house.gov, with the subject Norton Internship. No phone calls or drop-ins please.

MEM-294-14 Nevada Congressman Steven Horsford 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 in August and/or September 2014.

We are seeking motivated, organized, and reliable individuals to assist the legislative and administrative staff with day-to-day duties. Such

duties include assisting the legislative and communications staff, 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. Nevada and District 4 ties are preferred, but not necessary.

Please send a resume and cover letter to NV04Internships@mail.house.gov. Your application should include your anticipated start date and availability. Please no drop bys or phone calls.

MEM-293-14 **Internships** are currently available in Congresswoman Zoe Lofgren's (CA-19) Washington, D.C. office for the 2014 Fall Semester. Congresswoman Lofgren represents California's 19th Congressional District, which lies in the heart of California's "Silicon Valley".

Interns have the chance to experience the fast-paced atmosphere of a busy Congressional office and gain invaluable work experience. This is an excellent opportunity for those interested in the legislative process. Interns' responsibilities will vary—in addition to answering phones and running errands around the Capitol, interns will have the opportunity to attend hearings and briefings, research legislation for legislative staff, and answer constituent letters on various issues before the House.

Qualified applicants must possess excellent writing and analytical skills, a demonstrated work ethic, and ability to function in a fast-paced environment. A successful candidate will be motivated, able to multitask, and have the ability to work well under pressure. Full-time and part-time internship positions are available beginning September 3, 2014. Part-time interns must work at least three full days a week. Internships are unpaid. California-19 and/or California ties are preferred but not required. Interested applicants should apply through <http://lofgren.house.gov/>. Please cite House Vacancy Announcements as source of this lead.

MEM-292-14 Congressman Dan Kildee's Washington, D.C. office is always seeking motivated and hard-working college students for **fall 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 resume and letters of recommendation to Ghada Alkiek at ghada.alkiek@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-291-14

New York Congressman Jerrold Nadler (D-NY) is seeking unpaid **Interns** for the fall semester, preferably to begin in late August and finish in December. Interns will:

- Assist with office administrative tasks including, sorting incoming mail, greeting visitors, and answering the telephone.
- Assist in the preparation of constituent responses, bills, and amendments.
- Perform legislative research.
- Respond to requests from constituents.
- Attend briefings, hearings, and special events where they may have the opportunity to meet with Members of Congress, leaders of industry, and the press.
- Gain valuable Hill experience and learn about the federal legislative process.

Currently, Congressman Jerrold Nadler represents New York's 10th Congressional District, which includes the residents of most of the Upper West Side, Lower Manhattan and sections of Brooklyn. Congressman Nadler serves on the Judiciary Committee and on the Transportation and Infrastructure Committee, where he is the highest ranking member from New York. He is the Ranking member of The Subcommittee on Courts, Intellectual Property, and the Internet.

Applicant Instructions:

Please e-mail or fax a resume, brief cover letter, and 1-2 page writing sample to:

Email: Gabriella.Libby@mail.house.gov Fax: 202-225-6923.

MEM-290-14

Congressional Black Caucus Internship- Fall 2014 - The Congressional Black Caucus is accepting applications for internship positions available for fall 2014. This unpaid internship will provide valuable hands on experience in developing and executing initiatives for a Congressional Caucus and will provide an understanding the

Caucus's role in the legislative process. This is an excellent opportunity for college students and recent graduates seeking Capitol Hill experience. All majors are encouraged to apply. Interested applicants should e-mail a resume, cover letter, and writing sample to Charlyn.Stanberry@mail.house.gov with "Fall 2014 Internship" in the subject. Please also include dates of availability.

MEM-289-14 **Fall Legal Fellow** - Energetic NY Freshman Democrat is seeking a highly motivated Legislative Fellow to assist with a number of issues, including criminal justice, intellectual property, and financial services. Responsibilities include analyzing policy issues, drafting memos, researching policy positions, and assisting extremely active legislative staff as needed. The ideal candidate should possess strong communication skills, attention to detail, and the ability to operate in a fast-paced environment. Candidates with New York ties and previous internship/work experience are strongly encouraged to apply. This fellowship is unpaid but is eligible for school credit where applicable. Please e-mail a resume, cover letter, and a writing sample to NY.ResumeInbox@mail.house.gov with "Legal Fellowship" in the subject line. Equal opportunity employer. No calls or walk-ins please.

