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**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  
To Subscribe or Unsubscribe to the Vacancy Listserv visit:

<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

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**INTERNSHIP VACANCY LISTING**  
**Week of May 2, 2016**

- MEM-139-16** The office of a New York Congressman seeks an unpaid full-time press **intern** with exceptional writing and editing skills. Duties will include: authoring interesting and creative content for the website on various topics and other tasks as assigned. The intern must be highly motivated and have excellent writing and communication skills. All interested and qualified candidates should email a resume and two writing samples. Please submit all inquiries with the subject "Press Internship" to: [NY.ResumeInbox@mail.house.gov](mailto:NY.ResumeInbox@mail.house.gov).
- MEM-138-16** Energetic New York Democrat is seeking a highly motivated legislative **intern** to join his Washington, DC office for a part time unpaid internship this summer. Candidates should possess a professional and courteous demeanor, interest in the legislative process, excellent communication skills, the ability to multi-task, attention to detail, and a sense of humor. Main responsibilities include, but are not limited to, attending Congressional briefings, responding to constituent correspondence, assisting with flag requests, and general office duties. Candidates with New York ties and previous internship/work experience are strongly encouraged to apply. Please e-mail a resume, cover letter, and a short

writing sample to [NY.ResumeInbox@mail.house.gov](mailto:NY.ResumeInbox@mail.house.gov). Equal opportunity employer. No calls or walk-ins please.

**MEM-137-16** 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](mailto:NY.ResumeInbox@mail.house.gov) with “Legal Fellowship” in the subject line. Equal opportunity employer. No calls or walk-ins please.

**MEM-136-16** The office of Congressman Jim Costa is seeking **interns** who are interested in gaining hands-on experience in a congressional office. In our Washington office, internships allow individuals to actively observe the legislative process while participating in the administrative operations of a congressional office. Intern responsibilities include attending hearings, researching legislative issues, responding to constituent inquiries, processing tour and flag requests, opening and routing incoming mail, giving tours of the Capitol, and performing general office duties. Qualified candidates should have exceptional writing skills, strong communication skills, the ability to work in a fast paced working environment, and have an interest in learning more about the legislative process.

Please email a resume, cover letter, and writing sample to [Resumes.CostaInterns@mail.house.gov](mailto:Resumes.CostaInterns@mail.house.gov).

**MEM-134-16** The Democratic Staff of the Committee on Science, Space and Technology is seeking **interns** for the summer starting in May. Interns are asked to work with staff to help prepare for committee hearings and markups. Interns will work on substantive research projects and press matters. Additionally, interns are critical to the daily operation of the office including tasks such as answering phones, greeting visitors, and filing official documents.

Interested applicants should visit the Committee’s website at <http://democrats.science.house.gov/internships>. Please fill out the application provided and send in a resume.

**MEM-127-16** The Office of Congressman Raul Ruiz (CA-36) seeks highly-motivated, qualified **interns** with excellent research and communication abilities to join his District offices in Palm Desert and Hemet, California as part of the Summer 2016 Congressional Internship Program. Although congressional interns are unpaid

they are considered an integral part of the office and are given an opportunity to expand their knowledge about public policy and the legislative process.

Congressional intern responsibilities may include, but are not limited to, conducting research for staff members, assisting staff at community or public events, attending meetings, transcribing documents, and providing general constituent services in the form of answering phone calls. Congressman Ruiz's internship program also features staff-lead workshops designed to develop essential and professional skill that students may apply in any setting. Students interested in applying for a congressional internship in one of the offices of Congressman Raul Ruiz have the opportunity to apply to the Summer 2016 session. Applications will be accepted on a rolling basis. Prospective interns should complete an internship application (available here: <https://ruiz.house.gov/services/internships>), attach their resume, and submit to Tony Aguilar at [tony.aguilar@mail.house.gov](mailto:tony.aguilar@mail.house.gov).

**MEM-126-16** The Office of Congressman Joseph R. Pitts (PA-16) is seeking candidates for its Washington D.C. spring **internship** program who are able to begin immediately and are available for all of April and May. The internship provides a remarkable experience for students and recent college graduates to contribute to the nation's political process and to see how Congress works firsthand. Ideal candidates will have the following: strong communication and organizational skills, a conservative political philosophy, motivation, an interest in public service, and knowledge of public affairs. Intern responsibilities include, but are not limited to, answering phones, conducting Capitol tours, researching legislation, assisting with mail distribution, and attending hearings and briefings. Internships are unpaid, but interns will gain invaluable work experience. Pennsylvania ties are preferred but not required. Please send a resume, cover letter, and references to [PA16internship@gmail.com](mailto:PA16internship@gmail.com). No calls or walk-ins please.

**MEM-086-16** The Washington, DC office of Congressman Ruben Gallego (D-AZ) is seeking enthusiastic and motivated **interns** for Summer 2016. The ideal candidates will interact well with constituents, be able to multitask, and have a strong interest in public service. Excellent research and writing skills are crucial. Arizona ties are a plus, but not required.

Interns will have the opportunity to gain experience working on Capitol Hill and learn firsthand about the workings of a Congressional office. Responsibilities include answering the phone, guiding tours of the Capitol, assisting with constituent correspondence, and attending briefings and hearings. Internships are unpaid, but the office will fill out any necessary forms for students to receive academic credit.

Interested applicants should send a cover letter, resume, and a 2-5 page writing sample to [AZ07Internships@mail.house.gov](mailto:AZ07Internships@mail.house.gov) with the subject line "Name— Summer Internship Application." Cover letters should include days and times the

applicants will be available during the internship period; writing samples may be excerpts of larger works. Interns will begin early to mid-May, depending on their availability, and end in mid-August. Applications will be considered on a rolling basis, and qualified candidates will be contacted for an interview.