



U.S. House of Representatives

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INTERNSHIP VACANCY LISTING

Week of February 21, 2023

MEM-099-23 Congresswoman Lois Frankel's (FL-22) D.C. office seeks **interns** for the upcoming Summer 2023 semester.

The ideal candidate possesses a high degree of professionalism and maturity, is committed and diligent, and is a team player with a positive attitude. This position demands the ability to multi-task, strong organizational skills and must work cooperatively and courteously with others in a shared space.

Duties include: attending hearings and briefings on behalf of the Congresswoman and legislative staffers, working directly with the communications team on press strategies, answering telephones, compiling daily press clips relevant to the office's priorities, assisting with constituent correspondence, and providing administrative assistance to the D.C. staff.

Undergraduate students and recent college graduates preferred, South Florida ties a plus. Women and minorities are encouraged to apply. Interested applicants should submit the below application with a resume and cover letter in a single PDF file. Cover letter should detail reasons for applying to the position. A stipend will be given to accepted applicants.

Deadline to apply by is Friday, March 17, 2023 by COB (5pm).

To apply, please visit: <https://frankel.house.gov/constituent-services/internships.htm>

If you have any questions please feel free to contact me via email at amaris.graham@mail.house.gov

MEM-095-23 The Office of Congresswoman Grace F. Napolitano (D-CA) is seeking candidates for a paid Summer **internship** in our Washington D.C. office.

Qualified candidates will have strong oral and written communication skills, eager to learn, detail oriented, and passionate about public service.

Responsibilities include:

- Answering phones
- Writing letters to constituents on a variety of policy topics
- Assisting constituents with matters related to federal agencies
- Researching legislation for the Member and the staff
- Attending hearings and briefings

The ideal candidate will be available June, July and possibly August and can work from 9am – 6pm ET when Congress is in session and from 9am – 5pm ET when Congress is not in session. District ties and California ties are strongly preferred.

To apply for an internship please email Sam.Schiller@mail.house.gov by midnight on March 10th, 2022, with a resume and cover letter in a single PDF file. Please have your email subject line read “Summer Internship Application – (First Name, Last Name).”

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, or parental status.

MEM-093-23 Position: Rep. David Rouzer (NC-07) is seeking paid, in-person **interns** for his Washington, D.C. office for Spring 2023

Description: As an integral part of the team, interns contribute to the daily operations of the office. Daily tasks will include assisting the legislative and communication departments, constituent correspondence, conducting U.S. Capitol Tours, and various designated projects. Ideal candidates should possess strong interpersonal communication skills, excellent writing skills, and a strong work ethic. The ability to keep a positive attitude in a fast-paced everchanging work environment is a must.

Interested applicants should send their resume and a writing sample to nc07internship@gmail.com. Please indicate in the email subject line that you’re applying for a Spring internship and format your attached files as [Full Name_Resume], [Full Name_WritingSample].

Looking for interns to start immediately. Applications will be considered on a rolling basis until positions are filled.

Email to send resume (and other items if requested)
to: nc07internship@gmail.com

MEM-091-23 Winter **internships** in Rep. Angie Craig's office will be held in-person in the Washington, DC office. All interns are paid a stipend and provided with the necessary technology for their work. Schedules are flexible to accommodate course schedules and academic programs; however, a minimum availability of 20-25 hours per week is highly preferred.

All interns will have the opportunity to work with staff in both offices over the course of the internship and the program is easily tailored to fit interns' policy interests and career goals. As a result, interns will learn about the legislative process, learn about all the different functions of a congressional office, and gain hands-on professional experience while serving the constituents of Minnesota's Second Congressional District.

Successful internship candidates are passionate about public service, confident and effective communicators, proactive problem-solvers and possess strong writing skills. They also are comfortable speaking on the phone and working with the general public.

Application Instructions:

- To apply for an internship in the Washington, DC office, please email a combined PDF of your resume and one-page cover letter to craig.internships@mail.house.gov. Please format your email subject line as "FirstName.LastName – Rep. Craig Internship."
- Please include your weekly availability between the hours of 8:00am and 6:00pm.

We strongly encourage individuals with ties to Minnesota (especially the Second Congressional District) and those from traditionally underrepresented backgrounds to apply. Rep. Craig's office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status.

For Winter/Spring 2023 internships, applications must be submitted no later than 11:59pm CT on Sunday, February 26. Late submissions will not be considered nor accepted. If you have any questions regarding the internship program or the application process, please email craig.internships@mail.house.gov.

MEM-080-23 The Office of Congressman Raja Krishnamoorthi (IL-08) is seeking a highly motivated, proactive press **intern** to assist on an aggressive communications team.

Applicants must be available to begin as soon as possible. Qualified candidates will demonstrate a strong and positive work ethic, pay attention to detail, be responsive and punctual, and have solid writing and editing skills. Preferred applicants are diligent, communicative, creative, and are willing to perform and follow through on a wide variety of tasks. A monthly stipend is available.

