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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 October 2, 2017**

- MEM-351-17** The office of a New York Congressman seeks an unpaid **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 three writing samples. Please submit all inquiries with the subject "Press Internship" to: [NY.ResumeInbox@mail.house.gov](mailto:NY.ResumeInbox@mail.house.gov).
- MEM-350-17** The Washington, DC office of Congresswoman Doris Matsui (CA-06) is seeking motivated, organized, and reliable **interns** to fill Fall and Spring positions. Successful candidates will possess excellent written and oral communication skills, a strong attentiveness to detail, an ability to work in a fast-paced environment, and an eagerness to learn about the political process and congressional affairs. Intern responsibilities include, but are not limited to, answering phones, conducting Capitol tours, attending briefings, conducting legislative research and performing other administrative tasks as necessary. California ties are a plus.

Please send a resume, cover letter and dates of availability to [Robert.Clark@mail.house.gov](mailto:Robert.Clark@mail.house.gov) with “Internship” in the subject line.

**MEM-348-17** Congresswoman Diana DeGette (CO-01) seeks undergraduate or graduate students for full-time or part-time unpaid **internships** in her Washington, DC office. As a fast-paced office for an active member of the Democratic leadership, we expect a lot from our interns and pride ourselves on an excellent internship program. Duties include, but are not limited to, answering phones, sorting mail, attending briefings, drafting constituent correspondence, and providing research assistance to the legislative staff. Qualified candidates will possess excellent writing and communications skills, strong attention to detail, and an interest in the legislative process. Colorado ties preferred but not required. Interested applicants should send a cover letter, resume, and brief writing sample to [CO01.scheduler@mail.house.gov](mailto:CO01.scheduler@mail.house.gov).

**MEM-347-17** The Office of Congressman Tom O’Halloran (D-AZ) is seeking **interns** to join his Washington, D.C. office for the spring 2018 semester.

Interns will have the opportunity to actively follow the legislative process by attending hearings and briefings, and conducting legislative research on behalf of the legislative team. They will work alongside a robust legislative staff to provide constituent services by drafting constituent correspondence, composing memos, answering phone calls and inputting constituent mail. Interns are encouraged to explore their legislative interests and capitalize on the numerous unique opportunities available on the Hill.

Intern Responsibilities include:

- Legislative research
- Attending hearings and briefings
- Inputting and organizing constituent communication
- Drafting constituent correspondence
- Guiding tours of the Capitol
- Answering phones and general office duties

Qualified candidates will possess a strong interest in policy or communications. They will be self-starters with robust writing and oral skills, as well as a friendly demeanor. Internships can be full or part time, with the opportunity to earn academic credit. Interested candidates should email a resume and cover letter indicating availability to [Maggie.oleary@mail.house.gov](mailto:Maggie.oleary@mail.house.gov). Spring semester candidates should submit their applications by November 1st, 2017.

**MEM-345-17** The office of Congressman Robert Pittenger (R-NC) is currently accepting applications for legislative **interns**. Candidates should be highly qualified and have excellent writing, research, and interpersonal skills. Ideally, candidates should also be motivated, analytical, and meticulous. This is an unpaid position, but interns will have the opportunity to collaborate with the legislative staff on

various projects and regularly attend hearings, briefings, and meetings. Responsibilities also include answering phones, leading tours of the Capitol, corresponding with constituents, and other miscellaneous tasks for the legislative staff. Internships can be full or part-time with flexible hours to accommodate student course schedules. Academic credit may also be available based on the candidate's academic institution.

Interested candidates should email a resume to [Drew.Nirenberg@mail.house.gov](mailto:Drew.Nirenberg@mail.house.gov).

**MEM-344-17** Democratic Congressman seeks applicants for full- or part-time unpaid congressional **internship** for Fall 2017. 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. Maryland residents or strong ties to Maryland are preferred. *Please send a resume, cover letter and writing sample to [md06.internships@mail.house.gov](mailto:md06.internships@mail.house.gov) with "Fall Congressional Internship" in the subject line.*

**MEM-342-17** Republican Congressman Rob Wittman (VA-01) is seeking unpaid **interns** for the Spring 2018 semester in the Capitol Hill office. 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. Full or part time internships with flexible schedules are available. Ties to Virginia's First Congressional District are preferred but not required. Interested candidates should e-mail their resume and cover letter to [katie.mazzola@mail.house.gov](mailto:katie.mazzola@mail.house.gov) before October 16, 2017.

