



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

INTERNSHIP VACANCY LISTING

Week of February 11, 2019

MEM-080-19 The Office of Congresswoman Eleanor Holmes Norton is currently accepting applications for our **internship** program. Potential candidates should be interested in gaining congressional work experience in Congresswoman Norton's Capitol Hill Office and must be able to work full or close to full time.

Responsibilities of congressional interns include, but are not limited to, answering telephones, opening and sorting mail, giving Capitol tours to constituents, tracking legislation, attending community events, assisting with constituent casework, coordinating press-related activities, attending hearings, and preparing constituent correspondence. These tasks give interns valuable, direct interaction with the inner workings of Capitol Hill and the legislative process.

If you would like to be considered for an internship in Congresswoman Norton's office, please submit a cover letter, resume, and writing sample to Marquis.Woods@mail.house.gov, with "Norton Internship" in the subject line of the email.

MEM-075-19 The Democratic Staff of the Committee on Science, Space, and Technology is currently accepting applications for full-time **interns** for Spring 2019. Interns are asked to work with staff to help prepare for committee hearings and markups, and will work on substantive research and oversight projects in addition to press matters. Candidates should be detail oriented, possess strong oral and written communication skills, be able to multitask, and work well in a fast-paced environment. Interested applicants should apply at the following link: <http://democrats.science.house.gov/internships>
No calls or drop-ins, please.

MEM-074-19 Congressman Charlie Crist (FL-13) is seeking Full time or Part Time **interns** for Summer 2019 in Washington, D.C. Interns will assist the legislative and administrative staff, attending briefings, answering phones, coordinating and conducting tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. District and Florida ties are encouraged but not required. No phone calls or drop ins, please. Applications must be received by COB March 1st. To apply, email a single PDF including your resume, 1-2 page writing sample, and cover letter listing your availability to FL13.Internships@mail.house.gov.

MEM-073-19 “The office of Congressman Jim Costa (D-CA) is currently seeking an unpaid **Intern** for the Spring Semester. This is an excellent opportunity for college students or recent graduates who want Hill experience. Interns will be expected to assist legislative staff, while also performing administrative tasks such as answering phones, sorting mail, etc. Individuals who are motivated dependable, and have good communication skills are encouraged to apply. Potential schedules may be determined upon interview, but a minimum commitment of 32 hours per week is requested; the position will begin on March 8th.

Qualified candidates must be friendly, organized, and responsible, possess the ability to multi-task and a good sense of humor is always a plus. California ties are preferred but not required. Women and minorities are strongly encouraged to apply. The office 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.

Please send your resume, cover letter, a writing sample (no more than 3 pages), and your dates of availability to californiamoderate@gmail.com. “

MEM-071-19 The House Democratic Caucus is seeking a full-time press **intern** to begin immediately. Successful applicants will be energetic, highly motivated and have a

demonstrated interest in press and political communications. Interns will be directly engaged with Caucus press work and will perform a variety of essential duties. Responsibilities include, but are not limited to, assisting with press clips, building out press contact lists, drafting media advisories and press releases, transcribing interviews and supporting other team projects as necessary. Applicants should be self-starters, motivated, detail-oriented, possess excellent verbal and written communication skills and be able to problem solve and multitask. Proficiency in Spanish is a plus as well as experience in press operations and the congressional process.

Eligibility: All undergraduate-level students as well as recent graduates are eligible to apply.

Application Requirements:

- Resume
- Cover Letter
- 2 writing samples (approximately 1-2 pages)

Deadlines: Applications are accepted on a rolling basis.

Please send completed application materials via e-mail to:

CaucusInternResume@mail.house.gov

MEM-068-19 The Republican staff of the House Budget Committee is currently accepting applications for spring 2019 **Interns**. The dates of the internship will be March 1, 2019 through May 31, 2019. We are seeking individuals who are dependable, politically conservative, professional, and who have a strong work ethic and positive attitude. As an intern with the Committee, you will provide vital support by assisting staff in assignments that include, but not limited to: compiling daily budget news clips, sorting and processing mail, answering phone calls, assembling reference material, administrative support, and special policy based projects. Full and part-time positions are available. College students pursuing a Political Science and/or Economics degree, or those interested in government are encouraged to apply. Course credit may be available through your school. Applicants should email their resume, cover letter, 2 references (1 professional and 1 academic), one page writing sample, and completed application to budget.interns@mail.house.gov. These materials should be in PDF format. Please visit republicans-budget.house.gov for the application and more information.

