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INTERNSHIP VACANCY LISTING

Week of November 3, 2014

- MEM-356-14** Congressman Blaine Luetkemeyer (MO-3) is currently seeking **interns** in his Washington, D.C. office for Spring 2015 (January-May). Interns perform a variety of responsibilities, including answering phones, receiving guests, and providing tours of the Capitol Building. They will also research legislation for the legislative staff, attend hearings and briefings, and answer constituent letters on various issues before the House. Interns should possess strong research, writing, analytical, and interpersonal skills. Moreover, candidates should express an interest in politics and conservative values. All internships are unpaid. However, if your college or university offers credit hours we are happy to complete any necessary evaluations. Interested candidates should contact Claire Trokey and email their resume and cover letter to: claire.trokey@mail.house.gov.
- MEM-355-14** The office of Congressman Albio Sires (NJ-08) seeks motivated, well-organized **interns** for our Washington, DC office on a full or part-time basis. Excellent writing and communication skills as well as good judgment are essential. Duties will include assisting staff with

correspondence and research, attending hearings and briefings, greeting guests, answering phones & other duties as needed. If you are interested, please fax a cover letter, resume, and writing sample to 202-226-0792.

MEM-354-14 Midwest Democrat seeks **press intern** for spring semester. Interns will work in a fast-paced Congressional Office, gaining valuable exposure and knowledge of the legislative process and the United States Congress. Interns will gain experience fact finding, researching current events, updating press lists, writing and editing press releases, working on the E-newsletters, and editing social media. Interns will have the opportunity to conduct legislative research, assist with correspondence, as well as attend some Capitol Hill briefings, congressional hearings, and press events. Intern responsibilities will also include greeting constituents, handling constituent phone calls, opening and sorting mail, giving Capitol Tours, and assisting staff with administrative tasks. This internship is unpaid.

Qualifications:

Interns must have a good attitude, an interest in how a press office works, strong work ethic, and excellent written and oral communication skills. Successful interns will be able to find information with little assistance, be able to work both independently as well as part of a team, and have strong attention to detail. Applicants should have working knowledge of current events and policy topics, as well as an interest in American Government. Wisconsin ties are a plus.

Interns must be able to commit to at least two full days per week (9:00 am-6:00 pm). Please submit resume and 2 one page writing samples to Nairobi.cratic@mail.house.gov by December 15th, 2014.

MEM-353-14 The Office of Congressman John K. Delaney is looking for highly qualified students or recent college graduates to serve as **interns** in our district offices in Gaithersburg and Hagerstown, MD for the 2015 Spring semester. Interns are an integral part of the team and are given substantial opportunities to learn and grow in a fast-paced and active office. Our district office interns work with us as full-fledged members of our staff and are responsible for assisting other staff with constituent outreach, casework, and office management. As a part of these responsibilities, interns will be asked to answer phones, meet with constituents, write letters, process incoming casework, and research casework issues for field representatives. In addition, interns may be assigned to assist in various constituent casework or work on district-based projects of importance. As a result, interns learn about the constituent services component of every congressional office.

The ideal candidate will be professional, responsible, and friendly. They should be organized, eager to learn, able to work both individually and as part of a team, perform well under pressure, and adapt to rapidly changing situations. Preference will be given to applicants who can work a minimum of 30 hours per week and give a 10-week minimum commitment. Specific start and end dates as well as the weekly schedule are negotiable.

This is an unpaid internship; however, academic credit can be arranged through participating institutions. Interested applicants must send a cover letter and resume to MD06.Internships@mail.house.gov.

MEM-352-14 **Interns** will work in a fast-paced Congressional Office, gaining valuable exposure and knowledge of the legislative process and the United States Congress. Interns will have the opportunity to conduct legislative research, assist with correspondence, as well as attend some Capitol Hill briefings, congressional hearings, and press events. Intern responsibilities will also include greeting constituents, handling constituent phone calls, opening and sorting mail, giving Capitol Tours, and assisting staff with administrative tasks. This internship is unpaid.

Qualifications:

Interns must have a good attitude, strong work ethic, and excellent written and oral communication skills. Successful interns will be able to find information with little assistance, be able to work both independently as well as part of a team, and have strong attention to detail. Applicants should have working knowledge of current events and policy topics, as well as an interest in American Government. Wisconsin ties a plus.

Interns must be able to commit to at least two full days per week (9:00 am-6:00 pm). Please submit resume and 2 one page writing samples to Nairobi.cratic@mail.house.gov by December 15th, 2014.

