



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**INTERNSHIP VACANCY LISTING**

**Week of March 22, 2021**

**MEM-088-21** Marisol del Carmen Rodriguez was a faithful and tireless advocate of civic engagement. Marisol herself was afforded a public service internship that led to a lifelong commitment to the ideals of enriching and empowering all people in her community. Through this fellowship, Marisol will continue her legacy of service, education and a selfless dedication to the betterment of her community.

The Marisol del Carmen Rodriguez Congressional **Fellowship** is a paid fellowship program with Congresswoman Sylvia R. Garcia's Washington, DC office, virtual until further notice. It is a competitive program awarded to outstanding students with a demonstrated interest in public service or public policy and strong ties to the 29th Congressional District of Texas.

The fellow will gain office experience while learning about the legislative process. They will work closely with staff conducting research, drafting letters, and preparing for hearings. Other responsibilities will include screening telephone calls, tracking media coverage, and other duties as necessary.

Qualified applicants have strong writing and communication skills, the ability to manage multiple tasks, a strong sense of professionalism and demonstrate a solid work ethic. English and Spanish bilingual candidates are strongly encouraged to apply.

The position is available beginning in April or May 2021. To apply, send a resume and cover letter to [ellie.valega@mail.house.gov](mailto:ellie.valega@mail.house.gov) with the subject "Marisol

Rodriguez Congressional Fellowship”. In your cover letter please indicate expected start and end dates, hours available to work, and if course credit is available for this internship.

This office is an equal opportunity employer: Women and minorities are strongly encouraged to apply. This office 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.

**MEM-082-21** Congressman John Garamendi (CA-03) is seeking a highly motivated **intern** to join his team. 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 virtual hearings and meetings, answering constituent phone calls, assisting with scheduling, sorting and distributing mail, and managing tour and flag requests.

Interns are considered an integral part of the team and are given the opportunity to learn and grow through working with us both to achieve the goals of the office and to pursue and develop their areas of interest. First-hand experience in Congressman Garamendi’s congressional office provides interns with an unparalleled knowledge and understanding of the development of public policy.

Full-time candidates with California ties and previous internship/work experience are strongly encouraged to apply. Please e-mail a resume, cover letter, writing sample and dates of availability to [Garamendi.Internships@mail.house.gov](mailto:Garamendi.Internships@mail.house.gov)

**MEM-080-21** The Office Congressman Mondaire Jones (NY-17) is currently accepting energetic and self-motivated applicants for a remote **internship** for the Summer 2021 session. The internship is paid at \$15 per hour.

Preferred candidates should possess excellent communication skills, a strong attention to detail, outstanding customer service skills, and a good sense of humor. Primary responsibilities will include processing digital mail, answering phones, attending briefings, performing legislative research and analysis, drafting memos, intaking casework, and other tasks. District ties are preferred, but not required.

Interested applicants should send a resume, cover letter with days of availability, and a one-page writing sample in a single PDF to [NY17Internship@mail.house.gov](mailto:NY17Internship@mail.house.gov) with “Jones Summer 2021 Internship” in the subject line. Applications will be accepted through April 26, 2021.

Individuals selected for an interview will be contacted. No phone calls, follow ups, or drop ins, please. Candidates from BIPOC, LGBTQ+, working class, and/or other underrepresented communities are strongly encouraged to apply.

**MEM-072-21** The Office of Congressman Ralph Norman (SC-05) is seeking highly motivated **interns** in his Washington, D.C. office for the Summer 2021 session. The Summer 2021 session will run from May to August. Start and end dates are flexible.

Interns will perform legislative and administrative work while gaining valuable career and educational experience. Specific duties will include answering phones, performing legislative research, processing constituent mail, attending policy briefings, drafting constituent correspondence, compiling media clips, and performing other general office duties.

Ideal candidates should have a strong work ethic, strong written and verbal communication skills, and possess a positive attitude. South Carolina ties are encouraged but not required.

Interested candidates should apply by sending a resume, cover letter, and brief writing sample to [Darcy.Merline@mail.house.gov](mailto:Darcy.Merline@mail.house.gov). Please indicate availability in your cover letter. The deadline for applications is Monday, March 22nd, but candidates are encouraged to submit their applications early.

**MEM-069-21** Press **Fellow** -- Congresswoman Judy Chu (CA-27), Chair of the Congressional Asian Pacific American Caucus (CAPAC) is seeking a highly motivated, detail-orientated, and energetic individual to assist with communications, digital media and social media, and graphic design as a press fellow in the D.C. office. This is a four-month paid position. It is completely remote and will report to the Communications Director.

Daily tasks include drafting and posting content for the member's social media platforms and website; graphic design; daily press clips; drafting press releases, newsletters, and advisories; and organizing press events. The ideal candidate will be creative, politically astute, have a strong proficiency in crafting social media content across social media platforms, and will be a detail-oriented team player able to handle multiple tasks at once.

Excellent writing and strong organizational skills are essential, along with the ability to be a self-starter while working in a fast-paced environment.

