



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
Longworth HOB - B-227 (CAO First Call Customer Service Center) or
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Job Line: 202-226-4504

INTERNSHIP VACANCY LISTING
Week of May 23, 2016

MEM-156-16 The Terrorism, Nonproliferation, and Trade Subcommittee on the Republican side of the House Foreign Affairs Committee is seeking an **intern** for September - December to handle administrative and some policy duties in the office. Duties will include answering phones, handling logistics for hearings, conducting research, and drafting statements.

Qualified candidates will have a foreign policy background, possess excellent writing and communication skills, and be well-organized, responsible, and detail-oriented.

All interested applicants should e-mail their cover letter, resume, and a 2-5 page writing sample to tnthfac@gmail.com by May 31, 2016. Cover letters should include the applicant's anticipated availability for the duration of the internship; writing samples may be excerpts of larger works. No walk-ins or phone calls please.

MEM-155-16 The Washington, DC, office of a high profile Member of Congress has unpaid Press **internship** openings to begin immediately until end of the year. Press

interns are expected to work long hours and commit between 3-5 days per week. Internship duties include, but are not limited to compiling and daily clips, drafting press releases and op-eds, proofreading and editing, maintaining press lists, updating Member's communications calendar, website and social media platforms.

Intern may also assist with answering phones, incoming and outgoing mail, addressing constituent concerns, and assisting the Legislative/District office staff. Strong writing skills are needed and familiarity with new media and website development is a plus. Priority will be given to those with journalism or communications education/experience. The ideal candidate will be creative, motivated, mature, detail-orientated, and possess the ability to multi-task under high pressure. This is a great opportunity for college students and recent graduates. Women and minorities, especially those with Spanish language fluency, are highly encouraged to apply.

To apply for the position, please send your cover letter, resume and writing sample addressed to the Comm. Director at ny13intern@gmail.com with the subject: Press Intern.

MEM-147-16 California Democrat seeks a full-time **intern** for summer 2016. Individuals should be friendly, detail-oriented with strong interpersonal and writing skills. Duties include answering phones, greeting visitors, opening/sorting the mail, compiling news clips, writing press releases, drafting constituent correspondence, arranging tours and other projects as necessary. California ties and Spanish proficiency preferred. This is a paid internship to conclude July 31. Please send resume, cover letter and two writing samples to CAJobs@mail.house.gov. Please no phone calls or drop-ins.

MEM-146-16 The Office of Congresswoman Debbie Wasserman Schultz (D-FL) has openings for full-time and part-time **interns** to support our administrative, legislative, and press teams. Responsibilities include: researching legislative issues, attending legislative briefings and hearings, answering phone calls, processing constituent mail, giving Capitol tours, assisting with communications and media materials.

Applicants should be enthusiastic, reliable, professional, hardworking, and have strong writing and communication skills. South Florida ties are preferred, but not required. Internships begin in late August/early September and run through the semester. These positions are unpaid. Interested candidates should submit a resume, cover letter, and one-page writing sample to RepDWSresumes@gmail.com by July 11. Location: Washington, DC.

MEM-139-16 The office of a New York Congressman seeks an unpaid full-time press **intern** with exceptional writing and editing skills. Duties will include: authoring interesting and creative content for the website on various topics and other tasks as assigned. The intern must be highly motivated and have excellent writing and

communication skills. All interested and qualified candidates should email a resume and two writing samples. Please submit all inquiries with the subject “Press Internship” to: NY.ResumeInbox@mail.house.gov.

MEM-138-16 Energetic New York Democrat is seeking a highly motivated legislative **intern** to join his Washington, DC office for a part time unpaid internship this summer. Candidates should possess a professional and courteous demeanor, interest in the legislative process, excellent communication skills, the ability to multi-task, attention to detail, and a sense of humor. Main responsibilities include, but are not limited to, attending Congressional briefings, responding to constituent correspondence, assisting with flag requests, and general office duties. Candidates with New York ties and previous internship/work experience are strongly encouraged to apply. Please e-mail a resume, cover letter, and a short writing sample to NY.ResumeInbox@mail.house.gov. Equal opportunity employer. No calls or walk-ins please.

MEM-137-16 Energetic NY Freshman Democrat is seeking a highly motivated **Legislative Fellow** to assist with a number of issues, including criminal justice, intellectual property, and financial services. Responsibilities include analyzing policy issues, drafting memos, researching policy positions, and assisting extremely active legislative staff as needed. The ideal candidate should possess strong communication skills, attention to detail, and the ability to operate in a fast-paced environment. Candidates with New York ties and previous internship/work experience are strongly encouraged to apply. This fellowship is unpaid but is eligible for school credit where applicable. Please e-mail a resume, cover letter, and a writing sample to NY.ResumeInbox@mail.house.gov with “Legal Fellowship” in the subject line. Equal opportunity employer. No calls or walk-ins please.