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**House Vacancy Announcement and Placement Service (HVAPS)**

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**INTERNSHIP VACANCY LISTING**

**Week of January 8, 2018**

**MEM-012-18** The office of Congresswoman Martha McSally is seeking spring **interns** for the Washington, D.C. office with an immediate start date. Responsibilities include, but are not limited to, conducting Capitol tours, corresponding with constituents, researching legislative issues, attending committee hearings, and assisting the Member and staff with data management.

Interns will be expected to work a minimum of 24 hours per week, with preference given to candidates who can work full time. Ideal candidates are self-starters with strong interpersonal skills, writing capabilities, and attention to detail. Interested candidates should email resumes to [AZ02Intern@gmail.com](mailto:AZ02Intern@gmail.com).

**MEM-011-18** The Committee on House Administration Democratic staff is currently seeking a full-time, unpaid **intern** for the 2018 Spring Semester. Interns will have various responsibilities in assisting staff with administrative duties, franking, and legislative research. Duties include, but are not limited to, answering phones, sorting franking requests, compiling hearing materials, and assisting with front office duties. Candidates must exhibit strong writing, communication and organizational skills. Spanish fluency is a plus. Please send a resume and brief writing sample in PDF format to [Sydneey.burns@mail.house.gov](mailto:Sydneey.burns@mail.house.gov) with "Spring Congressional Internship" in the subject line.

**MEM-010-18** Congressman Michael E. Capuano is looking for **interns** to join his Washington, D.C. team for a full-time or part-time, unpaid internship during spring 2018, 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 and/or work experience are strongly encouraged to apply. Please e-mail a one-page writing sample, resume and cover letter in PDF format to [capuano.intern1@mail.house.gov](mailto:capuano.intern1@mail.house.gov).

**MEM-009-18** The Office of Congressman Chris Smith (NJ-04) is seeking applicants for an unpaid **internship** in the Washington, DC office for spring 2018. Duties include, but are not limited to, answering constituent phone calls, leading tours of the Capitol, attending hearings and briefings, sorting and distributing mail, drafting correspondence, and assisting with research tasks. Candidates should possess strong writing and communications skills as well as attention to detail. All majors are encouraged to apply. Please send a resume, writing sample, and a list of references to [NJ04.scheduling@mail.house.gov](mailto:NJ04.scheduling@mail.house.gov) with "Spring Internship 2018" in the subject line.

**MEM-007-18** Congressman Erik Paulsen's office is currently accepting applications for unpaid **internships** in the Washington, D.C. office.

A Congressional internship offers applicants an exciting opportunity to support staff while learning about the daily operations of the Legislative branch. Interns will assist the staff with constituent services, communications, administrative tasks, and legislative research. Congressman Paulsen's Internship Program is designed primarily for the educational benefit of the participant. Interns working in the District Office have the opportunity to contribute to the office's interaction with the surrounding community through constituent services, local events, and community meetings. Interns in the Washington, D.C. Office will gain insight into the federal government and the legislative process by working closely with staff and attending hearings and briefings. Candidates should have a strong work ethic, be highly organized and motivated, and possess a positive attitude. This internship is unpaid. College credit, if applicable, will be provided. MN ties preferred but not required. Qualified applicants should send their cover letter and resume to Peter Dudziak at [Peter.Dudziak@mail.house.gov](mailto:Peter.Dudziak@mail.house.gov).

**MEM-006-18** The Office of Congresswoman Susan Davis is seeking full and part time **interns** for the Winter/Spring term in our Washington D.C. office. Great candidates are passionate about Democratic issues, great communicators, and flexible. Duties include letter writing, research opportunities, and constituent contact. Internship candidates should be prepared to work a minimum of 10 hours per week. Internship applications are evaluated on a rolling basis for fall, spring and summer sessions. While we encourage all enthusiastic and hard-working applicants, being a constituent of California's 53rd District is a plus!