Qualified candidates should submit a cover letter, resume, one writing sample, and one example of previous digital media or graphic design products to [Ben.Suarato@mail.house.gov](mailto:Ben.Suarato@mail.house.gov) with "Press Fellow" in the subject line. No phone calls, faxes, or drop-ins please.

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, national origin or citizenship status, sex, gender identity or expression, pregnancy, sexual orientation, age, disability, or military status.

**MEM-067-21** District Office

The Lacey Office of Representative Marilyn Strickland (WA-10) is currently accepting applications for a paid, remote Spring/Summer **internship** (late April/early May – early September).

Interns will be asked to answer phones, assist the constituent services team, attend virtual events, research projects, and aid our press team, Congresswoman, and district staff. As a result, interns learn about constituent services and engagement and the many other functions of a congressional office.

Ideal candidates should possess excellent communication skills, a strong attention to detail, customer service skills, the ability to work in a fast-paced environment, and a good sense of humor. South Puget Sound 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 [WA10resumes@gmail.com](mailto:WA10resumes@gmail.com) with “WA-10 Spring/Summer Intern” in the subject line. The deadline for applications is Wednesday, March 31, 2021.

Applicants are encouraged to submit their application early. BIPOC applicants are encouraged to apply.

**MEM-066-21** DC Office

The office of Representative Marilyn Strickland (WA-10) is currently accepting applicants for paid remote summer **internships** which will run from May to August.

Legislative Interns assist the legislative staff located in Washington D.C. in conducting research, drafting memos and constituent mail, answering phones, attending hearings, inputting casework, attending virtual events, aiding Congresswoman Strickland’s legislative initiatives.

The office is also looking to hire a full-time press intern to assist the press team. Responsibilities include compiling clips, drafting social media posts, op-eds, press releases, digital content and working with the press team to devise media strategies and bolster the office’s communication efforts. Experience working in press, communications, or a related field is a plus.

Ideal candidates for these internships 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. Washington 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 single PDF document to [WA10resumes@gmail.com](mailto:WA10resumes@gmail.com) with “WA-10 DC Summer Internship” in the subject line. Please indicate in the cover letter which internship you are applying for.

The deadline for applications is Wednesday, March 31, 2021 but applicants are encouraged to submit their application early. Applications that are incomplete or submitted after the deadline will not be considered.

This office is Equal Employment Opportunity Office and does not discriminate in employment on the basis of race, color, religion, sex, gender identity, national origin, sexual orientation, marital status, disability, genetic information, age, military service, or other non-merit factor. BIPOC applicants and individuals in underrepresented communities are encouraged to apply.

**MEM-061-21** The Office of Congresswoman Brenda L. Lawrence (MI-14) seeks motivated, detail-oriented, and energetic professionals for remote legislative and press **internships** for the Washington, DC office.

Qualified applicants should have strong communications skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic. Interns will be provided with computers to complete official work.

Responsibilities include but are not limited to:

Scanning voicemails, processing electronic constituent mail, assisting legislative staff with research, attending congressional briefings, participating in hearing preparation, drafting constituent correspondence on a variety of issues, and other duties as necessary.

For Press Interns:

Intern would support Communications Director by drafting written materials such as press releases, creating graphics for social media, tracking media coverage, and assisting with media inquiries and research. Successful candidates will have an interest in politics, communications, and new media, with excellent written communication skills. Knowledge of graphic design programs (Adobe Creative Suite, Canva, etc.) a plus, but not required.

Full-time and part-time internship positions are available beginning in May, 2021. To apply, please send a resume, cover letter, and brief writing sample to [Ryan.Casman@mail.house.gov](mailto:Ryan.Casman@mail.house.gov) with the phrase “Internship Application” in the subject line. For applicants interested in press internships, please include a small

portfolio showcasing your work. Please indicate expected start and end dates as well as hours available to work in your cover letter.

**MEM-053-21** The Office of Congresswoman Gwen Moore (WI-04) is seeking a virtual press **intern** to assist with a fast-paced communications operation for Summer 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](mailto:GwenMoorePress.Moore@mail.house.gov) with “Summer 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-051-21** The Office of Congresswoman Gwen Moore (WI-04) is seeking a highly motivated virtual **intern** for Summer 2021.

This is a paid internship. Qualified candidates will be dependable team players and will possess strong writing, editing, verbal communication, and organizational skills. Experience with research is a plus since there are opportunities to work with the legislative staff on relevant issues. This position’s responsibilities include assisting with projects assigned from other staff members, data entry, and drafting correspondence.

Interns will have the opportunity to attend Capitol Hill briefings, hearings, and other informative events that are available. Interns will also have the ability to gain professional and educational experience while learning more about Congress and the legislative process. Wisconsin ties are a plus.

Interested applicants should email a cover letter, resume, short writing sample (2-3 pages), and dates of availability to [WI04DC.Internships@mail.house.gov](mailto:WI04DC.Internships@mail.house.gov) with “Summer 2021 Internship” in the subject line.

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.