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

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**INTERNSHIP VACANCY LISTING**

**Week of June 22, 2020**

**MEM-173-20** The Select Committee on the Modernization of Congress is looking for a summer research **intern** beginning in July 2020.

We are looking for:

- \*Strong teamwork skills
- \*Strong reading, writing, and speaking skills
- \*The ability to work in a nonpartisan manner (no matter what the party affiliation)
- \*A self-starter that is able to self-motivate during slow periods
- \*Experience in research and archiving a plus

What you will learn:

- \*How to utilize House resources to research and write memorandum on Congressional history
- \*Legislative and Committee process
- \*What a Select Committee is, how they are created, and how they function in relation to permanent committees
- \*How to organize and staff committee proceedings

The Select Committee's final report will be submitted to the House in October 2020. The intern will assist in drafting and proofreading the report as well as archiving documents and committee activity in preparation for termination of the Committee at the end of the 116th Congress.

We are looking for a flexible individual that would be able to work both in person and remotely as needed. The internship may last up to 120 days (4 months).

#### About Select Committee on the Modernization of Congress

We are a unique Select Committee. We work as a nonpartisan staff for a bipartisan committee of 12 Members. The Select Committee on the Modernization of Congress has been tasked to investigate, study, make findings, hold public hearings, and develop recommendations on modernizing Congress.

This includes recommendations on –

- procedures, including the schedule and calendar policies to develop the next generation of leaders;
- staff recruitment, diversity, retention, compensation, and benefits;
- administrative efficiencies, including; purchasing, travel, outside services, and shared administrative staff;
- technology and innovation;
- Congressional Mailing Standards.

The Select Committee is bipartisan with 6 Democrats and 6 Republicans. The Chair is Rep. Derek Kilmer (Washington) and the Vice Chair is Tom Graves (Georgia).

Interested candidates should send a cover letter and their resume to [Michael.Massiwer@mail.house.gov](mailto:Michael.Massiwer@mail.house.gov)

**MEM-172-20** The Republican office of the Committee on House Administration seeks energetic and self-motivated individuals with an interest in government and public policy, to apply for its full-time Fall 2020 **internship** program.

Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the inner-workings of a congressional committee and learn about the day-to-day administrative operations of the House of Representatives. Interns are responsible for assisting Committee staff with official proceedings (hearings/markups), oversight, research, assisting with phone inquiries, and providing support to all Committee staff.

This is a paid internship. To apply, please visit <https://republicans-cha.house.gov/> and submit application by July 20th 2020.

\*Due to the ongoing Covid-19 pandemic, this internship opportunity is subject to change.

**MEM-170-20** Congresswoman Elaine G. Luria (VA-02) member of the House Armed Services Committee and House Veterans Affairs Committee, where the Congresswoman serves as Chair of the Disability Assistance and Memorial Affairs Subcommittee, seeks a paid press **intern** for her Washington DC office.

Responsibilities may include drafting social media content, monitoring social media platforms, drafting constituent correspondence and outreach, and assisting the Communications Team with other tasks as needed. The press intern will report to and work closely with the Press Assistant and the Communications Director.

Qualified candidates should be motivated, detail-oriented, a team player, and possess strong oral and written communication skills. Virginia ties are a plus. Women, LGBTQ+, and minority candidates are encouraged to apply. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

To apply, please email a single PDF including your cover letter listing your availability, resume and a 1-2 page writing sample to [VA02DC.Interns@mail.house.gov](mailto:VA02DC.Interns@mail.house.gov) with “Your Name: VA-02 Fall Press Internship” in the subject line.

Please no drop-ins or phone calls.

**MEM-169-20** Congresswoman Elaine G. Luria (VA-02) member of the House Armed Services Committee and House Veterans Affairs Committee, where the Congresswoman serves as Chair of the Disability Assistance and Memorial Affairs Subcommittee, seeks paid **interns** for her Washington DC office.

Responsibilities may include up-keeping constituent mail and correspondence, preparing memoranda, and assisting staff with legislative projects.

Qualified candidates should be motivated, detail-oriented, a team player, outgoing, and possess strong oral and written communication skills. Virginia ties are a plus but not required. Women, LGBTQ+, and minority candidates are encouraged to apply.

All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

To apply, please email a single PDF including your cover letter listing your availability, resume and 1-2 page writing sample to

[VA02DC.Interns@mail.house.gov](mailto:VA02DC.Interns@mail.house.gov) with “Your Name: VA-02 Fall Internship” in the subject line.

Please no drop-ins or phone calls.

**MEM-163-20** The Office of Congressman Harris is currently seeking candidates for their Fall 2020 **Internship** Program in their three District offices, located throughout the Eastern Shore of Maryland.

Minimum requirements include:

- Interpersonal communication skills
- A mature and responsible attitude
- Ability to multi-task and prioritize
- Strong writing and speaking skills
- Familiarity with Microsoft Office including Outlook and Excel

Intern responsibilities may include:

- Providing excellent service to constituents in-person and over-the-phone including greeting constituents and answering telephones
- Opening and directing mail
- Entering computer data
- Responding to constituent requests
- Assisting with special projects, including legislative research
- Assisting with constituent casework
- Involvement with additional special projects important to the Congressman’s office

A Congressional Internship is a valuable way to understand Congressional office operations, the legislative process, and the importance of serving others.

Interested applicants should visit [harris.house.gov](http://harris.house.gov) to read additional details about the internship application and email a completed application to [jonathan.glaser@mail.house.gov](mailto:jonathan.glaser@mail.house.gov)

**MEM-160-20** Congressman Ron Kind's Washington, DC office seeks a paid legislative **fellow** to work on his Ways and Means Health Subcommittee portfolio for the rest of 2020.

The fellow will assist the Member and staff with all aspects of health care policy, with a particular focus on Medicare policy. The fellow will assist with analyzing and developing legislation, drafting memos and letters, and attending constituent meetings.

Candidates should have strong writing and organizational skills, operate well in a fast paced environment, and work well as part of a team. Applicants must be

detail oriented, maintain strict confidentiality and exceptional communication skills. Experience in health policy or a graduate degree in a relevant field preferred.

To apply for a fellowship, please send a cover letter and resume to [carter.macleod@mail.house.gov](mailto:carter.macleod@mail.house.gov)

**MEM-153-20** The Office of Congressman Harris is currently seeking candidates for their Fall 2020 **Internship** Program in their three District offices, located throughout the Eastern Shore of Maryland.

Minimum requirements include:

- Interpersonal communication skills
- A mature and responsible attitude
- Ability to multi-task and prioritize
- Strong writing and speaking skills
- Familiarity with Microsoft Office including Outlook and Excel

Intern responsibilities may include:

- Providing excellent service to constituents in-person and over-the-phone including greeting constituents and answering telephones
- Opening and directing mail
- Entering computer data
- Responding to constituent requests
- Assisting with special projects, including legislative research
- Assisting with constituent casework
- Involvement with additional special projects important to the Congressman's office

A Congressional Internship is a valuable way to understand Congressional office operations, the legislative process, and the importance of serving others.

Interested applicants should visit [harris.house.gov](http://harris.house.gov) to read additional details about the internship application and email a completed application to [jonathan.glaser@mail.house.gov](mailto:jonathan.glaser@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](mailto: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.