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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 December 02, 2013**

**MEM-364-13**

Congressman Cuellar's Washington, D.C. office is seeking a motivated press intern for a fast paced and valuable internship. Press interns must be able to commit at least 40 hours a week. Interns will learn how a communications shop operates and interacts with the other departments to create a succinct message.

**JOB DESCRIPTION:** Intern responsibilities include, but are not limited to: assisting the Communications Director in writing press releases, tracking press clips, proofreading and editing, maintaining press lists, updating member's website and social media, and assisting with the office's day-to-day communications operations. Interns may also assist with answering the phone, incoming and outgoing mail, addressing constituent concerns, and assisting the Legislative/District staff.

**QUALIFICATIONS:** Applicants should have a strong interest in political communications. Strong writing skills and ability to work in a high-pressure environment are a must. Spanish language skills highly preferred. Graphic design abilities are a plus.

If interested, please send a resume and cover letter to Miranda Margowsky at [miranda.margowsky@mail.house.gov](mailto:miranda.margowsky@mail.house.gov) and Ben Jackson at [ben.jackson@mail.house.gov](mailto:ben.jackson@mail.house.gov). The internship will start January 6<sup>th</sup> and last through May. Applicants will be responsible for all expenses including travel and lodging as the internship is unpaid.

For more information on Congressman Henry Cuellar, please visit his website at [cuellar.house.gov](http://cuellar.house.gov).

**MEM-363-13**

The office of Congressman Bill Shuster (PA-09) is currently seeking full and part time spring interns. Candidates should be a self-motivated, team player that is ready to work in a fast-paced environment. Duties include, but are not limited to: opening mail, answering phones, constituent correspondence, attending briefings, assisting with legislative research, and providing aid to staff-members with various projects. The ideal candidate will be a hard-working, detail oriented professional with strong oral and written communication skills. Pennsylvania and district ties are preferred, but not required. Although this position is unpaid, we will work with the student to fulfill requirements for school credit programs. Interested candidates should email [PA09jobs@gmail.com](mailto:PA09jobs@gmail.com) with a resume and a cover letter.

**MEM-362-13**

Congressman Tim Walz (D-MN) seeks interns for the Spring 2014 semester! Applicants should be highly-motivated, well-organized, and eager to assist with legislative and administrative needs of the staff. Such duties include but are not limited to attending briefings, answering the phones, drafting and responding to constituent letters, assisting in research, giving tours of the capitol, and various other administrative tasks. Applicants should possess an interest in the legislative process, as well as strong written and verbal communications skills. Minnesota ties a plus. Applications accepted for both full-time and part-time positions (min. 16 hours per week). This is an unpaid position. To be considered, please send a resume and cover letter by December 13<sup>th</sup> to: [WalzDCInternApplication@hotmail.com](mailto:WalzDCInternApplication@hotmail.com).

**MEM-359-13**

Democratic Member of Congress seeks a responsible, focused, self-motivated, enthusiastic, and organized Intern. Positions are available starting in January, and applications will be considered on a rolling basis. Duties will include, but are not limited to: answering phones, processing mail, researching issues, drafting correspondence, attending hearings and briefings, and maintaining a professional atmosphere. Strong writing and effective communication skills, as well as the

ability to multi-task, are necessary. If you are interested, e-mail a cover letter, resume, short writing sample, and contact info for three references to Parker Low at [Parker.Low@mail.house.gov](mailto:Parker.Low@mail.house.gov).

**MEM-358-13**

Congresswoman Carolyn McCarthy (NY-04) is currently seeking interns for the 2014 Spring Semester in her Washington, DC office. Qualified candidates will possess an interest in the legislative process, excellent writing and communication skills, and a desire to work in the fast-paced environment of Capitol Hill. Ideal candidates will be professional, dependable, highly motivated, and adept at multi-tasking.

Responsibilities will include – but are not limited to – communicating with constituents via phone, drafting constituent correspondence, performing research requests, leading tours of the U.S. Capitol, and administrative work. Interns will also work closely with staff and have the opportunity to attend briefings, hearings, and other events on Capitol Hill.