MEM-288-14 The office of Congresswoman Diana DeGette (CO-01) is seeking applications for **internships** during the Fall. As a fast-paced office for an active member of the Democratic leadership, we expect a lot from our interns and pride ourselves on an excellent internship program. Duties include, but are not limited to, answering phones, sorting mail, attending briefings, drafting constituent correspondence, and providing assistance to the legislative staff. Applicants must have excellent writing and communications skills. Interested applicants should email a cover letter, resume, and brief writing sample (2-3 pages) to tom.gibson@mail.house.gov with the subject line "Intern Application."

MEM-287-14 The Washington, DC office of Congressman Peter DeFazio (OR-04) seeks highly motivated **interns**, full time or part time, for Fall 2014. Successful candidates will demonstrate that they are organized, detail-oriented, and professional. Strong written and oral communication skills are essential.

Intern responsibilities will include but are not limited to assisting staff with legislative, administrative, constituent relations, and press activities. Interns will: answer phones; sort, distribute, and respond to constituent mail; lead tours of the US Capitol building; attend hearings and briefings; and assist with legislative research.

Please send a resume, cover letter, and brief writing sample to

matt.leasure@mail.house.gov. Candidates with Oregon ties are strongly encouraged to apply. No phone calls or drop-ins, please.

MEM-284-14 The office of Congresswoman Suzan DelBene seeks full and part-time **interns** for her Washington, D.C. office. Interns will work in a fast-paced congressional office, gaining valuable experience and knowledge of the United States Congress. Intern responsibilities include greeting constituents and handling constituent phone calls, assisting staff with administrative tasks, conducting research, and assisting with constituent correspondence. Washington, D.C. interns will have the opportunity to lead tours of the U.S. Capitol as well as attend hearings and briefings for the legislative staff. The ideal candidates will possess exceptional written and oral communication skills, a high degree of professionalism, as well as a strong interest in public service. Washington state ties are a plus, but are not required. Interested applicants should email a current resume and cover letter to Internship.DelBene@mail.house.gov.

MEM-283-14 Congressman John Lewis, Representative for the 5th District of Georgia, seeks **fall interns** for his Washington, D.C., office. Interns will work in a fast-paced setting and gain valuable experience and knowledge of the United States Congress. Responsibilities include greeting constituents and visitors, handling phone calls, supporting staff with administrative tasks, conducting legislative research, aiding communications staff, and assisting with special projects and assignments. Preference will be given to those with Georgia connections and those available full-time.

If you would like to receive more information or apply to our internship program, please complete the application at <http://johnlewis.house.gov/>. For immediate consideration, please send the application, resume, and writing sample to William.Feeney@mail.house.gov.

MEM-282-14 Congressman Tim Walz (D-MN) seeks **interns** for the Fall 2014 semester. Applicants should be highly-motivated, well-organized, and eager to assist with legislative and administrative needs of the staff. Such duties include but are not limited to attending briefings, answering the phones, drafting and responding to constituent letters, assisting in research, giving tours of the capitol, and various other administrative tasks. Applicants should possess an interest in the legislative process, as well as strong written and verbal communications skills. Minnesota ties a plus. Veterans and active military encourage to apply. Applications accepted for both full-time and part-time positions (min. 16 hours per week). This is an unpaid position. To be considered, please send a resume and cover letter by

August 22nd to denise.fleming@mail.house.gov with “Fall Internship” in the subject line.

- MEM-279-14** The office of Congressman Keith Ellison seeks unpaid **interns** to fill positions for August 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. Minnesota ties strongly preferred. If interested, please send resume, cover letter, and two writing samples to zach.freed@mail.house.gov
- MEM-278-14** Congresswoman Terri Sewell (D-AL) is now accepting applications for highly motivated **interns** to join her Washington, DC for a full time, unpaid internship in the Fall of 2014. Interns will work in a fast-paced Congressional office, gaining valuable experience and knowledge of the United States Congress. Candidates should be proactive, professional, dependable, and have an interest in the legislative process. Excellent oral and written communication skills, the ability to multi-task, and attention to detail are critical for this position. Internships are open to all majors and designed for undergraduate students and recent graduates with an interest in public service. Applicants must have a 3.0 GPA or higher, be enrolled in or have graduated from college, and be 18 years of age or older. Starting and ending dates are flexible, depending on academic calendar, with a preferred start date of September 2nd. Main responsibilities include, but are not limited to, assisting Congressional Staff, performing research, answering telephones, processing mail, data entry, and general office duties. Interns will also have the opportunity to attend special events, such as committee meetings and seminars. Candidates with Alabama ties are strongly encouraged to apply. Please e-mail a resume, cover letter, a short writing sample, and a transcript (unofficial is okay) to sewell.interns@mail.house.gov by August 20th, 2014. No calls or walk-ins please.
- MEM-277-14** The office of Congresswoman Susan Davis (CA-53) is accepting applications for **interns** in Washington, DC on a full or part-time basis for the fall semester. Qualified candidates must be highly motivated, well-organized, detail-oriented, and possess excellent communication skills. The ability to work in teams and use good judgment is critical. Duties will include helping staff with correspondence and research, greeting guests, answering phones, scheduling tours and assisting with other front-office duties. Applicants with an interest in Education