MEM-063-19 The Washington, D.C. office of Congressman John Rose (TN-6) is currently seeking candidates for full-time or part-time **internships**. Interns will learn about the legislative process from a knowledgeable and dedicated legislative team. Intern responsibilities include conducting Capitol tours, answering phones,

assisting staff with legislative research projects, and attending congressional committee hearings. Interns can also expect to be assigned special projects as directed by senior staff. Tennessee ties are preferred. Please send your resume, and cover letter to Zachary.Colona@mail.house.gov.

MEM-053-19 The Republican staff of the House Budget Committee is currently accepting applications for spring 2019 **Interns**. The dates of the internship will be March 1, 2019 through May 31, 2019. We are seeking individuals who are dependable, politically conservative, professional, and who have a strong work ethic and positive attitude. As an intern with the Committee, you will provide vital support by assisting staff in assignments that include, but not limited to: compiling daily budget news clips, sorting and processing mail, answering phone calls, assembling reference material, administrative support, and special policy based projects. Full and part-time positions are available. College students pursuing a Political Science and/or Economics degree, or those interested in government are encouraged to apply. Course credit may be available through your school. Applicants should email their resume, cover letter, 2 references (1 professional and 1 academic), one page writing sample, and completed application to budget.interns@mail.house.gov. These materials should be in PDF format. Please visit republicans-budget.house.gov for the application and more information.

MEM-051-19 Congresswoman Susan Wild (PA-07) has Spring 2019 openings for full and part-time congressional **interns** for her Washington, D.C. office. Candidates should be motivated, flexible, and detail-oriented individuals with availability beginning immediately, and a preference for those who can stay at least three months. Pennsylvania ties are a plus but are not required. Intern responsibilities include answering constituent phone calls, leading tours of the Capitol, sorting mail and faxes, and assisting experienced staff with projects in diverse issue areas. Candidates should be outgoing and possess strong oral and written communication skills, an ability to multitask in a fast-paced environment, and a good sense of humor. Candidates with Pennsylvania ties are strongly encouraged to apply. TO APPLY, please e-mail a resume and cover letter including desired start date and availability to wild.interns@gmail.com.

MEM-047-19 Congressman Bill Posey (FL-08) is currently seeking highly motivated and organized applicants for full-time **internships** for Summer 2019. Candidates should possess interest in the legislative process, excellent communication skills, attention to detail, and a positive attitude. Responsibilities will mostly include, but are not limited to: answering phones, leading tours of the U.S. Capitol, constituent correspondence, legislative research, and performing various

administrative tasks. Florida ties are preferred, but are not required. If interested, please send a resume and cover letter to FL08.Internships@mail.house.gov.

MEM-044-19 The office of Congressman Jim Costa (D-CA) is currently seeking an unpaid **Intern** for the Spring Semester. This is an excellent opportunity for college students or recent graduates who want Hill experience. Interns will be expected to assist legislative staff, while also performing administrative tasks such as answering phones, sorting mail, etc. Individuals who are motivated, dependable, and have good communication skills are encouraged to apply. Potential schedules may be determined upon interview, but a minimum commitment of 32 hours per week is requested; the position will begin on March 8th. Qualified candidates must be friendly, organized, and responsible, possess the ability to multi-task and a good sense of humor is always a plus. California ties are preferred but not required. Please send your resume, cover letter, a writing sample (no more than 3 pages), and your dates of availability to californiamoderate@gmail.com.