Interested applicants should send a cover letter, resume and a list of three references with the subject line "Winter 2018 Internship" to our Intern Coordinator at [ca53dcinternapp@mail.house.gov](mailto:ca53dcinternapp@mail.house.gov). Ties to San Diego and the CA-53rd District are preferred but not required. This position is for the Spring Semester/Winter Quarter.

**MEM-005-18** California Democratic Member is seeking a qualified applicant for a temporary paid **internship** in his Capitol Office. Responsibilities include corresponding with constituents, leading tours of the Capitol, and significant administrative duties. Candidates should be detail oriented, possess strong oral and written communication skills, and have an ability to multitask and be flexible in a fast-paced environment. Multilingual applicants, particularly those speaking Spanish, are encouraged to apply. Interested applicants should send a cover letter, resume, and 2-3 page writing sample to [CAJobs@mail.house.gov](mailto:CAJobs@mail.house.gov) no later than January 10, 2018.  
No phone calls or drop-ins please.

**MEM-004-18** Congressman Ben Ray Luján (NM-03) has immediate openings for unpaid full-time and part-time **interns** for his Washington, D.C. office. Candidates should be motivated, flexible, and detail-oriented individuals with immediate availability, and a preference for those who can stay two-three months. New Mexico ties are a plus, but are not required.

Intern responsibilities include answering constituent phone calls, leading tours of the Capitol, sorting mail and faxes, writing letters, and assisting experienced staff with projects in diverse issue areas. Candidates should be outgoing and possess strong oral and written communication skills, an ability to multitask in a fast-paced environment, and a good sense of humor. Candidates with New Mexico ties are strongly encouraged to apply. Please e-mail a resume, cover letter – including desired start date, and a 1-2 page writing sample to [Lujan.Tours@mail.house.gov](mailto:Lujan.Tours@mail.house.gov).

**MEM-002-18** Representative Debbie Dingell (D-MI) is seeking full or part-time congressional **interns** for her Washington, D.C. office for Winter 2018 (mid-January to May). 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-oriented and possess strong communication and writing skills. Michigan ties are preferred. Interested applicants should submit a resume and cover letter with the subject line “Winter Internship” to [timothy.huebner@mail.house.gov](mailto:timothy.huebner@mail.house.gov).

**MEM-513-17** Congresswoman Eleanor Holmes Norton’s Capitol Hill office is seeking strong undergraduate, graduate, and recent graduate candidates for the spring **internship** program.

*Description*

Responsibilities will include but are not limited to answering phones, conducting legislative research, attending briefings/hearings, drafting memos, performing administrative tasks, assisting with constituent relations, and managing the front office. The internship gives students the opportunity to interact directly with the inner workings of Capitol Hill and the legislative process.

*Requirements*

Applicants should be professional, hardworking, and enthusiastic with strong writing and communication skills. Reliable, responsible, and personable individuals are more likely to thrive in this position.

Qualified applicants should send a resume, cover letter, and a two-page writing sample to [Priscilla.Kim@mail.house.gov](mailto:Priscilla.Kim@mail.house.gov) with the subject line “Norton Internship.” District ties are required. Both full and part time positions require a minimum three-month commitment, are unpaid, and will be considered on a rolling basis.

No phone calls or drop ins, please.

**MEM-510-17** Congressman Jason Smith (MO-08) is currently seeking **interns** to work in his Washington, DC office for the Spring 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 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 [caleb.baca@mail.house.gov](mailto:caleb.baca@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-506-17** Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his Washington, DC office this winter. Candidates should be professional, quick learners, and phenomenal team players, and should be able to begin in

January 2018. 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](mailto:Garamendi.Internships@mail.house.gov).

**MEM-504-17** California Democratic Member is seeking a qualified applicant for an **internship** position in his Capitol Office. Responsibilities include corresponding with constituents, leading tours of the Capitol, assisting with projects including press and legislative research, and administrative duties as needed. The staff member will have the opportunity to attend briefings and hearings on the Hill as well as network and learn from senior staff. Candidates should be detail oriented, possess strong oral and written communication skills, and have an ability to multitask and be flexible in a fast-paced environment. Multilingual applicants, particularly those speaking Spanish, are encouraged to apply. Interested applicants should apply at the following link:  
<https://vargas.house.gov/services/internships/congressional-internship-application>.

