



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

INTERNSHIP VACANCY LISTING

Week of June 17, 2019

MEM-255-19 The House Veterans' Affairs Committee (Minority) is currently accepting applications for full-time **internships** for the fall 2019 session. Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the legislative process and the inner-workings of a congressional committee. Interns will be working in a fast-paced front office, answering phones, and greeting visitors. Responsibilities also include assisting staff with hearings/markups, day to day administrative operations, legislative research projects, and various other tasks as assigned.

Ideal candidates must have a genuine interest in issues affecting veterans and possess an energetic, team player attitude. Candidates with previous Hill experience are preferred. Note that Committee internships are unpaid positions. Please send a cover letter, resume, and short writing sample to:
var.internship@mail.house.gov. No phone calls or walk-ins please.

MEM-254-19 The Democratic Staff of the Select Committee on the Climate Crisis seeks full or part-time, unpaid Legal **Interns** for a mid-August or early September start date, running through the end of the 2019 calendar year. Responsibilities may include conducting legislative research, attending briefings and hearings for staff,

preparing and assembling materials for Committee hearings and events, and other tasks as assigned or needed.

The ideal candidate will be detail-oriented, self-motivated, reliable, and have excellent writing and communications skills. An interest in environmental law is strongly desired; this internship is geared towards those in 2L or 3L programs.

Please send a resume and cover letter to SCCCDjobs@mail.house.gov with “Fall Legal Intern” in the subject line by July 10, 2019. Please include your approximate dates of availability in the message, and how many days per week you would be available. The office is an equal opportunity employer, and diverse candidates are encouraged to apply. No calls or drop-ins please.

MEM-253-19 The Democratic Staff of the Select Committee on the Climate Crisis seeks full or part-time, unpaid **Interns** for a mid-August or early September start date, running through the end of the 2019 calendar year. Responsibilities may include conducting administrative tasks for the committee, attending briefings and hearings for staff, conducting research projects, preparing and assembling materials for Committee hearings and events, and other tasks as assigned or needed.

The ideal candidate will be detail-oriented, self-motivated, reliable, and have excellent writing and communications skills. An interest in environmental, climate change, or science policy is strongly desired.

Please send a resume and cover letter to SCCCDjobs@mail.house.gov with “Fall Intern” in the subject line by July 10, 2019. Please include your approximate dates of availability in the message, and how many days per week you would be available. The office is an equal opportunity employer, and diverse candidates are encouraged to apply. No calls or drop-ins please.

MEM-251-19 Congresswoman Diana DeGette (CO-01), a Senior Member of the Energy and Commerce Committee and Natural Resources Committee, seeks undergraduate or graduate students for full-time or part-time **internships** in her Washington, D.C. office. Duties include, but are not limited to, answering phones, sorting mail, attending briefings, drafting constituent correspondence, and providing research assistance to the legislative staff.

Qualified candidates will have strong communication skills and an interest in the legislative process. Colorado ties are preferred but not required. The ideal candidate will be able to intern at least two full days per week. Interested applicants should send a cover letter and resume to Blaise.Hokkanen@mail.house.gov

MEM-249-19 “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 a Fall 2019 **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 is a plus. To apply, please send your resume and cover letter to house.science.committee@mail.house.gov.”

MEM-248-19 The office of Congressman Larry Bucshon (IN-08) is currently seeking applicants for **internships** in the Congressman’s D.C. office for the fall of 2019. Duties include drafting constituent correspondence, greeting constituents and answering phones, performing legislative research, leading tours of the Capitol, attending policy briefings and meetings, and conducting research and additional tasks to assist the Congressman’s staff.

We’re looking for college students or recent graduates who are motivated, detail-orientated, and ready to work in a fast paced setting. A positive attitude and an interest in politics are a must. District 8 or Indiana ties are preferred but not required.

