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

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

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Job Line: 202-226-4504

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**INTERNSHIP VACANCY LISTING**

**Week of May 8, 2017**

**MEM-136-17** The office of Congressman Dan Newhouse (WA-04) is seeking **interns** for our Washington D.C. office to start immediately until June. Responsibilities include, answering the phones, sorting the mail, giving tours of the Capitol, attending briefings, and other administrative tasks. Applicants must possess a strong work ethic, the ability to work in a fast-paced environment, and have attention to detail. Pacific Northwest ties are a plus, but are not necessary.

Please submit a resume and cover letter to [Matt.Pettit@mail.house.gov](mailto:Matt.Pettit@mail.house.gov). Please list your availability in your e-mail.

Interested in an internship with Congressman Newhouse DC or District offices?  
Do you know anybody in school who wants to get involved in Government?  
Contact our office at 202-225-5816 to find out

**MEM-135-17** Democratic office seeks a highly motivated individual with interest in the legislative process to serve as an unpaid **intern** in the Washington, D.C. office immediately. This position requires an individual to provide excellent constituent service. Responsibilities include, but are not limited to: greeting visitors, tours and other information, answering telephone calls and noting constituents'

opinions, maintaining the front office, and general office administrative duties. Please e-mail your resume and cover letter to [amber.milenkevich@mail.house.gov](mailto:amber.milenkevich@mail.house.gov).

**MEM-134-17** The House Committee on Foreign Affairs, Subcommittee on Asia and the Pacific is seeking candidates for a summer 2017 **Internship**. Undergraduates, graduate students, and recent graduates with a demonstrated interest in U.S. policy towards the Asia-Pacific will be considered. The internship will be full-time.

The Subcommittee intern is expected to be motivated and entrepreneurial, a strong writer and communicator, detail oriented, and able to produce high quality work products under time constraints. Daily duties will include, but are not limited to, conducting background research, database maintenance, fact checking, content editing, and proofreading. The intern will also assist with the preparation and execution of subcommittee hearings, which will include conducting research and analysis, organizing documents for staff and members, and assisting staff in the hearing room.

Proactive interns will be able to take advantage of this opportunity to enhance their knowledge of Asia policy and professional life on Capitol Hill, by participation in hearings, briefings, and meetings, as well as other opportunities. Interns are expected to demonstrate a high level of professionalism and reliability. All internships are uncompensated, but staffs are happy to support interns seeking class credit for their work.

Information about the subcommittee's membership and recent activities can be found at <http://foreignaffairs.house.gov/subcommittees/asia-and-pacific>. Interested candidates should send a resume and a cover letter explaining their interest in the subcommittee's work, qualifications for the position, and hours of availability to [hfac.asia.internship@gmail.com](mailto:hfac.asia.internship@gmail.com). Application materials must be received by May 1.

**MEM-132-17** The Democratic staff of the House Committee on Oversight and Government Reform is seeking a motivated and qualified press **intern** for the summer. Primary responsibilities include, but are not limited to, compiling daily news clips, conducting research, drafting press releases, updating media lists, and assisting with administrative tasks as needed. Ideal candidates will be proactive, possess strong critical thinking skills, an eagerness to learn, a strong ability to multitask, exceptional attention to detail, and a willingness to work in a fast-paced environment. Journalism, public relations, or general communications majors are preferred. Minorities and women are also encouraged to apply. All interested candidates should send a resume and two references to [OversightPress@mail.house.gov](mailto:OversightPress@mail.house.gov).

**MEM-131-17** The Office of Congresswoman Tulsi Gabbard (HI-02) is seeking a press **intern** to serve in the Washington, D.C. office between May through August. Candidates

should be well organized, have good oral and written communication skills, and possess a strong interest in learning about press operations, the political process, and congressional affairs. The intern will assist in the day-to-day operations of a DC Congressional office by supporting congressional staff with press clips and constituent communication and will help to draft press releases, prep memos, and social media posts, in addition to assisting with legislative research and administrative activities. Hawaii ties are appreciated but not necessary. Please note that this internship is unpaid. Interested candidates should send a resume, writing sample, and cover letter to [Andres.Chovil@mail.house.gov](mailto:Andres.Chovil@mail.house.gov). No calls or walk-ins please.

**MEM-128-17** “A member of House Democratic Leadership is seeking a full-time summer press **intern** with exceptional writing and editing skills. Duties include assisting with daily news clips, compiling news research, drafting media releases/advisories and social media content, maintaining press contact lists and editing video clips. Prior campaign or communications experience preferred, but not required. This position requires attention to detail, strong writing ability and grammar skills. All interested and qualified candidates should email a resume and three writing samples to [NY.ResumeInbox@mail.house.gov](mailto:NY.ResumeInbox@mail.house.gov) with the subject line “Press Internship””

**MEM-126-17** The Washington D.C. office of Congressman Tom Reed is currently seeking full – or part – time **interns** for the Summer 2017 session. The internship runs from May 2017 to August 2017. Ideal candidates should be professional, dependable, and possess strong communication skills. Intern responsibilities include answering phones, giving guided tours of the Capitol, constituent correspondence, attending hearing and briefings, and other legislative projects. Internships are unpaid, but are a great opportunity to gain professional and educational experience. Candidates must be willing to work in a fast-paced environment and be interested in learning more about the legislative process. New York ties are a plus, but not required. Interested applicants should send their resume, cover letter, and a writing sample with the subject line “Summer Internship” to [samara.brown@mail.house.gov](mailto:samara.brown@mail.house.gov).

**MEM-125-17** The House Committee on Oversight and Government Reform Democratic Staff is seeking a motivated and reliable digital **intern** to fill a spring and summer position. This is an excellent opportunity to those who are interested in digital design, social media, technology, and the congressional process. Intern responsibilities include, but are not limited to, content creation, analytics, photography, videography, and performing other press and administrative tasks as necessary. Successful candidates will possess skills in Adobe programs, CMS, manual photography, analytics, and an ability to work in a fast-paced, rapid response environment. Candidates of all backgrounds are encouraged to apply. Please send a résumé, cover letter, and portfolio to [Oversight.Democrats@mail.house.gov](mailto:Oversight.Democrats@mail.house.gov), with “Digital Intern” in the subject line.

**MEM-121-17** The Democratic Staff of the House Committee on Energy and Commerce Subcommittee on Oversight & Investigations is seeking a summer 2017 full-time or part-time legal **fellow** available to start in May or early June 2017. Preference will be given to candidates available to work full-time. Fellows will gain firsthand knowledge of Congressional oversight on a range of issues within the Committee's jurisdiction, including healthcare, energy and environment, telecommunications, and more. Responsibilities include organizing materials for staff, aiding in preparation for Congressional hearings, research, writing and editing, and document review, including but not limited to legislation and federal regulations. Successful candidates will be dependable, organized, and possess exceptionally strong written and verbal communication skills. This internship is unpaid.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), gender identity, disability, or age. Women and minority candidates are encouraged to apply.

Please send your resume, a cover letter, and a writing sample (5 pages max.) to: [InternshipResume.EC@mail.house.gov](mailto:InternshipResume.EC@mail.house.gov).