- Hours = 9am-5pm ET Monday through Friday
- Position can be virtual, in person, or hybrid

Intern responsibilities include:

- *Compiling press clips by 9:30am ET every morning
- *Social media strategizing for increased growth
- *Drafting daily social media posts and ideas for Instagram, Twitter, and Facebook
- *Creating graphics for social media, knowledge of Photoshop or Canva preferred
- *Drafting speeches
- *Drafting short newsletters
- *Editing written materials, such as newsletters or press releases
- *Other duties as needed to support the communications team

Interested applicants should please send resume, cover letter, 2 writing samples, and a graphic sample (if applicable) to KrishnamoorthiPressInternship@gmail.com.

MEM-079-23 Congressman Cory Mills' (FL-07) Washington, D.C. office is currently seeking qualified individuals to serve in his Washington, D.C. office for the Spring of 2023.

Interns will observe the inner workings of a Congressional office, while gaining firsthand knowledge of the legislative process. Responsibilities include leading Capitol tours , answering phones, greeting constituents, assisting staff with legislative projects, and attending briefings and hearings. We are hoping to have the intern start immediately with full time availability.

Please send resumes to Jaylene.kennedy@mail.house.gov.

MEM-067-23 The office of Congressman Morgan Luttrell (TX – 08) is seeking full-time and part-time Spring 2023 **interns** in his Washington D.C. Office.

A qualified candidate should possess strong written and oral communication skills and a demonstrated interest in public service. Interns will be expected to fulfill the regular duties of a Congressional intern and may also receive opportunities to assist the Legislative and Communications Staff. As a result,

interns learn about the legislative process and the many other functions of a Congressional office. The office hours run from 9:00 AM to 5:00 PM.

Interested applicants should email a cover letter and resume to Landry.Cunningham@mail.house.gov.

MEM-065-23 Congresswoman Suzan DelBene seeks motivated, flexible, and detail-oriented **interns** to serve in her Kirkland and Washington, D.C. offices for Summer 2023.

*The ideal candidates will possess exceptional written and oral communication skills, a high degree of professionalism, as well as a strong interest in public service. Congressional internships are open to all majors and designed for undergraduate and graduate students, as well as recent graduates with an interest in public service.

*Intern responsibilities include greeting constituents and handling constituent phone calls, assisting staff with administrative tasks, conducting research, and assisting with constituent correspondence. Interns will also have the opportunity to attend hearings, briefings, and meetings for the legislative and outreach staff.

*Ties to Washington state and/or the 1st Congressional District are encouraged but not required.

*Starting and ending dates are flexible, although prospective interns should be able to commit at least 20 hours per week during the semester.

How to apply:

Please send a cover letter, resume, and writing sample

to Internship.DelBene@mail.house.gov and specify whether you are applying for a D.C. or District office internship in the subject line. In the body of the email, please also list any start and end date constraints, whether you are interested in a part-time or full-time position, and the number of hours per week you can work. Please also state any ties you have to Washington state and/or to the 1st Congressional District. The deadline to submit applications is March 24, 2023, at 11:59PM PT.

This office is an equal opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ identification, family status, or military status. Members of historically underrepresented communities, including women, people of color, and LGBTQ individuals, are strongly encouraged to apply.

MEM-059-23 Republican Congressman Doug LaMalfa (CA-01) is seeking paid, in-person **interns** for his Washington, DC office for the Summer 2023 term.

Functioning as a key part of the staff, our interns help draft constituent correspondence, memos, and press releases, research legislation, take phone calls, and assist with various administrative tasks. We're looking for college students or

recent graduates who are motivated, detail-orientated, and ready to work in a fast-paced setting.

Ideal candidates possess strong organizational, communication, and writing skills, as well as the ability to manage multiple tasks and work well under pressure in a team environment. A positive attitude and interest in politics is a must. California ties are preferred, but not required and academic credit is available for qualifying students.

Interested applicants should email their resume, cover letter, and dates of availability to savannah.coughlin@mail.house.gov with “Summer 2023 Internship” in the subject line.

MEM-057-23 The office of Congressman Emanuel Cleaver, II (D-MO) is accepting applications for a paid in-person summer **internship**. Current college students and recent college graduates are welcome to apply.

Responsibilities include sorting constituent mail, answering the phones, attending hearings and briefings, leading tours, drafting constituent response letters, and assisting the legislative staff.

Qualified candidates will have strong written and interpersonal skills, a positive work ethic, and the ability to manage multiple tasks simultaneously. The ideal candidate can work a full-time schedule and begin in May. Kansas City and Missouri ties are a plus.

