



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

---

**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  
in the CAO Human Resources Office - Ford HOB 102  
To Subscribe or Unsubscribe to the Vacancy Listserv visit:

<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

---

**INTERSHIP VACANCY LISTING**

**Week of January 25, 2021**

**MEM-020-21** Republican Ranking Member of the Energy and Commerce Committee subcommittee on Environment and Climate seeks unpaid graduate **intern/** fellow.

Duties include performing research, staffing the congressman at hearings, writing memos and op-eds, helping to formulate legislation, and stakeholder outreach. The ideal candidate will have significant knowledge of environmental/ climate change policies as well as energy policies. This is not an internship for an undergrad. This position requires significant knowledge of research and policy. Internship duration and hours are flexible.

Interested candidate please email a resume along with a relevant writing sample to Kirsten Wing at [Kirsten.Wing@mail.house.gov](mailto:Kirsten.Wing@mail.house.gov). With Subject Line "Environment Fellow Application Last Name".

**MEM-019-21 Press/Digital Fellowship**

The Office of Congressman Jared Huffman (D-CA) seeks a Press/Digital Fellow. Qualified candidates will have strong writing, editing, and social media skills, as well as basic familiarity with graphic design/video editing software. One to two years of experience in a press or digital media role (including internships) preferred. California ties are a plus!

This position requires the ability to thrive under pressure, multi-task, and work in a team environment. Candidates must have strong written and verbal communication skills, with the desire to come up with creative communications

ideas and the ability to work under tight deadlines. The fellow will work closely with the Communications Director and the legislative staff of Congressman Huffman.

Responsibilities include:

- Designing graphics and editing photos/videos
- Drafting social media campaigns
- Maintaining/updating website
- Assisting with drafting speeches, press releases, op-eds, advisories, and other written materials
- Creating and maintaining press lists
- Compiling regular reports on press and social media results

Interested applicants should email a resume, writing sample, and two digital samples to [huffmanpressfellow@gmail.com](mailto:huffmanpressfellow@gmail.com) with the subject line “(First Name) (Last Name) - Press Fellow.” This is a full-time, limited term position and offers a monthly stipend.

**MEM-015-21** The Democratic staff of the House Committee on the Judiciary is seeking a digital **intern** for a spring position. This digital internship program includes the production of high-quality graphics, videos, and demonstratives, as well as rapid response work, post production editing, and livestreaming hybrid/virtual hearings and events.

Candidates must possess STRONG technical skills, advanced creativity, and a high level of attention to detail. Experience in Webex, OBS, Adobe Photoshop, Illustrator, Premier Pro, After Effects, LightRoom, InDesign, and Audition a plus. Experience in HTML, CSS, hard-skills technology and big-data analytics a serious plus. Must be a team player and have a strong work ethic. Willingness to take initiative, generate creative ideas, and the ability to work under deadline pressure a must.

The House Committee on the Judiciary’s Democratic staff internship program will be providing stipends to spring interns, with additional funds provided to interns with additional demonstrated financial need. The Committee strives to ensure that our internship class reflects the diversity of the country’s population; candidates from minority backgrounds are strongly encouraged to apply. The Committee does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

Email portfolio and resume to [JudPress.Intern@mail.house.gov](mailto:JudPress.Intern@mail.house.gov) with DIGITAL INTERN in the subject line. Digital portfolio, including design and technical work, must be included to be considered for the position.

COVID-19 update: Currently, some of our spring internship program will be

conducted remotely. However, we ask that all applicants be available to intern in Washington, D.C., as some tasks will be done on site.

**MEM-014-21** The House Judiciary Committee Democratic staff are looking for **interns** for the summer semester. The House Committee on the Judiciary's staff internship program offers undergraduate students, law students, graduate students, and recent graduates an opportunity to experience the operation of a congressional committee firsthand and learn about the important role that our Committee plays in the legislative process.

The Judiciary Committee has jurisdiction over a wide range of legislative and oversight issues, including oversight of the U.S. Department of Justice, constitutional law, federal criminal law, voting rights, immigration and naturalization, intellectual property law, and antitrust law.

Intern assignments will vary depending on the work of the Judiciary Committee each semester. Examples of potential responsibilities include:

- Researching policy issues under the committee's jurisdiction
- Conducting legal research
- Attending briefings and hearings on the Hill
- Drafting memos
- Supporting committee counsels
- Supporting committee clerks and professional staff members
- Providing administrative support, including answering calls, delivering correspondence, and setting up the hearing room.