**MEM-503-17** Congressman Ed Perlmutter seeks an **intern** to conduct administrative duties in his Washington, DC office. The successful candidate must be a strong team player, polite and friendly with constituents, and willing to assist other staff members in various items. Colorado connections are highly preferred.

*Primary Responsibilities:* Responsible for greeting guests, taking/distributing messages appropriately, taking care of general office needs, writing memos and letters to constituents, attending briefings for staff and performing back-up duties as necessary. This person will also be expected as needed to conduct personal tours for constituents and assist them on their visit to D.C. Additional responsibilities include, but are not limited to:

- Communicate with constituents over the phone.
- Conduct personal tours of the Capitol.
- Interact with constituent outreach program, Fire Side.
- Attend hearings and briefings for staff.
- Respond to constituent requests for information.

- Perform general administrative duties.
- Sit in on meetings with staff and outside organizations.
- Work with other staff members on writing letters to constituents.
- Intern Project: Research legislation and pitch co-sponsorship to Congressman Perlmutter.

Please send a résumé and cover letter via email to [tia.bogeljic@mail.house.gov](mailto:tia.bogeljic@mail.house.gov).

Location: Washington, D.C.

**MEM-502-17** The Office of Congressman Al Lawson (FL-05), is seeking full – or part – time **interns** for Spring and Summer '18 semesters in the Washington D.C. office. Responsibilities include, but are not limited to: assisting in legislative research, answering phone calls, attending briefings, greeting front office visitors, and leading tours of the Capitol. Ideal candidates will have a strong attention to detail, an enthusiasm for the political and congressional processes, strong writing skills, and the ability to thrive in an energetic office environment. To apply, please send a resume, cover letter, short writing sample (1-2 pages), and work availability to [amber.milenkevich@mail.house.gov](mailto:amber.milenkevich@mail.house.gov).

**MEM-501-17** The Office of Representative Nydia Velázquez (NY-7) is seeking candidates to **intern** in the Washington, D.C. office from January through May 2018. Interns' responsibilities will include a wide range of tasks including: answering phones, greeting visitors, drafting letters, researching policy matters for the Member and legislative staff, and responding to constituent letters and requests. Candidates should have a positive attitude, strong work ethic, and have excellent interpersonal skills. Strong writing skills are a plus. As Ranking Member of the Committee on Small Business, some interns may be assigned to the Committee on Small Business.

To apply to intern in the DC office, please send your resume to [Melissa.Jung@mail.house.gov](mailto:Melissa.Jung@mail.house.gov). Due to the high volume of applicants, a response is not guaranteed. Applications will be accepted on a rolling basis.

**MEM-500-17** West Coast Republican seeks a highly motivated individual with exceptional organizational skills and multitasking ability to serve as a paid **intern** in their Washington, D.C. office. This position requires an individual to provide excellent constituent service. Responsibilities include, but are not limited to: greeting constituents and meetings, tours and other information, answering telephone calls and taking messages, processing mail, maintaining the front office, and general office administrative duties. The successful candidate must be courteous and work well in a team environment. Please e-mail your resume and cover letter to [westcoastgopinternship@gmail.com](mailto:westcoastgopinternship@gmail.com).

**MEM-499-17** Rep. Steve Womack (AR-03)



Congressman Steve Womack is currently seeking hard-working **interns** in his Washington, D.C. office for the Spring 2018 semester. Interns will work closely with Congressman Womack's staff and constituents while learning the inner workings of the United States Congress and about issues affecting Arkansans. Duties include, but are not limited to, leading tours of the U.S. Capitol, sorting constituent mail, answering phones, attending hearings and briefings, and assisting staff members. Those interested in political science, government, public policy, business, and social work are encouraged to apply. Congressman Womack is a member of the Appropriations Committee, and serves on the Defense, Military Construction, Veterans Affairs, and Related Agencies, and Labor, Health and Human Services, Education, and Related Agencies subcommittees. He also sits on the Budget Committee. Any interested candidates should send a current resume and cover letter to [hannah.shea@mail.house.gov](mailto:hannah.shea@mail.house.gov).

