



House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING

Week of December 14, 2020

MEM-319-20 The Office of Congresswoman Abigail Spanberger (VA-07) seeks a driven, detail-oriented, hardworking, and engaged individual to work remotely with her team for a spring **internship**. The timing of the internship is flexible based on the candidate's schedule, but could start as early as January and could last up to 12 weeks. The intern would work with her dynamic team to improve the lives of 7th district constituents and communities.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Constituent services: assist the front office staff with answering constituent questions and draft correspondence;
- Legislative research: work with the legislative team to conduct research on issue areas, write memos, and learn about the legislative process;
- Communications: collaborate with the Communications team on tasks as needed such as compiling news clips and tracking social media accounts; and
- Other duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES:

- Responsible, reliable, punctual
- Has knowledge of the district, its constituents, and its needs
- Able to problem solve, think quickly, adapt, and handle sensitive information

HOURS & COMPENSATION: Flexible based on candidate's schedule – can either be part time or full time (up to 40 hours per week). This is a PAID internship; the office will pay an hourly rate for applicants not supported by outside fellowships.

TO APPLY: Please submit a resume and a 1-page cover letter that answers the following questions in one PDF:

- What, do you feel, is the biggest problem facing VA-07?
- How do you want to impact the community?

Please include a full-time/part-time preference, the dates you are available, and any other scheduling constraints (e.g. mornings or afternoons only) in your application. Email this information to Spanberger.Inquiries@mail.house.gov with the subject line “Spring 2021 Internship.”

DEADLINE: Applications will be considered on a rolling basis until December 31, 2020.

The Office of Rep. Abigail Spanberger is an equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

MEM-317-20 The Office of Congresswoman Sylvia R. Garcia (TX-29) seeks a motivated, detail-oriented, and energetic individual for a legislative **internship** in Washington, DC for Spring 2021.

This internship will be an invaluable opportunity to gain hands-on office experience while learning about the legislative process. Qualified applicants have strong writing and communication skills, the ability to manage multiple tasks, a strong sense of professionalism and demonstrate a solid work ethic. English and Spanish bilingual candidates with Texas ties are strongly encouraged to apply.

This position will be virtual following public health guidelines around the Coronavirus pandemic. Responsibilities include but are not limited to: Drafting constituent correspondence on a variety of issues, leading Capitol tours, assisting legislative staff with research, answering and screening telephone calls, managing the front office, participating in hearing preparation, tracking media coverage, and other duties as necessary.

The position is available beginning in January 2021. To apply, send a resume and cover letter to ellie.valega@mail.house.gov with the subject “Spring Internship Application”. In your cover letter please indicate expected start and end dates, hours available to work, and if course credit is available for this internship.

This office is an equal opportunity employer: Women and minorities are strongly encouraged to apply. This office does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability military status, age, marital status, or parental status.

MEM-316-20 The Office of Congresswoman Sylvia R. Garcia (TX-29) seeks a press **intern** for the DC office for Spring 2021. Qualified applicants have very strong writing and communication skills, experience with video editing and content creation, a strong sense of professionalism and demonstrate a solid work ethic. Spanish speaking candidates with Texas ties are strongly encouraged to apply.

This position will be virtual following public health guidelines around the Coronavirus pandemic. Responsibilities include but are not limited to: working closely with staff to draft social media content on a variety of issues and social media platforms, tracking media coverage, executing daily press clips, and editing the weekly video shoot.

The position is available beginning in January 2021. To apply, send a resume and cover letter to sara.guerrero@mail.house.gov with the subject "Spring Press Internship Application". In your cover letter please indicate expected start and end dates, hours available to work, and if course credit is available for this internship.

This office is an equal opportunity employer: Women and minorities are strongly encouraged to apply. This office does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability military status, age, marital status, or parental status.

MEM-315-20 The Democratic staff of the House Committee on Oversight and Reform is seeking energetic and self-motivated law students for full-time or part-time **internships**.

The position offers current law students the opportunity to gain substantive experience on an exciting and fast-paced Committee, while participating directly in the oversight process and learning about the day-to-day administrative operations of the House of Representatives.