The office is an equal-opportunity employer and does not discriminate based on race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

To apply, please submit a cover letter, resume, and a one-page writing sample in a single pdf to MO5internships@mail.house.gov with “Clever Internship Summer 2023” as the subject line. Additionally, candidates must include their intended start and end date in their cover letter. Applications are accepted on a rolling basis until Wednesday, March 15th. Please, no phone calls, faxes, or drop-ins.

MEM-054-23 Summer **Intern** (Paid) - Congresswoman Kay Granger’s (TX-12) Congresswoman Kay Granger’s Washington DC office is seeking paid congressional interns for Summer 2022. The internship is in-person and will run from late May to early August. Dates are flexible. This internship is open to undergraduate students and recent college graduates.

Intern responsibilities will include answering phone calls, opening and sorting mail, greeting guests, assisting staff with administrative and legislative tasks, attending briefings and hearings, and other projects that may present themselves.

Ideal candidates will have a positive attitude, strong work ethic, attention to detail, and be able to work in a fast-paced environment.

Interested applicants should send their resumes and cover letters with the subject line “Summer 2022 Internship” to Jerome.Vainisi1@mail.house.gov, or by applying through our website via <https://kaygranger.house.gov/internships>

MEM-053-23 The Office of Congressman Robert Garcia (CA-42) is currently hiring for a Paid Part-Time Press **Intern** position (Spring 2023) to work in the Washington, D.C. office. The internship will run through early May 2023.

The Press Intern works closely with the communications team.

Primary educational opportunities and responsibilities will include:

- Compiling daily clips
- Drafting press releases and other written materials
- Maintaining press lists
- Creating graphics for social media

The ideal candidate must be able to work in a fast-paced environment and have previous intern experience in communications.

All qualified applicants, including candidates of diverse backgrounds, 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, or parental status.

Interested applicants should send a one page resume, 3 relevant sample tweets, and a social media/graphic design example to sara.guerrero@mail.house.gov and marissa.davis@mail.house.gov with “Full Name - Spring Press Intern 2023” in the subject line.

Applications will be reviewed on a rolling basis.

MEM-049-23 The House Committee on Oversight and Accountability Democratic Staff seeks a motivated and reliable undergraduate or graduate student to fill a full-time digital **intern** position this spring.

Digital intern responsibilities include, but are not limited to, written content creation, graphic design, video editing, and performing other press and administrative tasks as necessary.

Successful candidates will possess familiarity with programs such as Adobe Premiere Pro, Adobe Photoshop, Adobe InDesign, Canva, as well as compiling and interpreting social media analytics. Ability to work in a fast-paced, rapid

response environment and willingness to learn are a must. This position reports to the Communications Director. Candidates with diverse backgrounds and experiences are strongly encouraged to apply.

To apply, please send a resume and portfolio to oversightpress@mail.house.gov.

MEM-044-23 The office of Congresswoman Sydney Kamlager-Dove (CA-37) is currently hiring a Paid Full Time Spring Press **Intern** to work in the Washington, D.C. office.

The press intern will work closely with the communications team in a fast-paced, battleground Congressional office. The internship will begin in January and run through early May 2023.

Responsibilities will include:

- Compiling daily clips
- Drafting press releases and other written materials
- Maintaining press lists
- Creating graphics for social media
- Assisting with updates to the Member's official social media channels

The ideal candidate will be able to work in a fast-paced environment and have previous intern experience in communications.

Candidates of diverse backgrounds 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, or parental status.

Interested applicants should send a resume, one writing sample (or cover letter), and any additional social media/graphic examples that they wish to include to ca37staff2022@gmail.com with "Full Name - Spring Press Intern" in the subject line. Applications will be reviewed on a rolling basis.

MEM-008-23 Republican Congressman Pat Fallon (TX-04) currently seeks full-time **interns** for a paid internship in his Washington D.C. office for the Spring 2023 and Summer 2023 semesters. Current college students and recent graduates are welcome to apply.

Intern responsibilities will include answering and logging constituent phone calls, drafting correspondence, and assisting staff with legislative research and administrative duties.

The ideal candidate should be interested in public policy, politics, and government and is willing to learn more about the legislative process to serve the constituents of Texas's 4th Congressional District. Candidates with strong writing

and communication skills are encouraged to apply and must be ready to work in a rapid environment. Texas ties are preferred, but not required.

To apply, please send your resume and cover letter to randy.mail@mail.house.gov.

MEM-597-22 House Democrat seeks a paid Legislative **Fellow** to assist senior legislative staff with a wide variety of legislative topics and tasks. The Legislative Fellow will gain experience in preparing for committee hearings and markups; developing and advancing legislation; drafting speeches; and meeting with constituents and other stakeholders.

The ideal candidate will possess superb written and oral communication skills; have some policy experience; and will enjoy collaborating with others in a fast-paced environment.

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, or parental status.

Interested applicants should send a cover letter, resume, and brief writing sample to housedemjobs@gmail.com with "Legislative Fellow" in the subject line.