



House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING

Week of May 4, 2015

MEM-115-15 The office of a western Republican House member is looking for an experienced unpaid communications **intern** to assist with day-to-day operations and special projects in the Washington, D.C. office. Candidates should be soon-to-be or recent college graduates with a preferred major in PR, journalism, English, or communications. Interested applicants must be able to commit to at least 30 hours per week. Qualified candidates will have a previous internship in communications, journalism, a political office or on the Hill, excellent writing skills, and a positive attitude and sense of humor. Photoshop experience is a plus. Intern responsibilities will include monitoring news on relevant policy areas and compile media reports, drafting social media posts and graphics on legislation, issue positions, and news items. Interns will also help brainstorm creative ways to concisely convey complex policy initiatives, draft press material, proof and edit documents from Senior Staff, and assist the Communications Director with special projects. Interested candidates should send their resume and two brief writing samples to WesternStateIntern@gmail.com. Writing samples may include: press release, advisory, professional Facebook post & corresponding tweet, school newspaper article, etc.

MEM-114-15 The office of a western Republican House member is looking for an unpaid **intern** for Summer 2015. Candidates should be hardworking, detail-oriented, and professional with strong communication and writing skills. Western ties are a plus but not a requirement. Intern responsibilities will include, but are not limited to, providing general constituent services in the form of answering phone calls and sorting mail, leading Capitol tours, conducting research for staff members, drafting constituent correspondence, and attending hearings. Interested candidates should send their resume, a cover letter, and a brief writing sample to WesternStateIntern@gmail.com by May 15, 2015.

MEM-113-15 The office of Congresswoman Jackie Walorski (IN-02) is seeking a full-time communications **intern** for her Washington D.C. office for fall of 2015. Ideal candidate must possess strong writing skills, be detail-oriented and professional. Intern will work directly with the communications director and members of the media. Responsibilities would include writing releases, monitoring social media and developing media strategies. Position is unpaid and serves to provide professional and educational value to participants. Office is flexible in allowing intern to attend hearings and briefings as well as work with LA's on issues of their interest. Potential applicants must be willing to work in a fast-paced environment and be interested in learning more about the legislative process. Candidates with photography and graphic design experience strongly encouraged to apply.

Please send resume and cover letter to internship.in02@gmail.com.

MEM-112-15 The office of Congresswoman Jackie Walorski (IN-02) is seeking full-time **interns** for her Washington D.C. office for fall of 2015. Ideal candidate would be professional, dependable and possess a strong writing skills and work ethic. Responsibilities include phone assistance, constituent correspondence, Capitol tours and other legislative projects. Positions are unpaid and serve to provide professional and educational value to participants. Office is flexible in allowing interns to attend hearings and briefings as well as work with LA's on issues of their interest. Candidates must be willing to work in a fast-paced environment and be interested in learning more about the legislative process.

Please send resume and cover letter to internship.in02@gmail.com.

MEM-109-15 The House Democratic Caucus is looking for a full time press **intern** with availability beginning immediately. Responsibilities include (but are not limited to) assisting with press clips, production and editing of studio videos, staffing of live stream events, graphic design, formatting and extracting large quantities of data, and assisting in team projects. Applicants should be self-starters, motivated, detail-oriented, possess excellent verbal and written communication skills, and be able to problem solve and multi-task. Experience in Adobe Suite or other design software and proficiency in Spanish highly preferred. Experience and interest in

press operations and the congressional process is a plus. Minorities are strongly encouraged to apply.

Applicants must be either college/graduate students or Congressional internship program participants. Interested candidates should send a resume and cover letter detailing availability to DemCaucusPressIntern@Gmail.com.

MEM-107-15 Congresswoman Candice S. Miller (R-MI) seeks legislative **interns** for Summer 2015. 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.

Requirements: 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 preferred, but not required. To apply, please send cover letter and resume to MI10Intern@gmail.com.

MEM-106-15 Illinois Republican is looking for current college students for a Congressional **internship**. These internships are available starting now 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 duties will include 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/or cover letter to midwestinternship@gmail.com.

