



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 August 21, 2023

MEM-440-23 The Office of Congressman Mike Levin (CA-49) is seeking a highly motivated and creative Digital/Press **Intern** to assist with a fast-paced communications operation based in his Washington, D.C. office. The Digital/Press Intern will help build out the Congressman's digital and social media footprint, with heavy emphasis on creating engaging social media content and graphics.

Qualified candidates should have strong writing, editing, and social media skills to assist with time sensitive assignments, as well as basic familiarity with graphic design/video editing software, such as Adobe, Canva, and Photoshop. Candidates with experience in a press or digital media role (including internships) are preferred but not required. California or San Diego ties are a plus. The intern will work closely with the Communications Director and Press Secretary/Digital Manager.

RESPONSIBILITIES:

1. Compiling daily press clips,
2. Creating engaging graphics and editing photos,
3. Assisting the Press Secretary with social media content, website content, digital newsletters, and ads,
4. Clipping, editing, and captioning videos,
5. Assisting the Communications team with drafting press releases, op-eds, advisories, and other written materials,
6. Creating and maintaining press lists,
7. Compiling regular comms reports on press and social media results,

8. Other office tasks, such as answering phones and helping with correspondence, as required.

The internship will take place during the Fall session (typically mid-September through end of December) during business hours. The candidate must receive academic credit for this internship from their educational institution or receive a credit/stipend through a third party.

TO APPLY

Interested applicants should email a resume, cover letter, writing sample, and two digital samples to CA49.DCInternships@mail.house.gov with the subject line “(First Name) (Last Name) – Digital/Press Intern.” No phone calls, or walk-ins, please. This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Deadline to apply is Thursday, August 24, 2023.

MEM-437-23 The office of Congressman Glenn Grothman (WI-06) is now accepting applicants for Fall Congressional **Internships** in our Washington, DC office.

Successful applicants will be motivated, detail-oriented, display a strong work ethic, and interact well with constituents. In addition, applicants should have a strong interest in the legislative process and the function of Congress. A monthly stipend will be provided to individuals selected for the internship.

Internship duties in the Washington, DC office may include:

- Answering constituent phone calls and directing them appropriately
- Researching legislation for the Member and legislative staff
- Attending congressional hearings and policy briefings
- Answering constituent letters on various issues before the House
- Helping the communications/press team
- Conducting Capitol tours for constituents and other guests
- Other projects as assigned by the staff

To apply, please email your resume to Wisconsin.resumes@mail.house.gov. Ties to the state of Wisconsin are preferred, but not required.

MEM-432-23 The Office of Congressman Troy Balderson (OH-12) is seeking detail-oriented, highly-organized individuals to take part in the 2023 Fall **Internship** Program in our DC office.

Successful candidates will demonstrate outstanding interpersonal, written, and oral communication skills, and will be able to prioritize and follow through on multiple tasks.

Responsibilities include answering constituent calls, giving U.S. Capitol tours, assisting the front office, performing various research projects, and assisting with the Congressman’s events. Candidates must be flexible and comfortable working

in a team environment. The internship will run from September – December 2023.

To apply, fill out the application
via <https://balderson.house.gov/forms/internships/>

MEM-429-23 The office of Congressman French Hill (AR02) has full-time paid **internship** positions available for the Fall 2023 term.

Interns will work in a fast-paced environment, gaining valuable exposure and knowledge of the legislative process and the U.S. Congress while helping central Arkansans. Intern responsibilities include answering constituent phone calls, assisting staff with administrative tasks, conducting legislative research, and assisting with correspondence. Interns have a positive attitude, strong work ethic, and excellent written and oral communication skills.

Successful interns will be self-starters, take and listen to direction, and be willing to work both independently and as part of a team. Applicants should have working knowledge of current events and policy topics as well as a willingness to assist with daily office tasks. Arkansas ties strongly preferred.

Internships are open to college and graduate students as well as recent graduates.

To apply, please send a resume and cover letter
to AR02.Applications@mail.house.gov. If you have any questions, you can contact the office for additional information at (202) 225-2506.

MEM-423-23 Fall **internships** in Congressman Blaine Luetkemeyer's office will be held in-person in the Washington, D.C. office. Schedules are flexible to accommodate academic schedules. All interns are paid a stipend.