Responsibilities include, but are not limited to: assisting Committee staff in preparing for congressional hearings, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with Executive-branch and private sector officials for the purpose of taking notes.

Law students play a key role in the office and will work closely with Committee counsel and staff. Background: The Oversight and Reform Committee is the primary investigative committee of the U.S. House of Representatives, with jurisdiction to investigate any matter at any time.

Qualifications: Applicants should have (i) an interest in public service and (ii) a desire to learn. They also must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Hours can be flexible, but applicants willing to be in the office full time are preferred.

Applications: Interested applicants should apply to this position by emailing a cover letter and resume to OversightJobs@mail.house.gov with “Internship Application” in the subject line. No phone calls or drop-ins please.

The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

MEM-309-20 Congresswoman Grace Meng’s (NY-06) D.C. Office is seeking **interns** for the upcoming Spring 2021 Semester.

In the Washington, DC office, internships run throughout the fall, spring or summer semesters for college students. The hours are flexible to accommodate students' hectic course schedules, but generally run 9:00 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session. Due to the ongoing impact of COVID-19, our office will continue to take precautions, including working remotely for the time being.

In Washington, interns' responsibilities will vary. They will be asked to check voicemails, research legislation for the Member and legislative staff, attend hearings and briefings and answer constituent letters on various issues before the House. As a result, interns learn about the legislative process and the many other functions of a congressional office. If eligible, this internship includes a monthly stipend.

To apply, please send a cover letter, resume, and writing sample to NY06_Intern_App@mail.house.gov

MEM-305-20 The Office of Congressman Ralph Norman (SC-05) is seeking **interns** in his Washington, D.C. office for the Spring 2021 session. The Spring session will take place from January to May.

Responsibilities will include answering phones, assisting staff with legislative research, processing constituent mail, drafting constituent correspondence, compiling media clips, and performing other general office duties. Ideal candidates should have a strong work ethic, strong written and verbal communication skills, and possess a positive attitude. South Carolina ties are encouraged but not required. The internship schedule is flexible to accommodate classes.

Interested candidates should apply by emailing their cover letter and resume to Darcy.Merline@mail.house.gov by December 15th. Please indicate availability in your cover letter.

MEM-303-20 A senior member serving on the House Financial Services Committee is seeking a spring semester, financial services **fellow** to assist the Senior Advisor covering the financial services portfolio. The person in this role will work on substantive financial services issues ranging from banking, housing, capital markets, fintech, insurance, monetary policy, etc.

This will not be a typical role answering phones or giving tours. You will be attending hearings, monitoring legislation, assisting with industry and constituent correspondence, auditing briefings, etc. You will gain an in-depth understanding of working on the Hill and will have valuable exposure to the Financial Services Committee and network. You should leave this role with a better understanding of both the financial services industry as well as current policy that is impacting the industry.

Ideal candidates must be hard working, have an interest in financial services, and a willingness to learn. Graduate degree a plus. Candidates do not have to have a background in financial services in order to be considered.

This is a paid opportunity. Interested candidates should send their resume to Ashley.gunn@mail.house.gov.

Specific responsibilities include, but are not limited to:

Monitor Committee hearings and briefings.

Conduct legislative and policy research.

Track and monitor legislation.

Formulate hearing questions from witness testimony.

Assist with preparation of hearing, markup, and Floor briefing books.

Observe House proceedings.

Acquire an understanding of Committee mechanics.

Prepare memoranda on meetings, hearings, and briefings attended or researched.

Draft constituent correspondence

MEM-289-20 The Democratic staff of the House Committee on Oversight and Reform, Subcommittee on Civil Rights and Civil Liberties, is seeking an energetic and self-motivated student for a full-time **internship** for Spring 2021.

The position offers the opportunity to gain substantive experience on an exciting and fast-paced Subcommittee while participating directly in the oversight process and learning about the day-to-day operations of the House of Representatives.

Responsibilities include, but are not limited to, assisting staff in preparing for congressional hearings, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with Executive Branch and private sector officials. Interns play a key role in the office and will work closely with Committee counsel and staff.

