



House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING

Week of November 30, 2020

MEM-299-20 Congresswoman Lois Frankel's (FL-21) D.C. office seeks remote **interns** for the upcoming Spring 2021 semester.

This is a fully distanced internship that does not require being in the office, set to begin in January 2021. The ideal candidate possesses a high degree of professionalism and maturity, is committed and diligent, and is a team player with a positive attitude. This position demands the ability to multi-task, strong organizational skills and working cooperatively and courteously with others in a remote setting.

Duties include: compiling daily press clips relevant to the office's priorities, assisting with constituent correspondence, attending virtual briefings to take notes for the legislative team, and providing assistance to the D.C. staff. Undergraduate students and recent college graduates preferred, South Florida ties a plus. Women and minorities are encouraged to apply.

Interested applicants should submit a resume and cover letter in a single PDF file. Cover letter should detail reasons for applying to the position. A stipend will be provided to accepted applicants. Deadline to apply by is December 11th, 2020 COB. All materials must be submitted to Acree.Trivett@mail.house.gov

MEM-297-20 The Office of the Representative Joseph Morelle is currently accepting applications for a paid, remote **internship**. Interns will be asked to answer phones, research legislation, attend virtual hearings and briefings, and draft memoranda to the Congressman and legislative staff. As a result, interns learn about the legislative process and the many other functions of a congressional office.

Ideal candidates should possess excellent communication skills, a strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. New York State ties are preferred, but not required.

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability in a PDF format to Elena.Bernstein@mail.house.gov with “NY-25 Spring Internship” in the subject line. This is a rolling deadline, but students are encouraged to submit their application early.

For more information on the DC and District internships, please visit: <https://morelleforms.house.gov/services/internships.htm>

MEM-295-20 Congressman Adam Kinzinger (R-IL) is seeking **interns** for the Spring 2021 session in his Washington, D.C. office. The Spring session will take place from January to May. Interns will have the opportunity to observe the inner workings of a Congressional office while gaining firsthand knowledge of the legislative process.

Responsibilities include: leading Capitol tours, answering phones, processing constituent mail, assisting staff with legislative projects, and performing other general office duties.

Ideal candidates should have a strong work ethic, be energetic and engaging, and possess a positive attitude. The internship schedule is flexible to accommodate classes. Candidates with Illinois ties are strongly encouraged to apply. Interested candidates should e-mail their resume and cover letter to internsIL16@gmail.com by Dec. 9, 2020. Please specify what your internship schedule may look like and preferred start date.

Please note: The internship will be conducted in a hybrid setting with both in-person and virtual work days. Social distancing in accordance with DC public health guidelines will be strongly encouraged and adhered to.

MEM-291-20 The Office of Congresswoman Gwen Moore (WI-04) is seeking a virtual press **intern** to assist with a fast-paced communications operation for Spring 2021.

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 “Spring 2021 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-289-20 The Democratic staff of the House Committee on Oversight and Reform, Subcommittee on Civil Rights and Civil Liberties, is seeking an energetic and self-motivated student for a full-time **internship** for Spring 2021.

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, 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 Civil Rights and Civil Liberties has jurisdiction over issues related to civil rights, civil liberties and the equal protection of laws, including voting rights; freedom of religion, speech, press, and assembly; equal employment; nondisclosure agreements; criminal justice reform policies; and the Census Bureau.

Qualifications: Applicants should have an interest in public service and 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. Law students preferred. Applicants should be available to work full time.

Applications: Interested applicants should apply to this position by emailing a cover letter and resume to Candyce.Phoenix@mail.house.gov with “Spring 2021 Internship Application” in the subject line. No phone calls or drop-ins, please.

MEM-288-20 The Washington office of Congresswoman Val Demings seeks spring term **interns** for her Washington, D.C. office.

Individual responsibilities will vary, but all interns will be asked to answer phones, research legislation for the Member and legislative staff, attend hearings and briefings, and answer constituent letters on various issues. Internship hours are flexible, 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. This is a paid internship.

To apply, please send a resume, cover letter with days of availability and a one-page writing sample to FL10.Internships@mail.house.gov. Please use “Internship Application” in the subject line. Individuals selected for an interview will be contacted. No phone calls or drop ins, please.

MEM-287-20 Republican Congressman Doug LaMalfa (CA-01) is seeking paid, in-person **interns** in his Washington, DC office for the Spring 2021 term.

Functioning as a key part of the staff, our interns help draft constituent correspondence and press releases, research legislation, take phone calls, and assist 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 interest in politics is a must. California ties are preferred, but not required and academic credit is available for qualifying students.

Interested candidates should apply by emailing their cover letter and resume to Haley.Slaybaugh@mail.house.gov by December 4th.

MEM-286-20 The office of Congressman John Sarbanes (D-Md.) seeks a highly motivated, personable and professional legislative **intern** for the Winter 2020 session.