Students or recent graduates with ties to New York State – especially the Fourth Congressional District and Long Island – are encouraged to apply. Full- and part-time candidates will be considered. The internship is unpaid.

Please send a cover letter stating your availability, a resume, and a short writing sample to Marcus Garza at [Marcus.Garza@mail.house.gov](mailto:Marcus.Garza@mail.house.gov) with “Spring 2014 Internship” in the subject line.

**MEM-357-13**

The office of Congresswoman Diana DeGette (CO-01) is accepting applications for Spring 2014 internships. 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 mailing, attending briefings, drafting constituent correspondence, and providing assistance to the legislative staff. Applicants must have excellent writing and communications skills. Interested applicants should email a cover letter, resume, and brief writing sample to [tom.gibson@mail.house.gov](mailto:tom.gibson@mail.house.gov) with the subject line “Intern Application.”

**MEM-355-13**

Michigan’s 4th Congressional District proudly covers 14 counties which includes much of mid-Michigan. It stretches from Saginaw in the east to Big Rapids in the west and from the lower end of Clinton County in the south to the top of Wexford County in the north. Unpaid Positions are available in the Washington, D. C. Office

**JOB:** Spring Internships Part-time or Full-time

**QUALIFICATIONS:** Applicants must be highly motivated, have excellent oral and written communications skills, be able to accomplish a variety of tasks and pitch in where needed, and be responsible, dependable, and eager to learn.

**JOB DESCRIPTION:** Interns are expected to carry out any task assigned to them. Tasks include and are not limited to the following: Researching legislative issues, preparing constituent correspondence, data entry, and helping maintain the efficient day-to-day operations of an active Congressional office.

In addition, interns are encouraged to conduct their own research projects on legislative issues, using the vast resources of the U.S. House of Representatives and the Library of Congress.

If interested, please send resume and letters of recommendation to:

**CONGRESSMAN DAVE CAMP 341 CANNON HOUSE OFFICE**

**BUILDING WASHINGTON, D.C. 20515 ATTN: INTERN**

**COORDINATOR or contact Nate Zimmer, Intern Coordinator, at (202) 225-3561 or email [nate.zimmer@mail.house.gov](mailto:nate.zimmer@mail.house.gov)**

**For more information on Congressman Dave Camp and Michigan's 4th Congressional District, please visit our website at [www.camp.house.gov](http://www.camp.house.gov).**

**MEM-354-13**

The Washington DC office of Representative Scott Tipton (CO-03), is currently seeking applicants for Winter Semester unpaid internships. Internships are available to qualified college students or recent graduates. Colorado ties are a plus but not required. Internships provide valuable real world experience of our federal legislative process. Responsibilities include but are not limited to: assisting staff with legislative research and writing, attending briefings and committee hearings. Interns will also be responsible for providing tours of the Capitol, answering phones, and helping staff process constituent's mail and inquiries. Candidates should have an interest in the legislative process, be motivated, organized and reliable, and possess strong communication and writing skills. If you are interested in being considered for an internship, please send your resume and cover letter to [Megan.Dornan@mail.house.gov](mailto:Megan.Dornan@mail.house.gov)

**MEM-353-13**

Progressive Rhode Island Democrat seeks applicants for unpaid internship for spring 2014. Responsibilities include drafting constituent letters, assisting legislative staff with research, assisting with front office duties, and various administrative tasks. Candidates must possess strong writing and communication skills and be able to work 3-5 days per week. Ties to Rhode Island are strongly preferred. To apply, please send resume with references, cover letter, and brief writing sample to [RI01Internship@gmail.com](mailto:RI01Internship@gmail.com).

**MEM-352-13**

Ohio Democrat seeks a full-time, unpaid Legislative/Press intern for Washington, D.C. office available to start immediately. The ideal candidate will be detail-

oriented, motivated, and able to multi-task efficiently. Applicants should possess strong written and oral communication skills.

Daily responsibilities will include:

- Answering phones and constituent mail
- Updating website content
- Compiling daily press clips
- Drafting press materials (including e-newsletters, background information, and press releases)
- Conducting research projects
- Assisting with press events
- Transcribing interviews

Please email a one-page writing sample, résumé, and cover letter to  
OH11.FudgeResumes@mail.house.gov.

