



House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING

Week of July 20, 2020

MEM-202-20 Representative Andy Kim (NJ-03) seeks a Paid Legislative **Fellow** to join his Washington, DC team. This individual will work closely with the Legislative Director and be responsible for assisting the Member's work on the Select Committee on the Coronavirus Crisis. Duties will include researching complex topics related to COVID-19, conducting policy analysis, and regularly engaging stakeholders and academics.

The ideal candidate will have superb verbal and written communication skills and a demonstrated ability to evaluate complex policy issues. Successful applicants will have a sense of humor and be a team player. New Jersey ties and prior experience working on public health or emergency management issues are a plus.

Interested applicants should e-mail a resume, cover letter and a short writing sample to nj03resumes@mail.house.gov with the subject "Legislative Fellow: [LAST NAME, FIRST NAME]" by July 24, 2020. Incomplete or late applications will not be considered. No phone calls, faxes or walk-ins please.

The Office of Congressman Andy Kim is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation,

gender identity and expression, national origin, disability, military status, age, marital status, or parental status. Women, people of color, and LGBTQ+ candidates are strongly encouraged to apply.

MEM-201-20 The Office of U.S. Representative Grace Meng is accepting **intern** applications for Fall 2020. The hours are flexible to accommodate students' hectic course schedules, but generally run 9:00 a.m. to 5:00 p.m.

Intern responsibilities will vary. They will be asked to answer phones, run errands, research legislation for the Member and legislative staff, attend hearings and briefings and draft constituent letters on various issues before the House. As a result, interns learn about the legislative process and the many other functions of a congressional office.

Interested candidates should email [NY06 Intern App@mail.house.gov](mailto:NY06_Intern_App@mail.house.gov) a cover letter, resume, a 1-2 page writing sample, and three references.

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-192-20 The office of Congresswoman Susie Lee is seeking virtual fall **interns** for the Washington, D.C. office.

Responsibilities will include answering phones, managing the front office, 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 with “Fall Intern” in the subject line.

No phone calls or walk-ins please.

MEM-189-20 The Office of Congresswoman Gwen Moore (WI-04) is seeking a highly motivated part-time virtual **intern** for Fall 2020. This is a paid internship. Qualified candidates will be dependable team players and will possess strong writing, editing, verbal communication, and organizational skills. Experience with research is a plus since there are opportunities to work with the legislative staff on relevant issues.

This position’s responsibilities include assisting with projects assigned from other staff members, data entry, and drafting correspondence. Interns will have the opportunity to attend Capitol Hill briefings, hearings, and other informative events that are available. Interns will also have the ability to gain professional and educational experience while learning more about Congress and the legislative process. Wisconsin ties are a plus.

Interested applicants should email a cover letter, resume, short writing sample, and dates of availability to maryah.thompson@mail.house.gov with “Fall 2020 Internship” in the subject line. 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.

MEM-188-20 The Office of Congresswoman Gwen Moore (WI-04) is seeking a virtual press **intern** to assist with a fast-paced communications operation for Fall 2020. This is a paid position. Qualified candidates will have strong writing, editing, event planning, social media, graphic design, and photography skills, and be able to work on tight deadlines.

Intern responsibilities include:

- * Social media content development
- * Compiling press clips
- * Creating newsletters
- * Clipping videos
- * Creating graphics
- * Drafting press releases

Interested applicants should email a cover letter, resume, short writing sample, and dates of availability to GwenMoorePress.Moore@mail.house.gov with “Fall 2020 Press Internship” in the subject line.

We also recommend that applicants submit 1-3 sample graphics. 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.

MEM-186-20 Republican Congressman Rob Wittman (VA-01) is seeking paid **interns** for the Fall 2020 session in his Capitol Hill office. The Fall Session dates are September 9-December 2020. Please keep in mind that, due to COVID-19, these dates are tentative and subject to change. Interns will have the opportunity to attend committee hearings and briefings for staff members, assist in the constituent correspondence process, as well as assist with other constituent services.