MEM-105-15 Midwest Republican seeks full time hard working **intern** for immediate hire. Responsibilities include, but aren't limited to, answering phone calls, assisting with the mail program, providing constituent tours, attending various briefings, and providing research for the legislative staff. Qualified candidates will have exceptional writing skills, strong communication skills, ability to work in a fast paced working environment, and have an interest in learning more about the legislative process. Send a resume and a cover letter to Stephen.Hostelley@mail.house.gov. Ohio candidates are strongly preferred.

MEM-103-15 Nevada Republican seeks an unpaid communications **intern** for Summer 2015.

Interns will work in a fast-paced Congressional office, gaining valuable exposure and knowledge of the communications process and the United States Congress. Communication intern responsibilities include tracking and reporting on social media and news story comments, drafting social media posts, establishing and managing a twitter account, and reaching out to local/national reporters on social media. Interns will also have the opportunity to attend events and committee meetings to take photos and videos, work with the communications director to put press releases on the website, and assist with writing projects at the discretion of the communications director.

Interns will also help facilitate our constituent communications program and guide constituents on tours of the US Capitol building.

Our office seeks an intern with a positive attitude, strong work ethic, and excellent written and oral communication skills. Successful interns will be self-starters, take and listen to direction, and be willing to work both independently and as a member of a team environment. Applicants must have a working knowledge of current events and policy topics as well as a willingness to assist with daily communication tasks. Nevada ties strongly preferred.

Interns must be able to commit a minimum of three full days a week (9:00 am-6:00 pm) with the option of working full-time, June through August. Students are welcome to apply. If interested, please send a cover letter, updated resume, sample of a social media post for a congressperson, and references to kelsey.wolfgram@mail.house.gov.

MEM-102-15 Florida Democrat seeks **intern** for Washington, D.C. office during the spring 2015 semester. Applicants should be available to start immediately. Candidates should also be motivated, enthusiastic, and possess strong interpersonal skills. The internship will provide exposure to all areas of a legislative office. Interns will be responsible for assisting the team with phones, mail, tours, flag-requests, and related front office duties. Additional tasks, including drafting constituent correspondence, research projects, and attending hearings may be assigned on a case-by-case basis. This is a great opportunity for individuals who are interested in learning about the workings of Capitol Hill and the legislative process in a busy Congressional office. Both full and part time internships are available. To apply, please send an e-mail DCInternships.Grayson@mail.house.gov with your cover letter, résumé, and two writing samples (not to exceed one page each). Please PDF your attachments, and use the following format for your subject line: [First Name] [Last Name] – [Desired Semester] Internship Candidate.

MEM-101-15 Congressman Mark Takano seeks an enthusiastic, professional student or recent graduate to start an immediate **Internship** this spring to assist in his DC Office. Applicants should be organized, hard-working, and have excellent oral and written communication skills. Responsibilities include administrative tasks, contributing to the office correspondence process, performing legislative

research, attending hearings and briefings, and conducting constituent tours. To apply, please email cover letter, resume, and available dates to ca41intern@gmail.com with “2015 Spring Internship” in the subject line.

MEM-100-15 The Office of Representative Kevin Brady (TX-08) is currently seeking a full time **intern** with stipend for our Washington, D.C. office. Qualified candidates are well organized, with good oral and written communication skills, and possess a strong interest in learning about the political process and congressional affairs. Duties include but are not limited to, answering phones, compiling briefing binders, batching mail, performing legislative research, and attending briefings. Interns interact heavily with constituents so a positive attitude is a must. Applicants must be detail oriented with a strong work ethic and an eagerness to represent the 8th district of Texas. Previous Hill experience not required. Interested Candidates should send a resume and cover letter to: TX08intern@gmail.com.

MEM-099-15 Congresswoman Suzan DelBene seeks full time **interns** for her Washington, D.C. office. Preference will be given to those able to start immediately. 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 send a current resume and cover letter to Internship.DelBene@mail.house.gov. No phone calls please.

MEM-096-15 The office of a New York Congressman seeks an unpaid 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 three writing samples. Please submit all inquiries with the subject “Press Internship” to: NY.ResumeInbox@mail.house.gov.

