



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**House Vacancy Announcement and Placement Service (HVAPS)**

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**INTERNSHIP VACANCY LISTING**

**Week of April 25, 2022**

**MEM-220-22** The Office of Rep. David Trone (D-MD-06) is seeking a motivated, highly experienced press/digital **fellow** to join an aggressive communications operation.

Applicants must have demonstrated strong writing, editing, and digital communication skills, and a high level of attention to detail. Competitive candidates are individuals with prior experience creating content and writing under tight deadlines. Experience in social media strategy and design programs preferred. Must be a team player. Maryland ties are strongly encouraged.

Fellows are expected to commit at least three full days per week. This fellowship is paid.

The fellowship will start in early July (flexible) and extend to the end of December. This opportunity is in person (pending changing COVID protocols) in our Capitol office.

Duties include:

- Drafting daily social media content (i.e. Facebook, Twitter, Instagram)
- Designing graphics, video editing
- Compiling daily press clips
- Writing press releases

Deadline to apply is May 13, 2022 by end of day (11:59 pm ET).

The Office is committed to, and benefits from, a diverse staff. This office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity or expression.

Applicants can email me, at [sasha.galbreath@mail.house.gov](mailto:sasha.galbreath@mail.house.gov), with a resume, cover letter, and availability.

**MEM-215-22** North Carolina Democrat seeks candidates for a communications **fellowship**.

Competitive candidates will possess creativity, excellent writing skills, sound political judgement, and relevant prior experience. Expertise editing video or creating graphics a plus.

Fellowship will require some remote and some in-person work, but can be fully remote to start. Diverse candidates and candidates with North Carolina ties are strongly encouraged to apply. Fellows will be paid a monthly stipend.

To be considered, please submit a resume and 2-3 examples of your work (press release, social media post, op-ed draft, etc) to MacKensie Kvalvik at [mackensie.kvalvik@mail.house.gov](mailto:mackensie.kvalvik@mail.house.gov).

**MEM-210-22** Congresswoman Barragán's office is hiring!

We are working to hire a new cohort of **interns** to work this Summer in our San Pedro District office.

Potential interns must be available to work in our San Pedro Office. Applications are being accepted on a rolling basis until positions are filled.

**QUALIFICATIONS:**

- good oral and written communication skills.
- ability to work cooperatively and courteously with others.
- good organizational skills; and
- responsible, dependable, and willing to learn.

**DUTIES:**

- sorts and distributes mail;
- attends committee meetings, intern conferences, and seminars;
- performs data entry, which involves logging in letters and constituent requests, including names and addresses of constituents;
- answers the telephones;
- notes constituent opinions, including their full names, addresses, and all relevant information;
- greetes visitors and signs for deliveries; and
- performs other duties as assigned by the Intern Supervisor.

Apply now at [www.Barragan.house.gov/internships](http://www.Barragan.house.gov/internships)

Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply. All are welcome and encouraged to apply.

**MEM-174-22** Northwest Florida office is seeking summer **interns** in Washington, DC. The summer semester runs from May through August, dates are negotiable.

The internship offers opportunities to gain hands-on experience working in a congressional office including legislative research, operations, and communications. Qualified applicants should possess strong writing and communication skills, the ability to multi-task, a positive attitude, a strong sense of professionalism, and a passion for public service. Candidates enthusiastic about the America First movement are encouraged to apply.

Interns' responsibilities will vary. Primary responsibilities include: checking voicemails, leading Capitol tours, handling mail, assisting with special projects, attending briefings, performing legislative research, drafting memos, assisting with case work, and other tasks as needed.

To apply, send a resume and cover letter to [northwestflorida000@gmail.com](mailto:northwestflorida000@gmail.com) with the subject "Summer Internship Application". In your cover letter, please indicate expected start and end dates and hours available to work. The application deadline is on a rolling basis.

**MEM-150-22** Congresswoman María Elvira Salazar (FL-27) is currently accepting applicants for **interns** in her Miami and Washington, D.C. offices for the summer session.

**CORE RESPONSIBILITIES:** to assist in performing research, processing the mail, data entry, reception duties, and other office errands.

**QUALIFICATIONS:** good oral and written communication skills (Spanish language skills preferred); ability to work cooperatively and courteously with others; good organizational skills; and willingness to learn. Ties to South Florida and means of travel are a plus.

**DUTIES:**

- performs research and drafts briefs;
- attends community events and Congressional briefings;
- performs data entry, which involves logging in letters and constituent requests, including names and addresses of constituents;
- answers the telephone;
- logs constituent correspondence, including their full names, addresses, and all other relevant information;

- greet visitors; and
- performs other duties as assigned by the intern coordinator of their office.

**DURATION:** Summer interns will begin their internship programs no earlier than May 1 and conclude their program no later than August 15. Interns are expected to serve in the office at a minimum of 15 hours each week during their tenure.

**HOW TO APPLY:** the deadline for applications for the Summer 2022 internship session is April 30.

Interested applicants may submit their resume and a cover letter to Howard Senior at [hs@mail.house.gov](mailto:hs@mail.house.gov) (Miami) or Liam Diebel at [liam.diebel@mail.house.gov](mailto:liam.diebel@mail.house.gov) (Washington, D.C.), in addition to completing the online application available at <https://salazar.house.gov/services/internships>.

**MEM-089-22** The House Committee on Education and Labor (Democratic staff) seeks a full-time Press **Intern** for paid and unpaid internships.

Duties may include, but are not limited to, media monitoring and research, writing media advisories and press releases, drafting social media and general communications office support. Ideal candidate possesses strong writing skills, works well under pressure, and is a skilled multi-tasker. Interns can receive academic credit.

Applications will be considered on a rolling basis until June 1, 2022 for the summer and fall semesters. To apply, please email a cover letter, resume, three references, and two writing samples to [E&L.Jobs@mail.house.gov](mailto:E&L.Jobs@mail.house.gov) with “Press Intern” in the subject line. Applications missing any of the requirements will not be considered.

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation. Candidates of diverse backgrounds are strongly encouraged to apply.

**MEM-083-22** Summer **Internship** Opening for Rep. Josh Gottheimer (D-NJ)

The Washington, D.C. Office of Congressman Josh Gottheimer (NJ-05) is seeking motivated, organized, and hardworking individuals for the summer term.

Intern responsibilities include, but are not limited to, answering phones, providing Capitol tours for constituents, drafting constituent correspondence, sorting incoming mail, attending briefings and hearings, conducting legislative research, and other tasks as needed.

Successful candidates will possess excellent written and oral communication, willingness to contribute to a team environment, and eagerness to learn about the political process and congressional affairs. New Jersey ties are a plus.

Please send a resume, cover letter, one-page writing sample, and dates of availability as one PDF with subject line “DC SUMMER INTERNSHIP 2022” to [nj5jobs@mail.house.gov](mailto:nj5jobs@mail.house.gov).