MEM-351-14 Washington, D.C. — Rep. Xavier Becerra is looking for **interns** for his Leadership office with availability beginning in January. Responsibilities include (but are not limited to) assisting in preparing Caucus events, answering phones, providing constituency outreach support to Democratic Members of Congress and their staff, conducting research, extracting and formatting large quantities of data, writing detailed memos, attending relevant briefings and meetings, and assisting with team projects. Applicants should be self-starters, motivated, detail-oriented, possess excellent verbal and written communication skills, and be able to problem solve and multi-task. Experience or interest in social media is a plus. Minorities are strongly encouraged to apply.

Applicants must be either college/graduate students receiving academic credit or congressional internship/fellowship program participants. The intern should be prepared to start working in full-time.

Applications will be reviewed on a rolling basis. To apply, please send a cover letter and resume to caucusinternresume@mail.house.gov.

MEM-350-14 Progressive New England Democrat is seeking highly motivated individuals for unpaid Congressional **internship** for Spring 2015. Responsibilities include drafting constituent letters, assisting legislative

staff with research, assisting with front office duties, and various administrative tasks. Candidates must possess strong writing and communication skills and be able to work 3-5 days per week. Ties to Rhode Island are strongly preferred. To apply, please send resume with references, cover letter, and brief writing sample to RI01Internship@gmail.com.

MEM-349-14 The Office of Congressman Reid Ribble is seeking qualified candidates to **intern** full time in our Washington, D.C. office starting in January 2015. We are interested in candidates of all academic disciplines.

Interns will assist the staff with a variety of tasks, including office administration, legislative research, constituent correspondence, and other duties as assigned. Administration will include daily tasks such as welcoming guests, being aware of the Congressman's and staff's schedules, answering phones, constituent tours, mail administration, and other duties. Legislative research and constituent correspondence will include being aware of current and pending legislation, researching legislation for constituent correspondence, attending briefings, and other duties.

Candidates should have excellent writing and communication skills, strong organizational abilities, a good work ethic, an ability to work independently, and the drive to take the initiative in a fast-paced environment.

If candidates have any questions or wish to apply, please send resume, writing samples, and references to jeffrey.kuckuck@mail.house.gov.

MEM-344-14 Ohio Republican seeks full time hard working **intern** for immediate hire. Responsibilities include, but aren't limited to, answering phone calls, assisting with the mail program, providing constituent tours, attending various briefings, providing research for the legislative staff. Qualified candidates will have exceptional writing skills, strong communication skills, ability to work in a fast paced working environment, and have an interest in learning more about the legislative process.

Send a resume and a cover letter to Stephen.Hostelley@mail.house.gov. Ohio candidates are strongly preferred.

MEM-343-14 The Washington DC office of Congressman Patrick Meehan is currently accepting applications for the SPRING 2015. **Intern** responsibilities include researching legislation for the Member and legislative staff, attending hearings and briefings, answering phones,

day to day office duties, and answering constituent letters on various issues before the House of Representatives. As a result, interns learn about the legislative process and the many other functions of a congressional office. The hours are flexible, but generally run 8:30 AM – 5:30 PM when Congress is in session, and 9:00 AM to 5:00 PM when not in session. Interested applicants should submit a resume and cover letter to MeehanDCIntern@gmail.com. The deadline to apply is November 7, 2014. Ties to Pennsylvania's 7th Congressional District are preferred, but not required.

MEM-342-14 The office of Congressman Keith Ellison seeks unpaid **interns** to fill a position for November 17 through February 17, 2014. Main responsibilities include answering phones, processing mail, drafting constituent correspondence letters, researching legislative issues, and attending meetings/hearings as needed. There will also be opportunities to attend receptions and seminars of interest. Candidates should be self-motivated, enthusiastic, flexible, and computer-literate (with a good understanding of MS Office). This is a great opportunity for college students seeking academic credit. Minnesota ties strongly preferred. If interested, please send resume, cover letter, and two writing samples to zach.freed@mail.house.gov.

MEM-341-14 The Washington, D.C. office of Congressman Tim Bishop is currently seeking **interns** available to begin at the end of October 2014. Interns should be comfortable answering office phones, greeting office visitors, giving tours of the U.S. Capitol, assisting the legislative staff with research, sorting mail, taking notes at hearings and briefings, as well as assisting with general office work. Strong writing and interpersonal skills are necessary. Applicants should be hard working, intelligent, and enthusiastic with an interest in politics, history and government. Long Island or New York ties are a plus, but not required. Those interested should send a resume to ny01.internapplications@gmail.com. College students and recent graduates are encouraged to apply. Please note this is an unpaid position. The office of Congressman Tim Bishop is happy to work with colleges and universities for credit.