MEM-095-15 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. Equal opportunity employer. No calls or walk-ins please.

MEM-094-15 Conservative Republican seeks highly motivated summer **intern** for DC office. Successful candidates will be organized, hard-working, and detail-oriented. Intern will be responsible for assisting staff with legislative and administrative duties such as greeting visitors, drafting constituent correspondence, answering phones, and leading Capitol tours. Intern will also have opportunities to attend staff briefings and committee hearings to gain firsthand knowledge of the legislative process. The position is unpaid and the intern is responsible for finding housing in the DC area. Florida ties preferred. If interested, please send a cover letter, resume, and available dates to fl1internship@gmail.com. No phone calls or walk-ins, please.

MEM-087-15 The Office of Congresswoman Eleanor Holmes Norton (D-DC) is seeking a full-time or part-time **Press and Social Media intern** for the Summer of 2015. 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 Press Internship" in the subject line to william.washington@mail.house.gov. No phone calls or drop-ins please.

MEM-086-15 The Office of Congresswoman Eleanor Holmes Norton (D-DC) is seeking a full-time or part-time **intern** for the Summer of 2015. 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, three references, writing sample, and cover letter to william.washington@mail.house.gov, with the subject 'Norton Internship'. No phone calls or drop-ins please.

MEM-085-15 A Democratic California Congressman is seeking one **intern** to join his Washington, D.C. team for a part- or full-time, unpaid internship starting immediately and ending in June with the possibility for extension. 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, along with a courteous demeanor are essential.

Main responsibilities include: assisting with scheduling, 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 and press-related projects. Candidates with California ties, especially to the San Fernando Valley, and previous internship/work experience are strongly encouraged to apply. Please e-mail resume and cover letter in PDF format to Intern.Resume@mail.house.gov.

MEM-084-15 The office of Congressman Bill Johnson (R-OH) is currently seeking highly motivated and organized applicants for a full or part-time unpaid **internship** for summer 2015. The internship will be broken down into two sessions, the first running from mid-May to early July and second from early July until late August. Candidates will only be allowed to participate in one session. Starting and ending dates are flexible depending on candidate's schedule. Candidates should possess interest in the legislative process, excellent communication skills, and attention to detail. Responsibilities will mostly include, but are not limited to: answering constituent calls, leading tours of the U.S. Capitol, attending and summarizing briefings for legislative staff, and performing various administrative tasks. Ohio ties are preferred. If interested, please send a resume and cover letter to intern.oh06@gmail.com with "2015 Summer Internship" in the subject line. No phone calls or walk-ins will be accepted.

MEM-080-15 The office of Congressman Bruce Westerman is seeking full-time **interns** for summer 2015. Qualified candidates will be hardworking, motivated self-starters, detail-oriented, and professional with strong communication and writing skills. Daily duties as an intern will include, but are not limited to, providing general constituent services in the form of answering phone calls and sorting mail, leading Capitol tours, conducting research for staff members, drafting constituent correspondence, and attending hearings. Arkansas ties are a plus but not a requirement. This internship is unpaid. Interested candidates should send a cover letter, resume, and brief writing sample to Victoria.Bell@mail.house.gov.

MEM-079-15 Hawaii Democratic Office is currently seeking highly motivated summer **intern**. Successful candidates will be well-organized, hard-working and detail-oriented. Intern responsibilities will include, but are not limited to, assisting staff with legislative, administrative, constituent relations and press activities. Interns will answer and screen telephone calls, greet visitors, assist staff, attend hearing and briefings, lead Capitol tours and write legislative correspondence. Hawaii ties

preferred. Email cover letter, resume, and references to:
hawaiidemocrat@gmail.com.

MEM-077-15 Representative Debbie Dingell (D-MI) is seeking a full-time congressional **intern** for her Washington, D.C. office for winter/spring 2015. 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 orientated and possesses strong communication and writing skills. This is a great opportunity for recent graduates seeking Hill experience. Michigan ties are preferred. Interested applicants should submit a resume and cover letter to kevin.rambosk@mail.house.gov.