**MEM-341-17** The office of Congressman Walter B. Jones (NC-03) is currently seeking applicants for an **internship** in either his Washington, D.C. or Greenville, N.C. office for the Spring 2017 term. Interns in the Washington office help draft constituent correspondence, attend briefings and Congressional hearings, and function as a key part of the staff. Interns also assist with answering phone calls, providing tours of the Capitol, and organizing the mail that the office receives. In the state office, interns will interact with constituents, work with federal agencies, and participate in outreach projects in order to resolve problems facing the people of Eastern North Carolina, as well as assist the staff with various administrative tasks. We're looking for college students or recent graduates who are motivated, detail-orientated, and ready to work in a fast paced setting. The ideal candidate possesses strong organizational, communication, and writing skills, as well as the ability to manage multiple tasks and work well under pressure in a team environment. A positive attitude and an interest in politics is a must. Although the

internship is unpaid, you will gain valuable professional experience and an inside look at the lawmaking process on Capitol Hill. Academic credit is available for qualifying students. North Carolina and/or military ties are preferred, but not required. Interested candidates should apply at [www.jones.house.gov](http://www.jones.house.gov) by November 1st, 2017.

**MEM-340-17** The Republican staff of the Committee on Oversight and Government Reform of the House of Representatives seeks candidates for law student, graduate student, and undergraduate student **internships** for fall 2017. Interns will have the opportunity to participate in substantive work on investigations and legislation, attend hearings and briefings, and participate in an intern education program. Undergraduate interns will also rotate through assisting in the front office on a recurring basis.

Fall internships are available immediately and typically run through the middle of December, although specific dates will be determined a case-by-case basis. Interns must be available at least three days a week, and preference will be afforded to those available full time.

The strongest candidates will exhibit an excellent work ethic, discretion in working on confidential matters, and be enthusiastic and knowledgeable about the Committee's work.

Interested candidates should submit a resume and cover letter detailing their interest in the position to [Cameron.Connor@mail.house.gov](mailto:Cameron.Connor@mail.house.gov) and [Michael.Watson@mail.house.gov](mailto:Michael.Watson@mail.house.gov). Graduate students and law students are encouraged to include an unedited writing sample.

**MEM-338-17** The House Committee on Oversight and Government Reform Democratic Staff is seeking a motivated and reliable **digital intern** to fill a fall 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 and portfolio to [Oversight.Democrats@mail.house.gov](mailto:Oversight.Democrats@mail.house.gov), with "Digital Intern" in the subject line.

**MEM-337-17** The Office of Representative Jason Lewis (MN-02) is accepting applications for unpaid Full-Time/Part-Time **Interns** to work Fall 2017 in his district office in Burnsville, MN. In the district office, interns may be asked to carry out a variety of duties including day-to-day office work such as answering phones, writing letters, and assisting with constituent intake. In addition, interns may be assigned

to assist with constituent casework or work on district-based projects of importance.

Strong candidates will be motivated, meticulous, and eager to learn. Internships can be part-time with flexible hours to accommodate student course schedules. Internships are unpaid, but academic credit may also be available based on the candidate's academic institution. Interested candidates should email a resume and cover letter to [angela.sedlacek@mail.house.gov](mailto:angela.sedlacek@mail.house.gov).

**MEM-336-17** The Office of Congressman Tom McClintock (CA-04) is currently seeking full or part-time **interns** for his Washington, D.C. office. Applicants should possess strong written and verbal communication skills. Position duties include: attending Congressional hearings and briefings, leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with research. Although all internships are unpaid, we are happy to work with current students to receive college credit. Recent graduates are welcome to apply.

Interested applicants should send their resume, availability, and a brief cover letter to [hannah.cooke@mail.house.gov](mailto:hannah.cooke@mail.house.gov). No phone calls or drop-ins, please.

**MEM-325-17** The office of Congressman Buchanan is looking for full and part time spring **interns** who are available to start late December 2017 or early January 2018. Please email resumes to [lewis.plush@mail.house.gov](mailto:lewis.plush@mail.house.gov).

**MEM-321-17** The Office of Congressman Tom Suozzi (NY-03) seeks an unpaid **press and digital intern** to assist a fast-paced communications operation. Qualified candidates should have an interest in communications, strong computer skills, and good writing and editing abilities.

Specific tasks include:

- Helping put together our monthly e-newsletter;
- Assisting with media monitoring and building press lists;
- Drafting press releases and related media materials;
- Developing social media content and graphics;
- Conducting research for communications and legislative staff; and
- Answering phones and writing constituent correspondence.

Interested applicants should send a resume and two writing samples to [graham.long2@mail.house.gov](mailto:graham.long2@mail.house.gov).

**MEM-320-17** The office of Representative Doug LaMalfa (CA-01) seeks full-time **interns** in his Washington, DC office for the 2017 Fall session, starting immediately. Ideal candidates possess strong written and verbal communication skills, organizational skills, an attention to detail, and a positive attitude. Main responsibilities include overseeing tour and flag requests, giving tours, attending briefings, helping with

graphic design, processing mail and letters, assisting with constituent correspondence, and helping with other office duties. California ties are preferred, but not required. Interested candidates should send a cover letter and resume to [Courtney.bradway@mail.house.gov](mailto:Courtney.bradway@mail.house.gov).