#### **MEM-351-13**

Congressman Jerry McNerney (CA-09) is accepting applications for internship positions available in his Washington D.C. office for the upcoming Winter/Spring term. 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, cover letter, and a short writing sample to [nick.sullivan@mail.house.gov](mailto:nick.sullivan@mail.house.gov) with "CA-09 Internship" in the subject line. Please also include dates of availability.

#### **MEM-350-13**

Spring 2014 Internship with Congressman Bob Goodlatte (VA-06) for his Washington, D.C. office to assist his staff with various legislative and administrative responsibilities. Duties include but are not limited to legislative research, answering phones, opening and sorting mail, leading tours of the Capitol, attending committee hearings, and assisting the rest of the staff with day-to-day responsibilities. This internship is a unique opportunity for individuals to gain first-hand experience of the legislative process while working in a dynamic office environment.

The position is unpaid and is subject to flexible scheduling. Native residents of the Virginia 6<sup>th</sup> District are preferred, but it is not a requirement.

Interested individuals may send our office a cover letter, a resume, and the formal application form found on Congressman Goodlatte's website: <http://www.goodlatte.house.gov>, under the Constituent Services tab. They may send these documents via fax to (202)225-9681, e-mail them to Chrissi Lee, the office intern coordinator, at [chrissi.lee@mail.house.gov](mailto:chrissi.lee@mail.house.gov), or mail them to our office's address at: 2309 Rayburn H.O.B., Washington, DC 20515.

#### **MEM-348-13**

Currently seeking legislative interns for term beginning December 2013/January 2014. Interns in Congressman Larson's Washington DC office will learn and gain vital professional skills while enhancing their knowledge of the legislative process. Roles and responsibilities for a prospective intern include, but are not limited to:

Assisting in legislative research for the Congressman, staff, and constituents

Attending briefings for staff members and writing a policy memo

Helping with data entry of constituent letters

Assisting in answering constituent mail, which includes research and letter writing  
Helping process Flag and Tour Requests; conducting tours of the U.S. Capitol.

Interns are strongly encouraged to pursue their interests and to take advantage of the many seminars and resources that present themselves during their stay in Washington. **Priority consideration will be given to candidates with CT ties and/or those who can work full-time hours.**

**If you are interested in an internship: please send a resume, cover letter, and short writing sample along with your expected start/ end dates to Congressman Larson's Washington D.C. office at [Sylvia.lee@mail.house.gov](mailto:Sylvia.lee@mail.house.gov). NO CALLS, DROP-BYS, or FOLLOW-UPS PLEASE.**

#### **MEM-347-13**

Progressive Maryland Democrat seeks qualified interns to join her Washington, D.C. office for an unpaid legislative internship during the Winter/Spring 2014 term. Applicants should have a familiarity with the legislative process and have a desire to learn while being a part of a hardworking team. Ideal candidates will possess strong writing and verbal communication skills, a demonstrated interest in legislative issues, the ability to multi-task and conduct research, and an enthusiastic attitude. Interns will have the opportunity to assist staff with legislative and scheduling projects, attend briefings and hearings, draft memos, sort and distribute mail, and give Capitol tours. Candidates with Maryland ties are strongly encouraged to apply. Please email a resume, cover letter stating your

availability, and a brief and relevant writing sample (maximum one page) by December 6th to [internship.md04@mail.house.gov](mailto:internship.md04@mail.house.gov).

**MEM-345-13**

The office of Congressman Raul Labrador (ID-01) is currently seeking an unpaid intern in the Washington, D.C. office to start immediately. Basic intern responsibilities include but are not limited to answering phones, sorting mail, conducting tours of the U.S. Capitol, and assisting staff on various projects. Interns will have the opportunity to attend briefings and hearings of interest and see firsthand how a congressional office operates. Ideal candidates will have excellent research and writing abilities, be able to multi-task and interact well with constituents. College students and recent graduates will be considered. Course credit is available. Interested candidates should direct their resume to [bekah.demordaunt@mail.house.gov](mailto:bekah.demordaunt@mail.house.gov)

**MEM-344-13**

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.