**MEM-498-17** 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](mailto:Hensarling.Tours@mail.house.gov). Use the subject line: Spring 2017 Internship Application. Texas ties are strongly preferred.

**MEM-497-17** A Georgia Republican office is accepting applications for **internship** positions for our Washington, D.C. location. Positions are available beginning in January and will last until May. Duties include, but are not limited to, attending Congressional hearings, researching legislative policy, responding to constituent inquiries, and leading tours of the Capitol. Qualified applicants should possess a professional and courteous demeanor, excellent communication skills, the ability to multi-task, attention to detail, and interest in the legislative process. All majors are encouraged to apply. Please send your resume and a cover letter to [GA06Interns@mail.house.gov](mailto:GA06Interns@mail.house.gov).

**MEM-496-17** Congressman Jimmy Gomez (CA-34) is seeking applications for **internship** positions available in his Washington, D.C. office. Positions are available starting immediately, and applications will be considered on a rolling basis. This internship provides a great opportunity to gain experience working in a Congressional office and get a first-hand look at the legislative process.

Intern duties include performing research for staffers, supporting legislative and communications activities, helping with front office operations, assisting with constituent relations, and giving tours of the Capitol. Candidates should be self-starters with excellent communication skills, the ability to multitask effectively and think critically, attention to detail, and an interest in the legislative and governmental process.

This internship presents an excellent opportunity for college students and recent graduates seeking Capitol Hill experience. Southern California ties are preferred, but not required. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability or age. Women and minority candidates are encouraged to apply. Interested applicants should email a resume and cover letter to [CA34.internship@mail.house.gov](mailto:CA34.internship@mail.house.gov) with “Internship Application” in the subject line.

**MEM-493-17** Democratic Congressman seeks applicants for full- or part-time unpaid congressional **internship** for Spring 2018. Duties will include conducting legislative research, drafting memos, 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](mailto:md06.internships@mail.house.gov) with “Spring Congressional Internship” in the subject line.

**MEM-492-17** **Internships** are offered in Congressman Keith Rothfus’ Washington, D.C. office during the spring, summer, and fall semesters. Currently, we are accepting resumes for Spring and Summer 2017. Hours can be flexible to accommodate student course schedules, but generally run 9:00AM – 6:00PM. Internships are unpaid and academic credit may be available depending on the student’s academic institution. Duties will include, but are not limited to: answering phones, leading constituent tours, processing mail, researching issues, drafting correspondence, attending hearings and briefings, and maintaining the front office. Qualified candidates should have excellent writing and communication skills, the ability to work in a fast-paced working environment, and have an interest in the legislative process. Students may email resumes to [kirsten.hasler@mail.house.gov](mailto:kirsten.hasler@mail.house.gov). Pennsylvania ties are preferred, but not required.

**MEM-491-17** Congressman José E. Serrano is currently seeking **interns** for the Winter/Spring term for his Washington, D.C. office! We are looking for energetic and driven individuals who are eager to learn. Congressman Serrano represents New York’s 15th Congressional District and serves on the Appropriations Committee. Candidates must be self-starters, detail oriented, have excellent writing and communication skills, and be able to multi-task. The internship involves researching legislative issues, assisting with incoming mail, attending lectures and hearings, giving Capitol tours, working with legislative staff on special



projects and assisting with other general office duties. Please note that this is an unpaid internship, if you are seeking college credit our office would be happy to assist in that. New York ties a plus, but not necessary. Please email your cover letter and resume to [Alexis.Philbrick@mail.house.gov](mailto:Alexis.Philbrick@mail.house.gov) with Winter/Spring Internship in the subject line.