



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

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INTERSHIP VACANCY LISTING

Week of September 7, 2021

MEM-347-21 The office of Congresswoman Cori Bush (MO-01) is seeking a Press/Digital **intern** to join a dynamic team intent on doing the most for everyone in St. Louis, starting with those who have the very least.

The Press/Digital Intern will build press lists, draft social media posts for the Member's official social media pages (including Facebook, Twitter, and Instagram), assist with press clips, design graphics, and create short video clips as needed. The intern will be an integral part of the communications team, generating engaging content for the Member and supplying creative ideas throughout the week. Ideal applicants will have a background the Adobe creative suite.

Women, people of color, LGBTQIA+, unhoused people, formerly incarcerated individuals, and members of other marginalized communities are encouraged to apply. The office is an equal opportunity employer and 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, criminal history or parental status.

LOCATION: St. Louis District office or Remote

COMPENSATION: \$15/hr (15 to 20 hours per week)

START DATE: September 6, 2021 *

END DATE: December 17, 2021 *

*Dates subject to change/availability

To apply, please visit: <https://forms.gle/my6ZvfPjnvicQ3Gi7>

MEM-346-21 Fiscally and Socially Conservative Midwestern member of the House seeks motivated, detail-oriented, and energetic professionals for **internships** in Washington, DC.

Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic. Missouri/Midwestern ties preferred but not required.

Please send all applicant resumes to Madelyn.derks@mail.house.gov

MEM-344-21 Congressman Jeff Fortenberry's office (NE-01) is looking for fall **interns**. The internship is for the Member's Washington, DC office and will run through the fall semester. General hours are 9am - 5pm when out of session and 9am – 6pm in session.

The internship is a great way to learn about the inner workings of Capitol Hill, gain an introductory knowledge of the legislative process, and network with others. Duties include: answering phones and talking with constituents, researching various topics to assist the legislative/policy team, running errands, helping to craft letters and general office support.

Please email your resume and cover letter to will.burger@mail.house.gov

MEM-339-21 The Office of Congressman Sam Graves (MO-06) is seeking a full OR part time paid **intern** for Fall 2021 in his Washington, D.C. office.

Responsibilities include aiding in constituent services (drafting letters and answering phone calls), researching legislation, attending hearings and lecture series, and leading tours of the U.S. Capitol.

This opportunity is open to college students who are at least 18 years of age. Applicants should have a strong interest in U.S. politics, a desire to serve the public, excellent customer service skills, and a positive attitude. Connections to the district or Missouri are preferred but not required.

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

MEM-338-21 U.S. Representative David N. Cicilline is seeking part-time, remote legal **interns** for the fall 2021 semester to work with his legislative team.

Interns will work closely with the office's Legislative Counsel and other staff, and duties will entail conducting legal research, drafting materials related to hearings and votes, and providing other assistance as needed. Issue areas will

include constitutional law, oversight over federal agencies, criminal justice, gun violence prevention, voting rights, immigration, intellectual property, privacy, financial services, and women's issues/reproductive rights.

This internship is open to current 2L and 3L law students in good academic standing. Students must be able to receive academic credit for the internship and are expected to work 2-3 days per week. This position will be completely remote but will entail frequent communication and collaboration with Legislative Counsel and other staff.

Women, people of color, LGBTQ+ individuals, individuals with disabilities, and those with Rhode Island ties are strongly encouraged to apply.

To apply, please email a (1) resume, (2) cover letter, (3) three-to-five-page writing sample, (4) unofficial law school transcript, and (5) list of three references with email contacts to RI01LegalInterns@gmail.com.

Please send all application documents in a single PDF file and include "Legal Intern Application" in the subject line.

MEM-333-21 Congressman Dan Meuser (PA-09) seeks applicants for part-time and full-time paid **internships** for Fall 2021 in his Washington, D.C. office.

Interns will assist with legislative and administrative tasks by conducting research, answering phones, leading tours, drafting letters, among other tasks. Pennsylvania ties are preferred but not required.

Interested candidates should send a cover letter and resume to PA09Jobs@mail.house.gov. Please no drop-ins or phone calls.

