



U.S. House of Representatives

CAO

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INTERSHIP VACANCY LISTING

Week of August 22, 2022

MEM-445-22 The Washington D.C. office of Congressman Matt Rosendale (MT-At Large) is currently accepting applications for full-time, paid interns for the Fall internship session.

Interns are involved in all aspects of the office including constituent services, daily administrative operations, and legislative research. Interns are also encouraged to attend hearings, briefings, lectures, and seminars available in Congress and around the Hill.

Ideal candidates are conservative college students or recent college graduates with strong communication and organizational skills. Students and recent graduates interested in learning more about our country's legislative process are encouraged to apply. Montana ties are preferred but by no means required.

All interested applicants should e-mail their resume and cover letter to Alexandra Schindewolf at alexandra.schindewolf@mail.house.gov with the subject line "Fall 2022 Internship." Please send all attachments as PDFs. The start date would be as early as August 29th (with a flexible start and end date depending on availability).

MEM-444-22 The Office of Rep. Eric Swalwell (CA-15) seeks a press **fellow** for the upcoming Fall 2022 term from September to December.

Fellows are eligible for a stipend. The ideal candidate will have strong written and oral communication skills, familiarity with graphic design including Canva and Adobe creative suite, and relevant internship experience related to communications, government, or campaigns.

Duties include assisting with editing video clips, creating digital content, developing social media content and helping the team with a variety of projects as needed throughout the week. A strong work ethic, the ability to excel in fast-past environments, and a willingness to assist wherever needed is a must.

Hours are flexible to accommodate students' course schedules; generally, a full-time fellowship would run from 9:00AM to 5:00PM ET. at least three days a week.

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.

To apply please email resume, cover letter, and two examples of previous digital media or graphic design products to Jessica.Gail@mail.house.gov with "Press Fellow" in the subject line.

MEM-441-22 The Washington, D.C. office of Congresswoman Gwen Moore (D-WI-04) seeks a part-time press **intern** for the upcoming Fall 2022 term.

Press Intern responsibilities include drafting social media posts and press releases, designing graphics, conducting interview preparation for the Member, drafting and editing constituent correspondence letters, and assisting the Communications Director in the day-to-day press operations of the office.

The office of Congresswoman Moore is an equal opportunity employer. We do not discriminate based on race, ethnicity, gender, sexual orientation, religion, national origin, age, or socio-economic status. All are welcome and encouraged to apply.

Interested applicants should send a resume, a one-page cover letter, 1-3 sample graphics, and one short writing sample to WI04DC.Internships@mail.house.gov. Deadline to apply is 5:00 PM ET on Friday, September 2, 2022.

MEM-439-22 Legislative **Intern:**

The Office of Congresswoman Brenda L. Lawrence (MI-14) seeks a motivated, detail-oriented, and energetic professional for a paid, hybrid legislative internship for the Washington, DC office.

Qualified applicants should have strong communications skills, the ability to manage multiple competing tasks, possess exceptional writing and research skills, and demonstrate a solid work ethic.

Responsibilities include—but are not limited to—answering phones, processing constituent mail, assisting the legislative staff with research, attending congressional briefings, drafting constituent correspondence on a variety of issues, assisting with closing down the office, and other duties as necessary.

For applicants interested in a legislative internship, please send a resume, cover letter, and brief writing sample to mi14district@gmail.com with the phrase “Legislative Internship MI-14” in the subject line.

Full-time internship positions are available beginning Tuesday, September 6, 2022. Please indicate expected start and end dates as well as hours available to work in your cover letter.

MEM-438-22 Press Intern:

The Office of Congresswoman Brenda L. Lawrence (MI-14) seeks a motivated, detail-oriented, and energetic professionals for a paid, hybrid press internship for the Washington, DC office.

Qualified applicants should have strong communications skills, the ability to manage multiple competing tasks, possess exceptional writing and research skills, and demonstrate a solid work ethic.

The Press Intern will support the Press Secretary by drafting written materials such as press releases/advisories, creating digital social media content, preparing daily press clips, and assisting with media inquiries and research. Successful candidates will have an interest in journalism, politics, communications, and new media, with superior written communication skills. Knowledge of graphic design programs (Adobe Creative Suite, Canva, etc.) is a plus, but not required.

Full-time internship positions are available beginning Tuesday, September 6, 2022. Please indicate expected start and end dates as well as hours available to work in your cover letter.

For applicants interested in a press internship, please send a resume, cover letter, and include a small portfolio of your work to mi14district@gmail.com with the phrase “Press Internship MI-14” in the subject line.

MEM-436-22 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 at the end of August/beginning of September. 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-435-22 “The Office of Congresswoman Kim Schrier (D-WA-08) is seeking summer **interns** in its Issaquah and DC offices.