Preferred candidates are current students or recent graduates with strong writing skills, who pay close attention to detail. Maryland ties a plus. A stipend is available.

To apply, please send a cover letter, a resume, list of references and availability to employment@mail.house.gov. If you have further questions, please call the Intern Coordinator at (202) 225-4016.

MEM-285-20 Congressman Charlie Crist (FL-13) is seeking Full time or Part Time **interns** for Spring 2021.

Interns will assist the legislative and administrative staff, answer phones, 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, follow ups or drop ins, please.

Email FL13.Internships@mail.house.gov, with your resume, cover letter & a 1-2 page writing sample as a single PDF.

MEM-284-20 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 spring.

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-283-20 The House Committee on Oversight and Reform Majority Staff seeks a motivated, reliable, and detail-oriented student with a passion for communications to fill a full-time press **intern** position in the spring.

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-282-20 The office of Congresswoman Susie Lee is seeking virtual Winter **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 "Winter Intern" in the subject line.

No phone calls or walk-ins please.

MEM-277-20 U.S. Congresswoman Katie Porter's Office is seeking highly motivated undergraduates and recent graduates for her DC office **internship** program for the months of January-April.

Intern responsibilities will include both policy and administrative support. Interns may sort and draft constituent correspondence, compile media clips, answer phones, research legislation, assist legislative staff, or perform other responsibilities based on the office's needs and student's interests.

Interns are expected to work from 9 am to 6 pm. Currently this is a remote internship opportunity, but it may transition to an in-person internship. A monthly stipend will be provided.

To apply for an internship, please:
Email a cover letter, resume, and two references to CAFreshman.Internship@Mail.house.gov with "Winter Internship" in the subject line.

Qualified candidates should be organized, detail-oriented, able to multitask, and possess strong writing skills. Representative Porter's office is an equal opportunity employer and minorities, women, and LGBTQ persons are encouraged to apply. Applications will be accepted through December 4, 2020.

MEM-276-20 The Office of Congressman Tom McClintock (CA-04) is seeking full or part-time **interns** for his Washington, D.C. office. Applicants should possess strong written and verbal communication skills.

Position duties include (but are not limited to): attending Congressional hearings and briefings, leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with research.

Interested applicants should send their resume, availability, and a brief cover letter to ally.hibben@mail.house.gov with the subject line: Spring 2021 Internship.

No phone calls or drop-ins, please.

MEM-275-20 The Committee on House Administration Republican Office seeks energetic and self-motivated individuals with an interest in government and public policy to apply for its paid, full-time spring 2020 **internship** program.

The Committee on House Administration maintains jurisdiction of federal election policy and manages the day-to-day operations of the House of Representatives with oversight of several offices within the Capitol Complex, including the Chief Administrative Officer, Architect of the Capitol, Clerk of the House, House Inspector General, Sergeant at Arms, U.S. Capitol Police, and other legislative branch entities like the Library of Congress, Government Publishing Office, and the Smithsonian Institution.

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, assisting with phones, and providing support to all Committee staff.

To apply, please visit : <https://republicans-cha.house.gov/about/internship-application-old> and submit your application by December 4th. Please send any questions to CHAInternGOP@mail.house.gov

MEM-274-20 The Democratic office of the Committee on Science, Space, and Technology is currently accepting applications for a full-time paid **internship** for Winter 2021. This position will be a combination of telework and in-office work as safety and logistics permit.

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, preparing research memos on scientific topics, supporting staff in the preparation of Committee hearing materials, and 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-273-20 The Democratic Staff of the House Committee on Veterans' Affairs seeks full-time legislative or press **interns** for spring 2021.

Responsibilities include but are not limited to conducting legislative research, answering phones, attending briefings and hearings for staff, compiling press clips, drafting content, and other tasks depending on the needs of the Committee and the intern's interests. Qualified candidates will have strong oral and written communications skills as well as a desire to help veterans and learn about the House and legislative process.

To apply, fill out the online form at <https://veterans.house.gov/contact/internship> and submit a resume and cover letter to veterans.internships@mail.house.gov. Internships are unpaid and remote during the COVID-19 pandemic.

MEM-271-20 The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for full and part-time **interns** for the spring internship session. The start date could be as early as Dec 1 (flexible depending on availability) with a flexible end date. Internships are unpaid, but stipends can be discussed with a supervisor after the internship begins.

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 spring internship and format the files as [Full Name_Resume], [Full Name_Cover Letter].

MEM-266-20 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 Spring 2021.

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 their resume and cover letter in one PDF titled “last name, first name, Spring 2021 GovOps” to Government.Operations@mail.house.gov with “Spring 2021 Internship Application” in the subject line.

No phone calls or drop-ins please. Only applicants who are selected for an interview will receive a response.