**MEM-318-17** The House Democratic Caucus is currently accepting **intern** applications for the 2017 Fall Semester. This is a full-time internship that requires a flexible schedule. Our internship term runs from Mid-September through mid-December. Interns will assist with Caucus meetings, Member outreach, legislative work and data entry. Interns will also handle front office duties such as answering phones, distributing mail, coordinating Capitol tours, and greeting visitors. Qualified applicants must possess a pleasant attitude and a great work ethic. Candidates with prior Hill experience and familiarity with House Democrats are preferred.

Please email a cover letter and resume in PDF Form to [CaucusInternResume@mail.house.gov](mailto:CaucusInternResume@mail.house.gov) with your availability. Include “2017 Fall Democratic Caucus Internship” in the subject line.

**MEM-317-17** The office of Congressman Buchanan is looking for Congressional **Interns** for fall and spring. Please email and a resume to [lewis.plush@mail.house.gov](mailto:lewis.plush@mail.house.gov).

**MEM-315-17** “Florida Republican Congressman is seeking motivated and hardworking **interns** to fill positions for Fall 2017. Intern responsibilities include, but are not limited to, answering phones, conducting Capitol tours, sorting incoming mail, attending briefings, conducting legislative research, and performing other legislative tasks as necessary.

Candidates should possess excellent written and oral communication skills; a strong attentiveness to detail; an ability to work in a fast-paced environment; and an eagerness to learn about the political process and congressional affairs. Candidates with a strong interest in foreign affairs, defense, terrorism, and/or Israel affairs will find additional insight into these issues as part of the internship, but is not required. We welcome candidates with any policy interests.

While the internship is unpaid, we strive to provide a meaningful and purposeful internship for successful candidates. This position will help you understand the inner workings of Capitol Hill in a way that is impossible to get otherwise. You will finish your internship with in-depth knowledge about an issue that you care about. If you are a student, we are happy to work with your college or university to arrange for academic credit.

Successful interns will be self-starters, take and listen to direction, and be willing to work both independently as well as part of a team environment. Florida ties are a plus but not required. Send a resume, cover letter, and a very brief statement (one paragraph at most) on policy areas that interest you. Please compile these documents into a single PDF or Word document and email to [FL06.internships@mail.house.gov](mailto:FL06.internships@mail.house.gov). No phone calls or drop-ins, please.”

**MEM-313-17** Mid-Atlantic member seeks a **press intern** to begin immediately in the Washington, D.C. office. The role of the press intern is to help support the Communications Director and Press Assistant in day-to-day tasks in the press shop, from special projects to copy editing to assisting with digital communications. This is an unpaid internship, but is an excellent opportunity for students seeking academic credit.

Responsibilities include:

- Research to support office communication and legislative efforts;
- Compile daily clips;
- Draft social media, newsletters and other written communication;
- Manage and update press lists;
- Attend briefings and press events;
- Answer phones and log constituent mail;
- Give Capitol tours and;
- Assist with general office duties.

Requirements and expectations: Ideal candidates must be strong writers, possess acute attention to detail, have a thorough understanding of all social media and digital platforms and be able to work quickly and efficiently. Graphic design skills, relevant course work, and/or experience in media are appreciated.

Applicants should have a working knowledge of current events, policy subjects and issues affecting the Mid-Atlantic region. Interested candidates should submit their resume, cover letter and writing sample to [sean.gogolin@mail.house.gov](mailto:sean.gogolin@mail.house.gov). The subject line should read "Fall Press Internship Application." Maryland ties preferred, but not required. No phone calls or drop-ins, please.

**MEM-268-17** Congressman John Conyers, Jr. (MI-13), Dean of the House of Representatives, Ranking Member on House Judiciary Committee, and longtime advocate for Dr. Martin Luther King, Jr.'s vision of "Jobs, Justice, and Peace," seeks full-time or part-time unpaid **interns/fellows** with interest and/or background in macroeconomic policy, in particular a focus on promoting a full employment economy (see [goo.gl/QP5xLV](http://goo.gl/QP5xLV)); AND/OR interest and/or background in international relations and a deep commitment to promoting de-escalation of conflict abroad through diplomatic engagement. While absolutely not required, grassroots advocacy experience, web design skills, foreign language skills (particularly Spanish, Haitian Creole, Portuguese, Arabic, Russian, or Korean), and/or graduate degrees in a relevant field are preferred. The position will include significant research, writing, event planning, and creative thinking to advance Congressman Conyers' agenda. This is a policy-oriented position -- administrative tasks will be kept to a minimum. To apply, send a resume and brief cover letter (and, if possible, a brief writing sample on a relevant topic), highlighting your passion, relevant experience, and potential work availability to [JobsJusticePeace2017@gmail.com](mailto:JobsJusticePeace2017@gmail.com). Women, minorities, immigrants, individuals with disabilities, individuals from economically disadvantaged backgrounds, and



veterans are strongly encouraged to apply. If you are not sure whether you are qualified, but are interested, please do not hesitate to apply.