Responsibilities include: taking phone calls, processing constituent mail, and performing other general office duties. Ideal applicants should be interested in the legislative process, enthusiastic, reliable, and hard-working.

To be eligible for our paid intern program, the applicant must be able to complete no less than a 24-hour work week. The internship schedule is flexible to accommodate classes. Ties to Virginia’s First Congressional District are preferred but not required.

Interested candidates should e-mail their resume and cover letter to sarah.newsome@mail.house.gov before August 6, 2020. Please specify what your internship schedule may look like.

MEM-184-20 Paid **internship** opportunity in Congresswoman Scanlon’s Washington, DC office for college students and recent graduates.

Duties include, but are not limited to:

- Drafting constituent correspondence
- Researching legislative issues
- Responding to constituent mail

Internship opportunity is expected to be remote through the fall semester.

Ideal applicants will be motivated team players with strong communication skills and have a demonstrated interest in government and public service.

Internship hours run from 9:00 AM to 5:00 PM. Hours and start dates can be adjusted to accommodate class schedules.

Interested in applying?

Please submit a resume, cover letter, unofficial school transcript, two references, and a short writing sample to Maddie.Daly@mail.house.gov.

Please include availability in cover letter.

MEM-183-20 The Democratic office of the Committee on Science, Space, and Technology is currently accepting applications for a full-time paid virtual **internship** for Fall 2020. This position will primarily be telework, but if safety and logistics permit there may be an opportunity for some in-office work.

Interns will be given an opportunity to work on substantive projects under the direction of Committee Staff while also serving a general administrative function. Typical intern duties include: working closely with staff to complete long-term or short term projects, supporting staff in preparing Committee hearing materials, and actively participating in events related to the Committee's jurisdiction.

Candidates should be detail oriented, possess strong oral and written communication skills, have a strong appreciation for situational awareness, be able to multitask, and be adaptable to a fast-paced environment. An interest in topics relevant to the committee's jurisdiction is preferred.

Interested applicants should apply at the following link:

<https://science.house.gov/contact/internships>

Please no drop-ins or phone calls.

MEM-182-20 The Democratic staff of the House Committee on Oversight and Reform, Subcommittee on Government Operations, is seeking an energetic and self-motivated graduate student for a full-time **internship** for Fall 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, writing floor speeches, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with

Executive Branch and private sector officials. Interns 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 Government Operations has jurisdiction over issues related to the federal civil service, whistleblower protections, the U.S. Postal Service; government management and accounting measures; the economy, efficiency, and management of government operations and activities; government reorganization; intergovernmental affairs, including state and local governments; federal information technology security, acquisition policy, and management; and federal property.

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 willing to be in the office full time.

Applications: Interested applicants should apply to this position by emailing a cover letter and resume to Government.Operations@mail.house.gov with “Fall 2020 Internship Application” in the subject line.

No phone calls or drop-ins please.

MEM-176-20 The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for full and part-time **interns** for the fall internship session. The start date would be as early as Aug 3 (flexible depending on availability) with a flexible end date. Interns are paid a stipend based on availability and have access to transit benefits.

The internship will offer students and young professionals invaluable experience with our nation’s legislative process. Interns contribute to the daily operations of the office and are expected to act in a reliable, professional manner at all times.

Duties include (but are not limited to): greeting visitors, answering phones, leading tours of the Capitol, opening and sorting mail, attending briefings, performing legislative research, and various other tasks to assist staff. Congressman Van Drew supports students requesting credit for their internship through their university.

If interested, please email a resume and cover letter to JeffVanDrewNJ@gmail.com

Please indicate in your cover letter that you’re applying for a fall internship and format the files as [Full Name_Resume], [Full Name_Cover Letter].

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 to read additional details about the internship application and email a completed application to 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. 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.