MEM-332-21 The Democratic Staff of the Committee on Rules is seeking full-time, energetic **interns** for the fall (September – December).

Our interns work closely with Committee staff to prepare materials for Committee meetings, process incoming amendments to bills, conduct research projects, answer phones, learn about the Rules of the House and the special-order process, and complete a variety of other administrative tasks.

Ideal candidates have strong writing skills, a good work ethic, an interest in learning about House floor procedures, and are detail-oriented. Applicants must have a positive attitude and be willing to perform a variety of tasks.

A stipend will be available for qualified candidates. No calls or drop-ins please. Massachusetts ties are a plus. The office is an equal opportunity employer and strongly encourages candidates from diverse backgrounds or with untraditional experience to apply.

Interested applicants can submit their application online at <https://forms.office.com/g/TV5XdH47vb>

MEM-326-21 Congressman Alexander X. Mooney (WV-02) is currently seeking **internship** applicants in the D.C. office for Fall of 2021. Qualified applicants should possess strong communication skills, strong writing skills, and be interested in learning about the legislative process.

Responsibilities would include answering phones, leading tours of the Capitol, attending policy briefings and hearings, writing summary briefs, and conducting research and additional tasks to assist the staff. West Virginia ties are preferred but not required.

Interested applicants should send resume, cover letter and availability to gop1863interns@gmail.com.

Closing date September 17.

MEM-324-21 The majority staff of the House Foreign Affairs Subcommittee on Asia, the Pacific, Central Asia, and Nonproliferation seeks a part-time, paid Asia Policy **Fellow** for Fall 2021.

The Fellow will support the subcommittee staff in researching and preparing materials for subcommittee hearings, preparing for the Chairman's meetings with foreign government officials, and other activities.

The Fellow will also assist in developing policy and oversight materials, including but not limited to oversight letters, speech writing, and resolution drafting, as needed. Strong writing and communication skills are required, as well as a familiarity with the Indo-Pacific. A background in U.S. policy toward China, particularly in economics and supply chain issues, is preferred. Candidates should be team players, self-starters, and should thrive in a fast-paced environment.

The position begins in September or October 2021, with a possible duration of up to four months. The subcommittee seeks candidates who can commit to working a minimum of two full-time days per week. The position is compensated through a weekly stipend. The subcommittee is an equal opportunity employer.

The office does not discriminate on the basis of an individual's race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service. The office is committed to inclusion and encourages all individuals from all backgrounds to apply.

To apply please send a cover letter, resume, and a 2-4 page writing sample to APCANBera.Applications@gmail.com.

MEM-323-21 The Office of Congresswoman Miller-Meeks (IA-02) is seeking a full OR part time **intern** for Fall 2021. Responsibilities include aiding in constituent services(e.g. drafting letters and answering phone calls), researching legislation, attending hearings and lecture series, and leading tours of the U.S. Capitol.

This opportunity is open to college students who are at least 18 years of age. Applicants should have a strong interest in U.S. politics, a desire to serve the public, excellent customer service skills, and a positive attitude.

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

MEM-321-21 Representative Bruce Westerman (AR-04) is seeking paid full-time and part-time **interns** for his congressional office in Washington D.C. for the fall of 2021.

Intern responsibilities will include answering phones, writing constituent's letters, researching legislation, attending hearings and briefings, and giving Capitol Tours if the Capitol re-opens to visitors during the internship. As a result, interns will learn about the legislative process and the various functions of a congressional office.

The office hours are 9:00 a.m. to 6 p.m. Monday through Friday. Applicants should be at least 18 years of age before the start of their internship and must be a U.S. Citizen or living in the U.S. legally. Applicants may submit their resumes to AR04internship@gmail.com.

Email to send resume (and other items if requested) to:
AR04internship@gmail.com

MEM-313-21 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 that reports 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 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-307-21 The House Judiciary Committee Democratic staff are looking for **interns** for the spring 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. Stipends will be available to spring interns.

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 deadline to apply for the spring semester is October 1, 2021.

This internship is based in Washington, DC. To learn more and apply, please visit judiciary.house.gov/about/internship-opportunities.htm