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

B-235 Longworth House Office Building  
Washington, D.C. 20515  
202-226-5836

Vacancy Bulletins are available for pick-up in  
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Job Line: 202-226-4504

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**INTERNSHIP VACANCY LISTING**

**Week of April 20, 2020**

**MEM-141-20** The Democratic Majority of the Committee on Rules is seeking a full-time press **intern** for the summer (May-August). Opportunities will include compiling daily press clips, working collaboratively to generate creative and engaging content for digital platforms, and assisting communications staff with the creation of additional materials as needed.

Ideal candidate is a politically savvy, detail-oriented, and creative self-starter who is familiar with graphic and/or video design, with an interest in learning about House procedure. Applicants must have a positive attitude and be willing to perform a variety of tasks.

A stipend will be available for qualified candidates. No calls or drop-ins please. Massachusetts ties are a plus. The office is an equal opportunity employer and diverse candidates, those with untraditional backgrounds, women, and LGBTQ persons are strongly encouraged to apply.

Applicants should send a resume, brief cover letter, and digital samples with the subject line: Press – First Name, Last Name explaining why you want to join, in particular, the Democratic staff of the House Rules Committee to  
[RulesInternDem.Application@mail.house.gov](mailto:RulesInternDem.Application@mail.house.gov)

**MEM-138-20** 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 law student for a full-time **internship** for Summer 2020. 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. Law students 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 (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. 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](mailto:Candyce.Phoenix@mail.house.gov) with "Summer 2020 Internship Application" in the subject line. No phone calls or drop-ins, please.

**MEM-134-20** TITLE: Congressional **Intern**  
REPORTS TO: Intern Coordinator

**CORE RESPONSIBILITIES:**

- to assist in performing research, processing the mail, data entry, reception duties and other office errands.

**QUALIFICATIONS:**

- good oral and written communication skills;
- ability to work cooperatively and courteously with others;
- good organizational skills; and
- responsible, dependable and willing to learn.

**DUTIES:**

- performs research (CRS, the Library of Congress, MIN, or other available

resources);

- sorts and distributes mail;
- attends committee meetings, intern conferences, and seminars;
- performs data entry, which involves logging in letters and constituent requests, including names and addresses of constituents;
- answers the telephones;
- notes constituent opinions, including their full names, addresses, and all relevant information;
- greets visitors and signs for deliveries; and
- performs other duties as assigned by the Intern Supervisor.

Congressman Dan Newhouse (WA-04) is seeking paid interns for Summer 2020 in Washington, D.C. Interns will assist the legislative and administrative staff with various duties. Some duties include: attending briefings, answering phones, conducting Capitol tours, drafting constituent correspondence letters, and performing legislative research and analysis.

We're looking for responsible individuals that are dependable, organized, and willing to learn. Internships are open to undergraduate students and college graduates. Washington state ties are encouraged but not required.

To apply, please email a cover letter and resume to:

[Johnny.Alavez@mail.house.gov](mailto:Johnny.Alavez@mail.house.gov)

**MEM-130-20** “The office of Congresswoman Susie Lee is seeking summer **interns** for the Washington, D.C. office. Responsibilities will include answering phones, managing the front office, giving Capitol tours, greeting constituents, 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](mailto:NV03Resumes@gmail.com) with “Summer Intern” in the subject line. No phone calls or walk-ins please.”

**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.