U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)
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INTERNSHIP VACANCY LISTING
Week of May 13, 2024

MEM-192-24 Congresswoman Terri Sewell (AL-07) seeks a creative Digital and Press **Fellow** to help her legislative and communications teams execute the office's press, outreach, and social media strategy.

A major portion of the office's legislative work is centered on voting rights, healthcare, and economic equity. The office also has a robust district outreach agenda, which includes both virtual and in-person programming throughout the year. As a member of our press team, our Digital and Press Fellow will be engaged in all of this work.

The ideal candidate will be a creative self-starter who possesses a high level of attention to detail and a willingness to work collaboratively to advance the office's goals. They will have advanced artistic ability and strong writing, video editing, graphic design, and digital communication skills.

Responsibilities include drafting social media and outreach content with an emphasis on videos and graphic design, media monitoring, distributing daily news clips, and various other tasks. Prior experience creating social media and digital content is preferred. Past experience in communications and experience with Adobe suite, Canva, Streamyard, Zoom, and other digital and virtual platforms is preferred.

This position is paid and a commitment of three months is expected. We strongly

encourage candidates from diverse backgrounds to apply. Qualified candidates should email a resume, two writing samples (700 word max), and samples of original digital content (graphics, videos, etc.) to AL07.DigitalFellow@mail.house.gov with "First and Last Name, Digital & Press Fellow" in the subject line by Friday, May 24th.

The office is an equal opportunity employer and doesn't discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability.

MEM-189-24   House Committee on Veterans' Affairs Health Policy Law **Clerk** or Graduate Student Research **Intern**

The Democratic Staff of the House Committee on Veterans' Affairs seeks a law clerk or graduate student research intern to focus on health policy and legislative issues for the Summer 2024 semester. Responsibilities include, but are not limited to:

•Conducting legislative and policy research,
•Drafting memos, letters, and other written materials,
•Attending briefings and hearings for staff,
•Assisting with Committee events, and
•Completing other tasks as assigned.

The law clerk or intern will work primarily with Health Subcommittee staff on research projects related to the implementation of previously passed legislation, assisting with the development of new legislative proposals, and assisting with other veterans' healthcare-related oversight efforts. This position will be well-suited to individuals with interests in veterans' issues, healthcare policy, and women's health.

Qualified candidates will be second- or third-year law students or graduate students who have a demonstrated interest in public service. Candidates for this position must have superior organizational skills, a strong work ethic, ability to pay close attention to detail, as well as excellent research, writing, and analytical skills.

Additionally, the ability to excel in fast-past environments and a willingness to assist wherever needed is a must.

The Committee strongly encourages veterans, minorities, women, people with disabilities, LGBTQ+ candidates, and HBCU and MSI students to apply.

This paid, full-time or part-time, in-person position is based in Washington, D.C.

Please complete the online application at https://democrats-veterans.house.gov/opportunities. The deadline to apply is May 17, 2024.