Please email a resume & cover letter describing your interest in the position to connor.roberts@mail.house.gov

MEM-247-19 The Democratic Staff of the House Natural Resources Committee is currently seeking full-time Legislative **Interns** for our Fall/Winter session which runs from September-December. Interns are offered a stipend and are eligible for metro benefits. Applicants must be organized, detail oriented, and dependable. Above all, we seek interns who are passionate about issues within the Natural Resources Committee’s jurisdiction and demonstrate exceptional interpersonal skills. A Legislative Internship offers a unique set of opportunities including the chance to attend committee hearings, markups, briefings, and meetings, in addition to gaining firsthand experience with the legislative process at the Committee level.

Primary duties include:

- Researching legislative policy issues
- Answering phone calls
- Sorting and distributing mail
- Conducting background research
- Performing stakeholder outreach
- Compiling data and statistics
- Assembling committee documents
- Tracking House floor proceedings

To apply for our Fall/Winter session, send a cover letter, resume, and short writing sample to Carlyn LeGrant at NRD.Internships@mail.house.gov with the subject line “Fall Legislative Internship Application”
The deadline to apply is July 8th, 2019.

MEM-246-19 Congressman Andy Levin (D-MI) is seeking a Digital Media **Intern** for a temporary paid position in his Washington, D.C. office. The intern will assist with the greater communications operation, but will focus on digital media content creation. Intern responsibilities include but are not limited to social media content generation, website maintenance, analytics, photography, videography, media monitoring and staffing the member. Candidates will have a keen eye for design, a desire to grow and learn in the political communications space, knowledge of graphic design and video editing, a positive attitude and a sense of humor.

Candidates of all backgrounds are encouraged to apply. To apply, please send a resume, cover letter, a writing sample, graphic design sample and a link to a video using the subject line “Digital Media Intern” to MI09.Resumes@gmail.com

MEM-244-19 Congressman Charlie Crist (FL-13) is seeking Full time or Part Time **interns** for Fall 2019 in Washington, D.C. Interns will assist the legislative and administrative staff, attending briefings, answering phones, coordinating and conducting tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. District and Florida ties are encouraged but not required. No phone calls or drop ins, please.

Applications must be received by COB July 1st. To apply, email a single PDF including your resume, 1-2 page writing sample, and cover letter listing your availability to FL13.Internships@mail.house.gov

MEM-241-19 The Democratic Staff of the Committee on Science, Space and Technology seeks a full-time, paid **interns** for the fall semester. Interns are asked to work with staff to help prepare for committee hearings and markups, and will work on substantive research and oversight projects in addition to press matters. Furthermore, interns will be 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 <https://science.house.gov/contact/internships>. Please fill out the provided application and attach a resume. No calls or drop-ins please.

MEM-240-19 The Washington, D.C. office of Congressman Frank Lucas (OK-3) is seeking candidates for a paid **internship** for Fall of 2019. Interns will observe the inner workings of a Congressional office while gaining firsthand knowledge of the legislative process. DC responsibilities include leading Capitol tours, answering

phones, assisting staff with legislative projects, attending briefings and hearings, and working on special projects. Oklahoma ties are strongly preferred.

Please send your resume and cover letter to Jacob.Rainbolt@mail.house.gov, with "Internship Application" in the subject line.

MEM-236-19 Republican Congressman Rob Wittman (VA-01) is seeking unpaid **interns** for the Fall 2019 session in his Capitol Hill office. The spring session dates are August 26th- December 13th. The internship schedule is flexible to accommodate classes. Interns will have the opportunity to attend committee hearings and briefings for staff members, assist in the constituent correspondence process, as well as assist with other constituent services.

Responsibilities include: taking phone calls, processing constituent mail, and performing other general office duties. Ideal applicants should be interested in the legislative process, enthusiastic, reliable, and hard-working. Full or part time internships with flexible schedules are available. Ties to Virginia's First Congressional District are preferred but not required.

Interested candidates should e-mail their resume and cover letter to Curran.smolinsky@mail.house.gov before July 5th. Please specify what your internship schedule may look like.

MEM-234-19 The Office of Congresswoman Gwen Moore (WI-04) is seeking a press **intern** to assist with a fast-paced communications operation for Summer 2019. Qualified candidates will have strong writing, editing, event planning, social media, graphic design, and photography skills, and be able to work on tight deadlines. Selected candidates will also be expected to perform standard administrative duties.

