



House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING
Week of October 3, 2016

MEM-298-16 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 2016 **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. Background in science a plus. To apply, please send resume and cover letter to bess.larson@mail.house.gov

MEM-297-16 The DC and District office of Congressman John Conyers, Jr., the Dean of the House of Representatives, representing Michigan's 13th district, is looking for **interns** and fellows to serve full-time or part-time in the Washington DC office during Fall/Winter 2016-2017. This is an opportunity to learn about the inner-workings of a congressional office on the Hill in a fast-paced work environment. Interested applicants should e-mail a brief cover letter, resume and two

professional references (not letters of recommendation) to Erik Sperling (erik.sperling@mail.house.gov) with the Subject:

Internship Fall/Winter 2016-2017. In your cover letter, please address the following:

- Reason that you're interested in interning for Congressman John Conyers, Jr.
- Issue areas that are of interest or where the applicant has particular expertise
- Relevant experience, coursework, or affiliations, if any
- Your availability during Fall/Winter 2016/2017

Interns will be responsible for assisting with congressional projects, drafting constituent correspondence, preparing staff for briefings, researching topics for floor speeches, evaluating legislation, answering calls, sorting mail, giving Capitol tours, and tracking constituent casework, among many other possibilities (tasks may depend on applicant interests and abilities). All interns/fellows will be given the opportunity to research a topic of their choice and submit findings with policy recommendations to staff.

MEM-296-16 The Democratic Office of the Committee on Oversight and Government Reform seeks college-students or recent graduates wishing to gain Capitol Hill experience in a fast-paced office for a full-time, unpaid **internship**. Successful candidates will be professional, detail-oriented, and work well under pressure. Primary responsibilities include office tasks such as answering phones and handling mail as well as assisting with Committee hearings. Interns may also be asked to assist with investigative research or other projects as needed. Applications are accepted on a rolling basis. To apply please send your cover letter, resume and writing sample to oversight democrats@mail.house.gov with the subject line, "Intern."

MEM-294-16 Democratic Congressman Robert A. Brady (PA-01) seeks current college students or recent graduates wishing to gain Capitol Hill experience for fall semester 2016 **internships** in his Washington, D.C. office. Intern duties include answering phones, attending and summarizing hearings/briefings, sorting mail and faxes, leading tours of the Capitol, as well as assisting legislative staff and other responsibilities as needed. A qualified intern candidate will have good oral and written communication skills, professional maturity, and a willingness to work on a variety of tasks. Preference given to interns with full-time availability, but those seeking part-time internships will be considered. Pennsylvania ties a plus but not required. Internship positions are unpaid. To apply, please email cover letter, resume, and a brief writing sample (no more than two pages) to Zach Rosen at Zach.Rosen@mail.house.gov. Please include availability in your cover letter.

MEM-293-16 California Democratic Member is seeking a qualified applicant for a temporary paid **internship** in his Capitol Office. Responsibilities include corresponding

with constituents, leading tours of the Capitol, assisting with projects including press and legislative research, and administrative duties as needed. The staff member will have the opportunity to attend briefings and hearings on the Hill as well as network and learn from senior staff. Candidates should be detail oriented, possess strong oral and written communication skills, and have an ability to multitask and be flexible in a fast-paced environment. Multilingual applicants, particularly those speaking Spanish, are encouraged to apply. Interested applicants should send a cover letter, resume, and 2-3 page writing sample to CAJobs@mail.house.gov.
No phone calls or drop-ins please.

MEM-292-16 California Democratic Member is seeking a qualified applicant for an **internship** position in his Capitol Office. Responsibilities include corresponding with constituents, leading tours of the Capitol, assisting with projects including press and legislative research, and administrative duties as needed. The staff member will have the opportunity to attend briefings and hearings on the Hill as well as network and learn from senior staff. Candidates should be detail oriented, possess strong oral and written communication skills, and have an ability to multitask and be flexible in a fast-paced environment. Multilingual applicants, particularly those speaking Spanish, are encouraged to apply. Interested applicants should apply at the following link:

<https://vargas.house.gov/services/internships/congressional-internship-application>. No phone calls or drop-ins please.

MEM-291-16 The Terrorism, Nonproliferation, and Trade Subcommittee on the Republican side of the House Foreign Affairs Committee is seeking an **intern** for the Spring 2017 semester to handle administrative and some policy duties in the office. Duties will include answering phones, handling logistics for hearings, conducting research, and drafting statements. Qualified candidates will have a foreign policy background, possess excellent writing and communication skills, and be well-organized, responsible, and detail-oriented. All interested applicants should e-mail their cover letter, resume, and a 2-5 page writing sample to tnthfac@gmail.com by October 7th, 2016. Cover letters should include the applicant's anticipated availability for the duration of the internship; writing samples may be excerpts of larger works. No walk-ins or phone calls please. No late applications will be accepted.