Background: The Committee on Oversight and Reform is the primary investigative committee of the U.S. House of Representatives, with jurisdiction to investigate any matter at any time. The Subcommittee on Civil Rights and Civil Liberties has jurisdiction over issues related to civil rights, civil liberties and the equal protection of laws, including voting rights; freedom of religion, speech, press, and assembly; equal employment; nondisclosure agreements; criminal justice reform policies; and the Census Bureau.

Qualifications: Applicants should have an interest in public service and a desire to learn. They also must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Law students preferred. Applicants should be available to work full time.

Applications: Interested applicants should apply to this position by emailing a cover letter and resume to Candyce.Phoenix@mail.house.gov with “Spring 2021 Internship Application” in the subject line. No phone calls or drop-ins, please.

MEM-288-20 The Washington office of Congresswoman Val Demings seeks spring term **interns** for her Washington, D.C. office.

Individual responsibilities will vary, but all interns will be asked to answer phones, research legislation for the Member and legislative staff, attend hearings and briefings, and answer constituent letters on various issues. Internship hours are flexible, but generally run 9:00 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session. This is a paid internship.

To apply, please send a resume, cover letter with days of availability and a one-page writing sample to FL10.Internships@mail.house.gov. Please use “Internship Application” in the subject line. Individuals selected for an interview will be contacted. No phone calls or drop ins, please.

MEM-286-20 The office of Congressman John Sarbanes (D-Md.) seeks a highly motivated, personable and professional legislative **intern** for the Winter 2020 session.

Preferred candidates are current students or recent graduates with strong writing skills, who pay close attention to detail. Maryland ties a plus. A stipend is available.

To apply, please send a cover letter, a resume, list of references and availability to employment@mail.house.gov. If you have further questions, please call the Intern Coordinator at (202) 225-4016.

MEM-285-20 Congressman Charlie Crist (FL-13) is seeking Full time or Part Time **interns** for Spring 2021.

Interns will assist the legislative and administrative staff, answer phones, 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, follow ups or drop ins, please.

Email FL13.Internships@mail.house.gov, with your resume, cover letter & a 1-2 page writing sample as a single PDF.

MEM-284-20 The House Committee on Oversight and Reform Majority Staff seeks a motivated and reliable student to fill a full-time digital **intern** position in the spring.

Digital intern responsibilities include, but are not limited to, content creation, graphic design, manual photography, videography, website maintenance, analytics and performing other press and administrative tasks as necessary. Successful candidates will possess familiarity with programs such as Adobe Premiere Pro, Adobe Photoshop, Adobe InDesign, Canva, OBS Studio, as well as compiling and interpreting social media analytics.

Ability to work in a fast-paced, rapid response environment and willingness to learn is a must; sense of humor strongly encouraged. This position reports to the communications director. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume, cover letter, and portfolio to oversightpress@mail.house.gov.

MEM-283-20 The House Committee on Oversight and Reform Majority Staff seeks a motivated, reliable, and detail-oriented student with a passion for communications to fill a full-time press **intern** position in the spring.

The ideal candidate should be a strong writer, team player, and able to multi-task in a fast-paced environment. Press intern responsibilities include, but are not limited to, compiling press clips, maintaining press lists, and drafting press releases. This position reports to the communications director and broader communications team.

Candidates of all backgrounds are encouraged to apply. To apply, please send a resume and cover letter to oversightpress@mail.house.gov.

MEM-282-20 The office of Congresswoman Susie Lee is seeking virtual Winter **interns** for the Washington, D.C. office.

Responsibilities will include answering phones, managing the front office, assisting legislative staff with research, and other tasks as assigned. Successful candidate will work well under deadlines, is organized, hard-working, detail-oriented, has excellent customer service skills, and is a team player. Nevada ties are strongly preferred. Nevada residents will be eligible for a monthly stipend.

Interested candidates should send a resume and cover letter to NV03Resumes@gmail.com with “Winter Intern” in the subject line.

No phone calls or walk-ins please.