MEM-041-19 The Washington, D.C. office of Congressman Frank Lucas (OK-3) is seeking candidates for full-time or part-time **internships** for Summer of 2019. Interns will observe the inner workings of a Congressional office while gaining firsthand knowledge of the legislative process. DC responsibilities include leading Capitol tours, answering phones, assisting staff with legislative projects, attending briefings and hearings, and working on special projects. Oklahoma ties are strongly preferred. Please send your resume and cover letter to mitchell.wilkinson@mail.house.gov, with "Internship Application" in the subject line.

MEM-040-19 The Republican Staff of the Committee on Oversight and Reform, the chief investigative body of the House of Representatives, seek full- and part-time **interns and law clerks** for the spring and summer. Interns and law clerks will work with the Oversight/Investigations, Policy, and Press teams, conducting

research for hearings, drafting letters, compiling press clippings, meeting with stakeholders, and assisting with administrative duties, among other responsibilities. They must be self-starters, strong writers, well organized, and detail-oriented, as they will balance multiple, often disparate, projects corresponding with the broad jurisdiction of the Committee. Previous experience on Capitol Hill desired, but not required. Knowledge of or interest in the legislative process, particularly congressional oversight, is a plus. Interested individuals should submit a cover letter and resume to oversight.committee@mail.house.gov. Please place “INTERN,” “PRESS INTERN,” or “LAW CLERK” in the subject line. Applications will be reviewed on a rolling basis.

MEM-034-19 Position: California Republican seeks Winter/Spring 2019 **Intern**

Description: California Republican is currently accepting applications for full/part-time interns in his Washington, D.C. office. We are seeking highly qualified candidates who are personable, detail-oriented, and motivated. In the office, intern responsibilities will vary. Interns will be asked to answer the phones, give tours of the Capitol Building, run errands, assist with constituent communication, research legislation for the Member and legislative staff, and attend hearings and briefings. Interns will learn about the legislative process and the many other functions of a congressional office. Internships are unpaid but the office will provide any necessary assistance for students to receive academic credit at their respective college or university. Interested candidates should email a resume and cover letter to CAGOPInternship@gmail.com.

MEM-033-19 The Committee on House Administration Democratic staff is currently seeking full-time and part-time **interns** for the 2019 Spring semester. This internship will begin immediately, lasting through May of 2019. Interns will have various responsibilities in assisting staff with administrative duties, franking, and legislative research.

Duties include, but are not limited to, answering phones, sorting franking requests, compiling hearing materials, assisting with front office duties, and assisting the committee’s Elections Counsels.

Candidates must exhibit strong writing, communication, research, and organizational skills. Please send a resume, and brief writing sample in PDF

format to Sydney.burns@mail.house.gov with “Congressional Internship” in the subject line.

MEM-023-19 The office of Congressman Pete Stauber MN-08 is seeking qualified **intern** applicants for both Spring and Summer of 2019. Interns will assist the legislative and administrative staff, attending briefings, answering phones, coordinating and conducting tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. Full time interns are preferred but we will accept applicants that wish to work part-time as well. Minnesota ties are preferred but not required to apply. If you are interested send a 1 page cover letter and resume to sam.kaardal@mail.house.gov with “Spring/Summer Internship Application” as the subject. If you would like to learn more about Congressman Stauber you can visit his website.

MEM-021-19 The Office of Congressman Matt Gaetz (R-FL) is seeking **interns** for the spring semester in Washington, DC office. Although all internships in all offices are unpaid, students gain invaluable work experience. Our interns' responsibilities are varied but substantive. They will be asked to answer phones, research legislation for the Member and legislative staff, attend hearings and briefings, run errands, and answer constituent letters on various issues before the House. Congressman Gaetz serves on the Armed Services Committee, Judiciary Committee, and the Budget Committee. Interns will be able to get a broad perspective of these issue areas and the federal government in action. As a result, interns learn about the legislative process and the many other functions of a congressional office.