Interns would have the chance to gain valuable hands-on experience while serving the constituents of Missouri's third district. Interns would be exposed to a wide range of policy areas, including the Congressman's work on the House Financial Services Committee, Small Business Committee, and the Select Committee on the Chinese Communist Party.

Responsibilities would include corresponding with constituents, performing research for staff, giving tours of the Capitol building, attending Congressional hearings, and helping prepare for upcoming hearings.

Interested applicants should send a copy of their resume
to Andrew.Weinstock@mail.house.gov. Successful interns have strong attention to detail and communications skills, as well as a strong interest in learning about the legislative process.

MEM-420-23 Fall **internships** in Congressman Blaine Luetkemeyer's office will be held in-person in the Washington, D.C. office. Schedules are flexible to accommodate academic schedules. All interns are paid a stipend.

Interns would have the chance to gain valuable hands-on experience while serving the constituents of Missouri's third district. Interns would be exposed to a wide range of policy areas, including the Congressman's work on the House Financial Services Committee, Small Business Committee, and the Select Committee on the Chinese Communist Party.

Responsibilities would include corresponding with constituents, performing research for staff, giving tours of the Capitol building, attending Congressional hearings, and helping prepare for upcoming hearings.

Interested applicants should send a copy of their resume to Andrew.Weinstock@mail.house.gov. Successful interns have strong attention to detail and communications skills, as well as a strong interest in learning about the legislative process.

MEM-418-23 Position: Rep. David Rouzer (NC-07) is seeking paid, in-person **interns** for his Washington, D.C. office for Summer 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.

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-412-23 The Office of Congressman Bill Johnson (OH-06) is currently seeking **interns** for our DC office for the Fall 2023 semester.

The internship is expected to run from August to December.

Qualified applicants should possess strong communication skills, be interested in public policy, have a strong work ethic, and be ready to work in a rapid

environment. This is a great opportunity to gain hands-on experience and knowledge of the day-to-day happenings within Congress. This internship is an ideal fit for any student that is interested in politics, law, or government – however, any interested student is encouraged to apply.

Job duties include (but are not limited to)

- Leading tours of the Capitol Building
- Attending briefings and meetings
- Conducting congressional research for staffers
- Administrative assistance to staff
- Answering and logging phone calls

Ohio ties are preferred but not required. Current college students and recent graduates are welcome to apply.

Interested candidates should apply through our website <https://billjohnson.house.gov/constituentservices/internships.htm>

MEM-397-23 The Honorable Robert C. "Bobby" Scott, Ranking Member of the House Education and the Workforce Committee, seeks full-time **Fellows** to work for the Committee (Democratic Staff).

Duties may include, but are not limited to, researching and the drafting of legislation, memos, talking points, and letters, covering congressional briefings. Candidates should have completed at least one year of law school, have strong legal research abilities and written and oral communication skills, and be capable of managing themselves and taking initiative.

Indicate your area of interest and your writing sample should support your interest and expertise: Health Policy, Education Policy, Labor Policy, Pensions, Oversight, Disability, Workforce Development, and Workplace Safety. No phone calls or drop-ins please. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

To apply, please email a cover letter, resume, three references, two writing samples, and application form below to E&L.Jobs@mail.house.gov indicating type of "Fellow" in the subject line. Applications missing any of the requirements will not be considered.

MEM-396-23 The Honorable Robert C. "Bobby" Scott, Ranking Member of the House Education and the Workforce Committee, seeks full-time committee **Interns** for paid internships.

Duties may include, but are not limited to, assisting with administrative tasks, answering phones, processing mail, legislative research, writing memos, and attending briefings and hearings. This is a fast-paced office; multitasking and attention to detail are required.

Interns can receive academic credit. No phone calls or drop-ins please. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

To apply, please email a cover letter, resume, three references, two writing samples, and application form below to E&L.Jobs@mail.house.gov indicating type of “Committee Intern” in the subject line. Applications missing any of the requirements will not be considered.

MEM-393-23 The Office of Congressman Tom McClintock (R-CA) is seeking full or part-time **interns** for his Washington, D.C. office.

Applicants should possess strong written and verbal communication skills. Position duties include attending Congressional hearings and briefings, leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with research. This is a paid internship that complies with the House Paid Internship Program.

Interested applicants should send their resume, availability, and a brief cover letter to gopwestcoastjobs@gmail.com with the subject line: McClintock Internship. No phone calls or drop-ins, please.