The Committee strives to ensure that our internship class reflects the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply. The Committee does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

The committee will be providing stipends to our summer interns. The deadline to apply for the summer semester is February 15, 2021. To learn more, please apply here: <https://judiciary.house.gov/about/internship-opportunities.htm>

COVID-19 update: Due to the COVID-19 pandemic the Committee is currently planning on having a remote internship for the summer of 2021. However, public health developments could necessitate the return of an in-person internship in Washington, D.C. Therefore, we ask that all applicants be available to intern in Washington, D.C. if it is safe to do so.

**MEM-013-21** The House Judiciary Committee Democratic staff are looking for an **intern** to work with our Crime, Terrorism, and Homeland Security subcommittee this spring, with an ideal start date of early February.

The House Committee on the Judiciary's staff internship program offers undergraduate students, law students, graduate students, and recent graduates an opportunity to experience the operation of a congressional committee firsthand and learn about the important role that our Committee plays in the legislative process.

The Subcommittee on Crime, Terrorism, and Homeland Security has jurisdiction over the Federal Criminal Code, drug enforcement, sentencing, parole and pardons, internal and homeland security, the Federal Rules of Criminal Procedure, prisons, and criminal law enforcement.

Intern assignments will vary depending on the work of the Judiciary Committee each semester. Examples of potential responsibilities include:

- Researching policy issues under the committee's jurisdiction
- Conducting legal research
- Attending briefings and hearings on the Hill
- Drafting memos
- Supporting committee counsels
- Supporting committee clerks and professional staff members
- Providing administrative support, including answering calls, delivering correspondence, and setting up the hearing room.

The Committee strives to ensure that our internship class reflects the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply. The Committee does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin. The committee is providing stipends to spring interns.

Applications will be accepted on a rolling basis. To apply, please submit a one-page resume, one-page cover letter (including your pronouns, ideal start and end dates, and availability to work each weekday), writing sample, and a short statement in response to the prompt below to [HJC.Internship@mail.house.gov](mailto:HJC.Internship@mail.house.gov) with the subject line "Crime Subcommittee Internship"

Prompt: Please attach a short statement (no more than 500 words) detailing how your lived experience will enhance your ability to contribute to this committee. This prompt is open-ended and you may respond by writing about whatever is most meaningful to you. Examples of topics this statement could cover include your upbringing, a significant challenge you have overcome, or any topic that you believe is relevant.

COVID-19 update: Due to the COVID-19 pandemic the Committee is currently working virtually. However, public health developments could necessitate the return of an in-person internship in Washington, D.C. Therefore, we ask that all applicants be available to intern in Washington, D.C. if it is safe to do so.

**MEM-006-21** Congressman Alcee L. Hastings (FL-20) is seeking highly motivated, detail oriented, and energetic applicants for a full or part-time unpaid **internship** in Washington, D.C. to begin immediately.

Qualified applicants have strong writing and communication skills, the ability to manage multiple tasks, and the willingness to learn. Primary responsibilities include answering phones, conducting legislative research and drafting memos, and assisting in managing the Congressman's official correspondence.

Congressman Hastings supports students requesting credit for their internship through their school or university. To apply please visit <https://alceehastings.house.gov/forms/internships/>. NO phone calls or drop-ins please.

This is an in-person internship. Applicants must be willing to wear a mask and adhere to strict social distancing and sanitation guidelines. Women and minorities are strongly encouraged to apply.

**MEM-336-20** The House Foreign Affairs Committee Majority Staff is currently looking for **interns** for the Spring 2021 semester.

Interns will be responsible for providing staff members with policy and administrative support. Duties may include answering phones, compiling press clips, attending staff briefings, performing legislative and policy research, drafting memoranda and other written materials, and a variety of other tasks.

Candidates should be team-oriented, resourceful, upbeat people who have skills beyond research and require little supervision. This internship is open to undergraduates (juniors and seniors), recent graduates, and Master's and law students. Minorities, women, and LGBTQ persons are strongly encouraged to apply.

If you would like to be considered for an internship please submit a one-page resume and cover letter in PDF format to [hcfa.democrat@mail.house.gov](mailto:hcfa.democrat@mail.house.gov) and include "HFAC Internship Application – Spring 2021" in the subject line of the email.