



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
in the CAO Human Resources Office - Ford HOB 102
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<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

INTERNSHIP VACANCY LISTING

Week of January 13, 2014

MEM-111-14

The Office of Congressman Reid Ribble is seeking qualified candidates to intern in our Washington, D.C. office for the Spring 2014 semester.

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 Erin.Adams@mail.house.gov

MEM-110-14

Congressman Jerry McNerney (CA-09) is currently accepting applications for 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-105-14

Congresswoman Betty McCollum, Minnesota's Fourth Congressional District, Internship. Intern needed to start immediately. Stipend available. Please indicate any connections to Minnesota in your cover letter's first paragraph.

We are seeking energetic and proficient interns in the Washington, D.C. office of Congresswoman Betty McCollum. An internship in Congresswoman McCollum's office will provide valuable experience to students as they prepare for their professional careers. Interns have the opportunity to work with and assist all members of the staff, including legislative, administrative, outreach and press duties. Washington, DC interns will be encouraged to take advantage of the many hearings, workshops and seminars that are held on Capitol Hill. In addition, we are happy to work with your college or university to arrange for academic credit. Applicants should be highly motivated and enthusiastic, as there are far more applicants than available positions. Minnesota ties are strongly preferred.

Responsibilities Include:

Supporting administrative staff: answering phones, database entry, and sorting mail. Supporting legislative staff: tracking constituent correspondence, drafting letters, and conducting light research. Attending briefings and hearings for legislative staff. Compiling news clips. Promoting constituent outreach efforts by communicating with constituents and constituent groups, attending meetings and events, and drafting correspondence.

Hours:

Internships are available year-round. They are available on a part-time or full-time basis. Minimum 25 hours a week. Transportation and housing are the responsibility of interns.

Application process: Applicants should send a cover letter, available hours and a resume. Those interested in a Washington, DC internship should email scheduler_mn04dc@mail.house.gov. Please indicate any Minnesota ties. More information: <http://mccollum.house.gov/serving-you/internships>

MEM-103-14

The Republican 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 Spring 2014 internships. 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), oversight, research and other projects as well as providing general front office support. Unlike most House internships, this is a paid internship. To apply, please send a cover letter and resume to CHAREP.Intern@mail.house.gov. Please limit your resume to one page only.

MEM-102-14

House Democratic Leadership Office seeks **interns** to join Legislative team for spring 2014. Candidates should be well-organized, hard-working and detail-oriented. High degree of professionalism required. Duties include answering and screening telephone calls, greeting visitors, assisting staff and other administrative duties as needed. Please email cover letter, resume and references to: NJ01.DCINTERN@mail.house.gov

MEM-101-14

The Office of Congressman Steven Horsford (NV-4) seeks motivated, organized, and reliable college students or recent graduates wishing to gain Capitol Hill experience for full/part-time, 10-week, UNPAID internships. Duties include assisting the legislative, communications, and administrative staff with day-to-day operations including attending briefings, answering phones, conducting Capitol Tours, drafting constituent response letters and performing legislative research.

Students/recent graduates with ties to Nevada's 4th Congressional District or a diverse background are strongly encouraged to apply, though these are not requirements for qualification. Applications will be accepted on a rolling basis.

Please send a single PDF file containing your resume, cover letter, and a brief writing sample to NV04internships@gmail.com.

MEM-377-13

The Committee on Education and the Workforce, Democratic Staff is currently seeking an undergraduate or graduate press intern for the Spring of 2014. The intern will perform a variety of tasks that support the staff's media work, which may include helping draft materials, manage the Committee press list, organize and staff Committee press conferences, provide communications support at Committee hearings and markups, and assisting with the production of daily news clips relating to Committee issues. The intern will also perform administrative duties, such as answering phones, and sorting and distributing mail. Applicants should be able to start in January and commit through April/May. Interested applicants should email their cover letter, resume, and two short, relevant writing samples to jobs_ewdems@mail.house.gov. Please visit our website at <http://democrats.edworkforce.house.gov/about/internships> for more information.

MEM-372-13

The Congressional Black Caucus is accepting applications for internship positions available for spring 2014. This **unpaid** internship will provide valuable hands on experience in developing and executing initiatives for a Congressional Caucus and will provide an understanding the Caucus's role in the legislative process. This is an excellent opportunity for college students and recent graduates seeking Capitol Hill experience. All majors are encouraged to apply. Interested applicants should e-mail a resume, cover letter, and writing sample to Latrice.Powell@mail.house.gov with "Spring 2014 Internship" in the subject. Please also include dates of availability.

MEM-316-13

The Office of Congresswoman Maxine Waters (CA-43) is seeking a full-time or part-time press and social media intern for the spring of 2014 in her Washington, D.C. office. Responsibilities will include, but are not limited to compiling press clips, monitoring daily news, drafting talking points and press releases, updating social media and working closely with the communications director. The ideal candidate will have previous experience in public relations or journalism, possess strong written communications skills, ability to work in a fast-paced environment, and professional manner. Please note that the internship is unpaid and housing is not provided, but student can qualify for academic credit depending on the requirements of the college or university. Interested applicants should e-mail a cover letter, resume, short writing sample (in the form of a speech or press release) and dates of availability with "Spring Press Intern 2014" in the subject line to latoya.veal@mail.house.gov. No phone calls or drop-ins please.