



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING

Week of December 28, 2020

MEM-336-20 The House Foreign Affairs Committee Majority Staff is currently looking for **interns** for the Spring 2021 semester.

Interns will be responsible for providing staff members with policy and administrative support. Duties may include answering phones, compiling press clips, attending staff briefings, performing legislative and policy research, drafting memoranda and other written materials, and a variety of other tasks.

Candidates should be team-oriented, resourceful, upbeat people who have skills beyond research and require little supervision. This internship is open to undergraduates (juniors and seniors), recent graduates, and Master's and law students. Minorities, women, and LGBTQ persons are strongly encouraged to apply.

If you would like to be considered for an internship please submit a one-page resume and cover letter in PDF format to hcfa.democrat@mail.house.gov and include "HFAC Internship Application – Spring 2021" in the subject line of the email.

MEM-332-20 Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his team.

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 virtual hearings and meetings, answering constituent phone calls, 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, writing sample and dates of availability to Garamendi.Internships@mail.house.gov

MEM-329-20 The Democratic Staff of the Select Committee on the Climate Crisis seeks full or part-time candidates for a legal **intern** to work virtually from February through May 2021.

Responsibilities may include conducting legislative and regulatory research, producing analyses on proposed climate and environmental policies, watching briefings and hearings for staff, 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 or policy is strongly desired; this internship is geared towards those in their 2L or 3L year as of Winter 2021.

Please send a resume and cover letter to SCCCDjobs@mail.house.gov with "Winter Legal Intern" in the subject line by January 4, 2021. 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-328-20 The Democratic Staff of the Select Committee on the Climate Crisis seeks full or part-time candidates for an **intern** to work virtually from February through May 2021.

Responsibilities may include watching briefings and hearings for staff, conducting research projects, preparing 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 and preferred. Undergraduate or MPP students are encouraged to apply.

Please send a resume and cover letter to SCCCDjobs@mail.house.gov with “Winter Intern” in the subject line by January 4 2021. 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-324-20 The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for a part-time social media **intern** for the spring internship session. The start date could be as early as Jan 4 (flexible depending on availability) with a flexible end date. Internships are paid, and transit benefits will be provided

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The internship will offer students and young professionals invaluable experience with our nation’s legislative process. Interns contribute to the daily operations of the office and are expected to act in a reliable, professional manner at all times. Duties include (but are not limited to): greeting visitors, answering phones, leading tours of the Capitol, social media outreach, graphic design, digital editing, and various other tasks to assist staff. Congressman Van Drew supports students requesting credit for their internship through their university.

If interested, please email a resume and cover letter to JeffVanDrewNJ@gmail.com. Please indicate in your cover letter that you’re applying for a spring internship and format the files as [Full Name_Resume], [Full Name_Cover Letter].

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.