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INTERNSHIP VACANCY LISTING
Week of August 10, 2020

MEM-222-20 The Foreign Affairs Subcommittee on the Western Hemisphere, Civilian Security, and Trade is seeking one full-time intern. The Intern will work closely with subcommittee staff while learning the inner workings of Congress and the legislative process. Successful candidates will be enthusiastic, professional, hard-working, and detail-oriented, with strong writing and communication skills and an ability to thrive in a fast-paced work environment.

The internship is telework eligible and will be from September to December 2020. Undergraduate or graduate school students and recent alumni interested in foreign affairs and Western Hemisphere policy are encouraged to apply. Responsibilities include, but are not limited to, answering phones, providing administrative and research support to staff, and assisting with subcommittee hearings and events, among other office and research tasks. Spanish, French or Portuguese proficiency preferred but not required.

Qualified applicants should send a one-page resume and cover letter to WHEMjobs@gmail.com with the subject line "Fall 2020 Internship Application." Minorities, women, and LGBTQIA+ individuals and those with disabilities are strongly encouraged to apply. Please be sure to include your preferred start and end date. No calls or drop-ins.

MEM-220-20 The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for fall 2020. This position is remote. If the public health situation changes significantly, the position could transition to in-office.

This position offers an opportunity to learn about the U.S. House of Representatives and gain substantive work experience in an exciting and fast-paced office. Internships are offered on a full-time and part-time basis, and stipends are offered based on need and ties to Tennessee's 9th District. Interns will work for 10-16 weeks (August-December). Applications are reviewed on a rolling basis.

Qualifications:

- Demonstrated interest in politics, policy and/or public service.
- Strong communications and writing skills.
- Hard-working, dependable, detail-oriented and professional.
- Self-motivated (especially given that all work is remote).
- Ties to Tennessee's 9th District are a bonus, but not required.

Responsibilities:

- Assist with constituent correspondence and draft email blasts and other forms of outreach.
- Assist virtual briefings and track virtual hearings.
- Conduct weekly legislative assignments.
- Conduct legislative research on an as-needed basis.

To apply, applicants must complete the form and submit the following materials on <https://cohen.house.gov/services/internships>:

- Resume.
- Cover letter.
- Three references.

MEM-218-20 Congressman Charlie Crist (FL-13) is seeking Full time or Part Time **interns** for Fall 2020.

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-216-20 The Office of Congressman Pete Stauber in Washington D.C. is seeking **interns** for the Fall of 2020. Responsibilities will include answering phones, managing the front office, giving Capitol tours, greeting constituents, assisting legislative staff with research, assisting with constituent letters, and other tasks as assigned.

NOTE - These responsibilities are subject to change due to COVID-19 and teleworking policy.

Preferred candidates are current college students or recent graduates who have excellent customer service skills, have a strong work ethic, and pay close attention to detail. Qualified candidates will also have strong oral and written communication skills and be able to work well on a team. Minnesota ties are required, and Minnesota-08 ties are preferred.

Internships include a monthly stipend and the office will work with current students to receive college credits. Interested applications should send their resume, brief cover letter, and references to Eric.Gebhart@mail.house.gov. Please indicate expected start and end dates.

MEM-215-20 Congresswoman Lois Frankel's (FL-21) D.C. office seeks remote **interns** for the upcoming Fall 2020 semester.

This is a fully distanced internship set to begin September 7th, 2020. The ideal candidate possesses a high degree of professionalism and maturity, is committed and diligent, and is a team player with a positive attitude. This position demands the ability to multi-task, strong organizational skills and working cooperatively and courteously with others in a remote setting.

Duties include: compiling daily press clips relevant to the office's priorities, assisting with constituent correspondence, attending virtual briefings to take notes for the legislative team, and providing assistance to the D.C. staff. Undergraduate students and recent college graduates preferred, South Florida ties a plus. Women and minorities are encouraged to apply.

Interested applicants should submit a resume and cover letter. Cover letter should detail reasons for applying to the position. Deadline to apply by is August 14th, 2020 COB. All materials must be submitted to Acree.Trivett@mail.house.gov.

MEM-214-20 The office of Congressman John Sarbanes (D-Md.) seeks a highly motivated, personable and professional legislative **intern** for the Fall 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-213-20 The Office of Congressman Tom McClintock (CA-04) is seeking full or part-time **interns** for his Washington, D.C. office. Applicants should possess strong written

and verbal communication skills. Position duties include: attending Congressional hearings and briefings, leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with research.

Interested applicants should send their resume, availability, and a brief cover letter to ally.hibben@mail.house.gov with the subject line: Fall 2020 Internship.

No phone calls or drop-ins, please.

MEM-209-20 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-208-20 The Washington D.C. office of Congressman Ken Buck (CO-04) is currently accepting **internship** applications for the Fall of 2020. Typical duties will include answering phones, researching legislation for the Member and legislative staff, attending virtual hearings and briefings, and answering constituent letters on a variety of issues. The ideal candidate for this paid internship will be team-oriented and have strong written and verbal communication skills.

Students and recent graduates interested in learning more about our country's legislative process are encouraged to apply. The Congressman sits on the Judiciary Committee and the Foreign Affairs Committee, making this an ideal opportunity for those interested in law and/or foreign policy. Colorado ties are preferred but not required.

All interested applicants should e-mail their resume and a brief writing sample to internships.co04@mail.house.gov with the subject line "Fall 2020 Internship."

MEM-205-20 Conservative Colorado office is currently accepting applications for full-time **interns** for the fall 2020 internship session in the Washington, DC office.

Colorado ties are preferred but not required. Flexible start date as early as September with a flexible end date in December. Interns are paid a monthly stipend and have access to transit benefits.

Our interns are a valuable addition to our office operations and will be working with staff in a variety of tasks. Some tasks may include: greeting visitors in the front office, answering phones, leading tours, and assisting with press and constituent mail.

If interested, please send a cover letter and resume to CO05internship@mail.house.gov with your availability and preferred start/end dates.

MEM-196-20 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 fall.

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-195-20 The House Committee on Oversight and Reform Majority Staff seeks a motivated, reliable, and detail-oriented undergraduate or graduate student with a passion for communications to fill a full-time press **intern** position in the fall.

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-090-20 The Committee on Education and Labor, Majority is currently seeking a second or third year graduate or law student as a ‘Labor Policy **Intern**’ or ‘Labor Policy Fellow’ for the spring of 2020. Interns and Fellows perform a variety of tasks that support the staff in our legislative work.

Legislative tasks may include, but are not limited to: legislative research, legal research, and fact checking; technical writing including legislation, memos, and speeches; assisting staff in hearing and markup preparation and execution; and attending other hearings, markups, briefings and meetings for the purpose of informing staff and Members as they work to craft legislation and policy proposals.

Applicants should be able to start immediately and commit through May. Graduates and Fellows should be able to demonstrate study, practical or policy experience in issues relevant to the Committee. Fellows must be participating in an established fellowship program.

Interested applicants should email their cover letter, resume and internship applicant information form to E&L_Interns&Fellows@mail.house.gov. Please, also, include two short, relevant writing samples in your application materials.

Applicants may visit our website at <https://edlabor.house.gov/about/internships> for more information.