Intern responsibilities include:

- * Social media content development
- * Event photography
- * Compiling press clips
- * Clipping videos
- * Creating graphics
- * Drafting press releases
- * Answering phones

Interested applicants should email a cover letter, resume, short writing sample, dates of availability and one graphic to GwenMoorePress.Moore@mail.house.gov with "Summer 2019 Press Internship" in the subject line.

MEM-233-19 Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his Washington, DC office. Candidates should be collegial, professional, quick learners, and phenomenal team players. Strong oral and written

communication skills and close attention to detail are imperative. Duties include assisting staff with legislative, administrative, and press related projects, writing memos and talking points, attending hearings and meetings, answering constituent phone calls, leading tours of the US Capitol, assisting with scheduling, sorting and distributing mail, and managing tour and flag requests.

Interns are considered an integral part of the team and are given the opportunity to learn and grow through working with us both to achieve the goals of the office and to pursue and develop their areas of interest. First-hand experience in Congressman Garamendi's congressional office provides interns with an unparalleled knowledge and understanding of the development of public policy.

Full-time candidates with California ties and previous internship/work experience are strongly encouraged to apply. Please e-mail a resume, cover letter and dates of availability to Garamendi.Internships@mail.house.gov.

MEM-227-19 Congressman Dwight Evans (PA-03) is seeking highly motivated **interns** for the Fall of 2019. Strong communication skills required. Must be dependable and a team player. Duties include answering constituent phone calls and inquiries, attending congressional briefings and hearings, conducting research for legislative staff, compiling press clips for the communications team, and leading Capitol tours. Interns will gain valuable professional experience and inside knowledge of the legislative process on Capitol Hill.

Minorities, women, and LGBTQ persons are encouraged to apply. Philadelphia or Pennsylvania ties preferred but not required. Qualified candidates should send a resume and cover letter to Matthew.Holcombe@mail.house.gov with the subject line "Fall 2019 Internship."

MEM-226-19 The Democratic Staff of the House Committee on Veterans' Affairs seeks full or part-time legislative and press **interns** for fall 2019 to start in early August. Responsibilities include but are not limited to conducting legislative research, answering phones, attending briefings and hearings for staff, compiling press clips, drafting content, and other tasks depending on the needs of the Committee and the intern's interests. Qualified candidates will have strong oral and written communications skills as well as a desire to help veterans and learn about the House and legislative process.

Submit a resume and cover letter to veterans.internships@mail.house.gov. Please include in your cover letter how many days a week you would be available to intern as well as your preferred start and end dates. Indicate in the subject line whether you are applying for a legislative or press internship. Student veterans preferred, but not required.

Internships are unpaid, so interns will be required to be receiving academic credit from their respective college or university or be sponsored by an organization and have outside funding.

MEM-225-19 Congressman Jason Smith (MO-08) is currently seeking full or part-time **interns** to work in his Washington, DC office for the Fall 2019 term from August to December. Intern responsibilities include greeting guests in the front office, opening and sorting mail, guiding Capitol building tours, and assisting staff with administrative tasks. Interns will also have the opportunity to conduct legislative research as well as attend Capitol Hill briefings, Congressional hearings, and press events. Ideal candidates will have a positive attitude, strong work ethic, attention to detail, and excellent written and oral communication skills.

Those interested should send a resume and cover letter to tyler.fagan@mail.house.gov. Applications are reviewed on a rolling basis, so there is currently no deadline to apply.

The position is open to current college students or recent graduates. Internship time frame and hours are flexible and can be adjusted to accommodate class/work schedules. State ties preferred but not required.

MEM-219-19 Congressman Charlie Crist (FL-13) is seeking Full time or Part Time **interns** for Fall 2019 in Washington, D.C. Interns will assist the legislative and administrative staff, attending briefings, answering phones, coordinating and conducting tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks.

District and Florida ties are encouraged but not required. No phone calls or drop ins, please. Applications must be received by COB July 1st.

To apply, email a single PDF including your resume, 1-2 page writing sample, and cover letter listing your availability to FL13.Internships@mail.house.gov