MEM-290-16 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.

- MEM-287-16** The office of Congressman Bill Johnson (R-OH) is currently seeking conservative, highly motivated, and organized applicants for an immediate full or part-time unpaid **internship**. Candidates should possess interest in the legislative process, excellent communication skills, and attention to detail. Responsibilities will mostly include, but are not limited to: answering phones, leading tours of the U.S. Capitol, attending and summarizing hearings and/or briefings for legislative staff, and performing various administrative tasks. Ohio ties are preferred, but are not required. The working hours of the internship may vary depending on the availability or school schedule of the applicant. If interested, please send a resume and cover letter to intern.oh06@gmail.com with "2016 Fall Internship" in the subject line. No phone calls or walk-ins will be accepted.
- MEM-285-16** The Office of Congressman Mark Pocan (D-WI) is seeking full and part-time legislative **interns** for the Fall 2016 semester in our Washington, D.C. office. Interns in our office perform legislative and administrative work while gaining valuable career and educational experience. Specific duties include providing constituent services, attending policy briefings and committee hearings, performing legislative research, producing daily press clips, leading Capitol tours, and supporting staff members on various projects of interest. Qualified candidates are organized and detail-oriented, responsible, willing to learn, able to work cooperatively, possess strong oral and written communication skills, and are committed to public services. Wisconsin ties are a plus! All internships are unpaid. To apply, please send a resume, cover letter, and a brief writing sample to Andrew.ONeill@mail.house.gov with "2016 Pocan Fall Internship" in the subject line.
- MEM-282-16** Congressman John Carney (DE-At Large) is accepting applications for a part-time or full-time unpaid **internship** in his Washington, D.C. office. The internship would begin the second week of September with a flexible end date. Candidates should be reliable and detailed-oriented, and possess strong verbal and written communication skills. Main responsibilities include answering the phones, sorting constituent mail, arranging and giving tours of the Capitol, and assisting staff with projects and research. Delaware ties are preferred but not required. Interested candidates should send their resume to carney.scheduling@mail.house.gov.
- MEM-281-16** 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 Fall 2016 **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. Background in science a plus. To apply, please send resume and cover letter to bess.larson@mail.house.gov.

MEM-280-16 Congresswoman Dina Titus (NV-1) seeks current college students or recent graduates wishing to gain Capitol Hill experience in a fast-paced office for a full-time or part-time **internship**. We are seeking motivated, organized, and reliable individuals to assist the legislative and administrative staff with day-to-day duties. Such duties include attending briefings, answering phones, giving Capitol tours, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. Nevada ties are encouraged but not required. Please send resume and cover letter with dates of availability to Catherine.chrobak@mail.house.gov.

MEM-279-16 The Washington, DC office of Congressman Peter DeFazio (OR-04) seeks a highly motivated full-time **intern** for fall 2016. Successful candidates will demonstrate that they are organized, detail-oriented, and professional. Strong written and oral communication skills are essential. Intern responsibilities will include but are not limited to assisting staff with legislative, administrative, constituent relations, and press activities. Interns will: answer phones; sort, distribute, and respond to constituent mail; lead tours of the US Capitol building; attend hearings and briefings; and assist with legislative research. Internships are unpaid, but arrangements may be made to earn academic credit. Please send a resume, cover letter, three professional references and a brief writing sample to OR04.InternCoordinator@mail.house.gov. Candidates with Oregon ties are strongly encouraged to apply. No phone calls or drop-ins, please.

MEM-278-16 Democratic Leadership Office seeks highly motivated candidates for a full-time, unpaid **internship**. Intern responsibilities include administrative duties and legislative duties as necessary. Administrative support includes preparing briefing binders, setting up events, and other projects as assigned by staff. The position requires a positive attitude, strong organizational skills, and the ability to multi-task and work well under pressure in a fast-paced, information-sensitive environment. Please send a resume and cover letter to deminternship2016@gmail.com. Please no drop-bys, phone calls, or emailing staff members.

MEM-277-16 The Office of Congressman Jim Renacci (R-OH) seeks full time **intern** for fall 2016. Responsibilities include, but aren't limited to, answering phone calls, assisting with the mail program, providing constituent tours, attending various briefings, and providing research for the legislative staff. Qualified candidates will have exceptional writing skills, strong communication skills, ability to work in a fast paced working environment, and have an interest in learning more about

the legislative process. Send a resume and a cover letter to Stephen.Hostelley@mail.house.gov.