MEM-339-14 Congressman Jerry McNerney (CA-09) is currently accepting applications for Fall/Winter **internship** positions in his Washington D.C. office. This unpaid internship will provide valuable hands-on experience in a Congressional office and a greater understanding of the legislative process. Responsibilities will include, but are not limited to, attending Congressional briefings, giving tours of the Capitol, conducting research, responding to constituent inquiries, and processing tour and flag requests. Qualified applicants should possess a professional and courteous demeanor, excellent communication skills, the ability to multi-task, fastidious attention to detail, and interest in the

legislative and governmental process.

This is an excellent opportunity for college students and recent graduates seeking Capitol Hill experience. All majors are encouraged to apply. Ties to California's Ninth Congressional District are preferred, but not required. Interested applicants should email a resume and cover letter to nick.sullivan@mail.house.gov with "CA-09 Internship" in the subject line. Include dates of availability.

MEM-338-14 The Office of Representative Kevin Brady (TX-08) is currently seeking a paid full-time **intern** (part-time also possible- but may not be paid) for our Washington, D.C. office. Qualified candidates are well organized, with good oral and written communication skills, and possess a strong interest in learning about the political process and congressional affairs. Duties include but are not limited to, answering phones, compiling briefing binders, batching mail, performing legislative research, and attending briefings. Interns interact heavily with constituents so a positive attitude is a must. Applicants must be detail oriented with a strong work ethic and an eagerness to represent the 8th district of Texas. Previous Hill experience not required. Interested Candidates should send a resume and cover letter to: TX08intern@gmail.com.

MEM-337-14 Congressman Blaine Luetkemeyer (MO-3) is currently seeking **interns** in his Washington, D.C. office for Spring 2015 (January-May). Interns perform a variety of responsibilities, including answering phones, receiving guests, and providing tours of the Capitol Building. They will also research legislation for the legislative staff, attend hearings and briefings, and answer constituent letters on various issues before the House. Interns should possess strong research, writing, analytical, and interpersonal skills. Moreover, candidates should express an interest in politics and conservative values. All internships are unpaid. However, if your college or university offers credit hours we are happy to complete any necessary evaluations. Interested candidates should contact Claire Trokey and email their resume and cover letter to: claire.trokey@mail.house.gov.

MEM-336-14 The Democratic office of the Committee on House Administration seeks energetic and self-motivated undergraduate or graduate level students as well as recent graduates with an interest in government and public policy to apply for its Fall 2014 **internship**. 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), elections oversight,

member services, and other projects as well as providing general front office support. Please note that this is not a paid internship. Interested applicants should send a cover letter, resume, and available hours to CHADem.Intern@mail.house.gov with the subject headline, "CHA Dem Internship."

MEM-335-14 Moderate Democratic Congressman seeks applicants for full or part-time unpaid congressional **internship** for Fall 2014. Duties will include conducting legislative research, drafting memos, assisting with front office duties, and performing basic administrative tasks. Candidates must exhibit strong writing and communication skills. San Diego residents or strong ties to California are preferred. Please send a resume, cover letter and writing sample to CA52.internships@gmail.com with "Fall Congressional Internship" in the subject line.

MEM-334-14 Conservative Fall & Spring **Internship**. The office of Representative Stephen Fincher (TN-08) is looking for motivated interns for the 2014 Fall and 2015 Spring semesters in the Washington, D.C. office. Intern responsibilities include assisting the staff with general office duties, attending briefings and hearings, answering phones, sorting mail, giving Capitol tours, and performing various other tasks based on ability and interests. Applicants must possess strong communication skills, have a positive attitude and be well-organized. Internship may be full-time or part-time to fit applicant's schedule. Interested candidates should send a cover letter and résumé to TN08.Intern@mail.house.gov. Tennessee ties preferred, but not required.

MEM-333-14 Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his Washington, DC office from November through February. 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 hearings and meetings, answering constituent phone calls, leading tours of the US Capitol, assisting with scheduling, sorting and distributing mail, and managing tour and flag requests. Full-time candidates with California ties and previous internship/work experience are strongly encouraged to apply. This is an unpaid internship. Please e-mail a resume, cover letter and dates of availability to Garamendi.Internships@mail.house.gov.