The hours are flexible to accommodate students' hectic course schedules, but generally run 9:00 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:00 p.m. when not in session. Students will leave the internship with a greater understanding of how a Congressional office works, how constituent relationships are forged and maintained, and how the legislative process works. Students should be highly motivated, ready to learn, and eager to work in a fast-paced environment. Please apply by emailing your resume and a cover letter to alexis.dejarnette@mail.house.gov

MEM-010-19 Congressman Charlie Crist (FL-13) is seeking Full time or Part Time **interns** for Summer 2019 in Washington, D.C. Interns will assist the legislative and administrative staff, attending briefings, answering phones, coordinating and

conducting tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. District and Florida ties are encouraged but not required. No phone calls or drop ins, please. Applications must be received by COB March 1st. To apply, email a single PDF including your resume, 1-2 page writing sample, and cover letter listing your availability to FL13.Internships@mail.house.gov.

MEM-008-19 The Washington, D.C. office of Congressman Brendan F. Boyle (PA-13) is seeking motivated, organized, and reliable **interns** for the upcoming spring semester. Interns will work closely with the Congressman's legislative and communications teams to conduct research, draft letters and press releases, answer constituent phone calls, sort mail, attend briefings, and perform other administrative tasks as necessary. Successful applicants 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. Please send a resume, cover letter and dates of availability to PA13.Jobs@mail.house.gov with "Your Name – DC Internship Application" OR "Your Name – DISTRICT Internship Application" in the subject line. Please note which office you will be applying with in the subject line.

MEM-002-19 The Office of Congressman Anthony G. Brown (D-MD04) seeks legislative **interns** with excellent oral and written communication skills for Spring 2019 in the Washington, D.C. Office. Responsibilities include compiling research on bills and various issue areas, attending committee hearings and briefings, drafting correspondence and memos, and completing other projects and duties as assigned by the legislative team. Applicants must be able to work both in a group setting and independently. Candidates should have strong organizational skills, a positive attitude and a willingness to learn. Qualified applicants should submit a cover letter, resume, and a writing sample to both hannah.cooper@mail.house.gov and ann.mathew@mail.house.gov with "MD04 Spring Internship" in the subject line. Maryland ties preferred, but not required. No phone calls or drop-ins please.

MEM-001-19 Rep.-elect Antonio Delgado (NY-19) is seeking applicants for a full-time press **internship** for Winter/Spring 2019. Applicants will ideally be available to work from 8:30 am - 4:30 pm Monday-Friday. Responsibilities will include tracking press coverage, monitoring and drafting social media content, updating and maintaining press contact lists, writing press releases, and other research duties as needed. New York ties are a plus. Please send your resume and cover letter with

the subject line "Press Internship" to pressresumesny19@gmail.com as soon as possible, but no later than close of business on Tuesday, January 8th.

MEM-514-18 The Democratic Staff of the Committee on Science, Space, and Technology seeks a Communications **Intern** to assist with the Committee's press operations. Additionally, this intern will be critical to the daily operation of the office and assist with standard administrative duties. The ideal candidate will be detail-oriented, creative, able to work under tight deadlines, reliable, and have excellent writing and communications skills. Familiarity with social media is strongly desired.

This is a paid, full-time position. Please send resume, cover letter, and writing sample to sstdeminterns@mail.house.gov with "Communications Intern" in the subject line. No calls or drop-ins please.

MEM-359-18 The Committee on Education and the Workforce, Democratic Staff is currently seeking undergraduate and graduate **interns** and **fellows** for the Spring of 2019. Specifically, we are seeking general undergraduate interns, graduate and legal interns and fellows for the education policy team and graduate and legal interns and fellows for the labor policy team. Interns perform a variety of tasks that support the staff in our legislative and media work. Legislative tasks may include, but are not limited to: legislative 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. Media tasks may include helping to organize and staff Committee press conferences and assisting with the production of daily news clips. Applicants should be able to start in January and commit through April/May. Interested applicants should email their cover letter, resume and internship applicant information form to jobs_ewdems@mail.house.gov. If you are applying for a graduate internship or fellowship, please include two short, relevant writing samples in your application materials. Please visit our website at <http://democrats.edworkforce.house.gov/about/internships> for more information. Applicants should aim to submit their materials by November 2, 2018.

MEM-316-18 Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his Washington, DC office in August. 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 preferred. This is an unpaid internship. Please e-mail a resume, cover letter and dates of availability to Garamendi.Internships@mail.house.gov.