Those interested in a Washington, DC internship should Email [scheduler\\_mn04dc@mail.house.gov](mailto:scheduler_mn04dc@mail.house.gov). **Please indicate any Minnesota ties**  
More information: <http://mccollum.house.gov/serving-you/internships>

**MEM-343-13**

California Democrat actively seeking a legislative fellow to assist with a wide range of legislative issues, including the Congressman's Science and Tech portfolio. Fellows gain valuable experience as they assist in the development of legislative and public policy initiatives in Congressman's office. Fellows are expected to work full time on a range of assignments, including legislative analysis, responding to constituent mail, drafting talking points, and speeches for Member, and coordinating logistics and public testimony for Congressional hearings. Fellows are expected to attend office staff meetings and follow office procedures as specified in the Office Manual and Legislative Handbook.

The fellow will serve as the primary legislative contact for certain issue-areas, providing research, legislative analysis, and serving as the main contact with



constituent and advocacy groups. They will also be responsible for conducting meetings and staffing the Congressman with relevant groups.

Interested individuals must be enrolled in a fellowship program and seeking a placement. Please email resume, cover letter, writing sample, and references to [bera.resume@mail.house.gov](mailto:bera.resume@mail.house.gov) with subject line “DC Fellowship 2014: (Name).”

**MEM-342-13**

The Republican Office of the Committee on Science, Space, and Technology seeks energetic and self-motivated undergraduate or graduate level students, as well as recent graduates, with an interest in government and public policy for Spring 2014 internship. 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 phone inquiries and providing support to all Committee staff. Science backgrounds are a plus. To apply, please send resume and cover letter to [GOPscienceintern@gmail.com](mailto:GOPscienceintern@gmail.com).

**MEM-341-13**

Congressman Jared Huffman’s office (CA-02) seeks unpaid interns to fill positions for the Winter and Spring. Positions are available starting in mid-November. Start dates and part-time availability are flexible. Internships in Washington, D.C. give college students and recent graduates invaluable work experience and insight into the legislative process. Intern responsibilities will vary, and range from writing constituent correspondence letters, answering phones, doing legislative research for the Member and legislative staff, attending hearings and briefings, and organizing constituent letters on various issues before the House. Candidates should have strong communication and writing skills, be detail oriented, and be adaptable to a fast-paced environment. Please email your cover letter and resume to [DCInternship.Huffman@mail.house.gov](mailto:DCInternship.Huffman@mail.house.gov).

**MEM-339-13**

New Jersey Democratic Congressman Frank Pallone (NJ-06) seeks full time and part time unpaid interns for the Spring 2014 semester. We are seeking personable, hardworking and motivated individuals with excellent oral and written communication skills. Job duties will include, but are not limited to: answering phones, assisting staffers with general administrative duties, attending briefings, drafting letters to constituents, and conducting congressional research. New Jersey ties are strongly preferred, but not necessary. A good sense of humor is a plus. Please email a resume, cover letter, and brief writing sample



to [nj06interns@gmail.com](mailto:nj06interns@gmail.com), and please include your dates and times of availability.

**MEM-338-13**

A Democratic California Congressman is seeking a highly motivated intern to join his Washington, DC office for a part or full time unpaid internship for the winter/spring term (January-May). Candidates should be organized, professional, quick learners, and team players. Strong oral and written communication skills and close attention to detail are important. Main responsibilities include but are not limited to 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. Candidates with California ties and previous internship/work experience are strongly encouraged to apply. Please e-mail a resume and cover letter to [Intern.Resume@mail.house.gov](mailto:Intern.Resume@mail.house.gov)

**MEM-286-13**

The office of Congressman Dennis A. Ross (FL-15) is currently seeking unpaid interns in the Washington D.C. office for both an immediate vacancy and the 2014 spring semester. The start and stop dates can be flexible, with the spring semester starting in January and extending through May. Responsibilities include, but are not limited to, answering phones and mail, attending hearings, leading tours and providing support to legislative and communications staff in both DC and the district. Ideal candidates should have strengths in research, writing and multi-tasking, with an ability to interact well with constituents. Florida ties are preferred, but are not necessary. Interested candidates should apply through the website: <http://dennisross.house.gov/constituentservices/internships.htm>.