Policy are encouraged to apply. Proficiency in Microsoft Office is required. All interested applicants should send a cover letter, resume, and writing sample to CA53DCInternApp@mail.house.gov.

- MEM-276-14** Long-serving, southern Republican is seeking fall **interns**. Duties include, but are not limited to: staffing front office and greeting visitors, answering phones, coordinating and executing flag and tour requests, assisting with mail processing, and helping with other projects as needed. Strong organizational skills and a positive, team-oriented attitude are required. Interested candidates should send resume and cover letter to congressionalofficejobs@gmail.com
- MEM-275-14** The Office of Congresswoman Jackie Speier (CA-14) is seeking **interns** fall semester for the DC office. Qualified candidates will be able to multi-task and thrive in a fast-paced work environment, while providing high-quality “customer service” to our constituents. Responsibilities will include, but are not limited to, handling constituent correspondence, answering phones, booking and leading constituent tours, attending hearings and briefings, and assisting legislative staff where needed. Students and recent graduates with ties to California’s 14th district are strongly preferred; general California ties are a must. Interested candidates should send their resume, cover letter, and two writing samples to speier.internships@mail.house.gov no later than August 15. Interns will begin August 25 or September 2 depending on their availability, and end in mid-December. Qualified candidates will be contacted for interview. No phone calls, please.
- MEM-274-14** The Washington, D.C. office of Congressman Tim Bishop is currently seeking **interns** available to begin August and September 2014. Interns should be comfortable answering office phones, greeting office visitors, giving tours of the U.S. Capitol, assisting the legislative staff with research, sorting mail, taking notes at hearings and briefings, and assisting with general office work. Strong writing and interpersonal skills are necessary. Applicants should be hard working, intelligent, and enthusiastic with an interest in politics, history and government. Long Island or New York ties are a plus, but not required. Those interested should send a resume to nv01.internapplications@gmail.com. Qualified applicants will be sent an application packet. College students and recent graduates encouraged to apply. Please note this is an unpaid position. The office of Congressman Tim Bishop is happy to work with colleges and universities for credit.
- MEM-259-14** **Fall Intern** – The Office of Congressman David Price (NC-04) is seeking qualified candidates to intern in our Washington, D.C. office for the fall semester (September through the end of November.) This unpaid internship will provide valuable hands-on experience in a

Congressional office and a greater understanding of the legislative process. Responsibilities will include, but are not limited to: attending Congressional briefings, conducting research for staffers, responding to constituent inquiries, operating the phones, sorting the mail, and giving tours of the Capitol.

The internship program is open to college undergraduates, regardless of major, who are attending a DC-area college or who are participating in a semester program in Washington sponsored by a college or university. NC ties are required. Please fill out the application and follow the submitting instructions at

<http://price.house.gov/internships/>.

MEM-223-14

Congressman Jerry McNerney (CA-09) is currently accepting applications for Fall semester **internship** positions in his Washington D.C. office. This unpaid internship will provide valuable hands-on experience in a Congressional office and a greater understanding of the legislative process. Responsibilities will include, but are not limited to, attending Congressional briefings, giving tours of the Capitol, conducting research, responding to constituent inquiries, and processing tour and flag requests. Qualified applicants should possess a professional and courteous demeanor, excellent communication skills, the ability to multi-task, fastidious attention to detail, and interest in the legislative and governmental process.

This is an excellent opportunity for college students and recent graduates seeking Capitol Hill experience. All majors are encouraged to apply. Ties to California's Ninth Congressional District are preferred, but not required. Interested applicants should email a resume and cover letter to nick.sullivan@mail.house.gov with "CA-09 Internship" in the subject line. Include dates of availability.