Applicants should be eager to learn more about the legislative process and want to be part of a hardworking team dedicated to serving Washington’s 8th District. Interns will work in a fast-paced Congressional office, gaining valuable experience and knowledge of the United States Congress.

In Washington, D.C., intern responsibilities will include greeting constituents, answering constituent phone calls, supporting staff with administrative tasks, conducting legislative research, assisting with constituent correspondence, and other miscellaneous tasks as assigned. Interns in Washington, D.C. will also have the opportunity to lead tours of the U.S. Capitol, as well as attend hearings and briefings for the legislative staff.

In the District office, interns will assist with a variety of tasks, including day-to-day office work such as answering phones, writing letters, and assisting with media clips. District office interns may also help with constituent casework or other District-based projects of importance.

Qualifications

Ideal candidates will possess exceptional written and oral communication skills, a high degree of professionalism, and a strong interest in public service. In addition, the ability to multi-task and work with a team are a plus. Washington state ties are a plus, but not required. Starting and ending dates are flexible, although prospective interns should be able to commit at least 20 hours per week. 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. Stipends or academic credit are available.

Please apply online at <https://schrier.house.gov/services/internships>, or by emailing DistrictInternshipsWA08@mail.house.gov with a cover letter, resume, 2 writing samples, and your preference for the District or DC office. Please apply by August 25th at 11:59 p.m. PT.”

MEM-433-22 The office of Congressman Scott Peters is seeking applicants for a full or part-time congressional **internship** in the Washington, D.C office for the fall.

Duties will include conducting legislative research, drafting memos, assisting with front office duties, and performing basic administrative tasks. Interns will also be responsible for drafting responses to constituent inquiries or proactive outreach materials. Candidates must exhibit strong writing and communication skills.

Interns will have the opportunity to write memorandums and briefing materials for legislative staff, attend committee hearings and legislative briefings, conduct research on bills the Member may consider sponsoring or cosponsoring, and complete special projects as assigned.

Candidates should be prepared to work a minimum of 10 hours per week and a maximum of 30 hours per week. Please send a resume, cover letter, writing sample (1-2 pages), and availability (start and end dates as well as days per week) to CA52Internship@mail.house.gov with “Last Name, First Name, CA52 Internship” in the subject line. Questions can be directed to the same e-mail address.

MEM-428-22 The Committee on House Administration Republican Office seeks energetic and self-motivated individuals with an interest in government and public policy, to apply for its paid, full-time Fall 2022 **internship** program.

The Committee on House Administration maintains jurisdiction of federal election policy and manages the day-to-day operations of the House of Representatives with oversight of several offices within the Capitol Complex, including the Chief Administrative Officer, Architect of the Capitol, Clerk of the House, House Inspector General, Sergeant at Arms, U.S. Capitol Police, and

other legislative branch entities like the Library of Congress, Government Publishing Office, and the Smithsonian Institution.

Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the inner- workings of a congressional committee and learn about the day-to-day administrative operations of the House of Representatives. Interns are responsible for assisting Committee staff with official proceedings (hearings/markups), oversight, research, assisting with phones, and providing support to all Committee staff.

Responsibilities:

Interns are responsible for both administrative and legislative duties.

Administrative tasks include answering phones, greeting visitors, sorting mail, entering data, and drafting correspondence. Legislative support includes performing research, drafting public statements, prepping materials for hearings, attending hearings and briefings, reaching out to agencies and other congressional offices, and a host of various special projects.

Please send a resume, cover letter, and availability to CHAInternGOP@mail.house.gov.

MEM-422-22 The Office of Congressman Tom McClintock (CA-04) 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 ally.hibben@mail.house.gov with the subject line: Fall 2022 Internship.

No phone calls or drop-ins, please.

MEM-420-22 The office of Congresswoman Susie Lee is seeking fall **interns** for the Washington, D.C. office.

Responsibilities will include answering phones, managing the front office, assisting legislative staff with research, and other tasks as assigned.

Successful candidate will work well under deadlines, is organized, hard-working, detail-oriented, has excellent customer service skills, and is a team player.

Nevada ties are strongly preferred. Nevada residents will be eligible for a monthly stipend.

Interested candidates should send a resume and cover letter to NV03Resumes@gmail.com with “Fall Intern” in the subject line.

No phone calls or walk-ins please.

MEM-419-22 The House Committee on Oversight and Reform Majority Staff seeks a motivated and reliable student to fill a full-time digital **intern** position this summer.

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 is a must; sense of humor strongly encouraged.

This position reports to the digital press secretary and the communications director. Candidates of all backgrounds are encouraged to apply.

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

MEM-418-22 The House Committee on Oversight and Reform Majority Staff seeks a motivated, reliable, and detail-oriented student with a passion for communications to fill a full-time press **intern** position this summer.

The ideal candidate should be a strong writer, team player, voracious consumer of news, and able to multi-task in a fast-paced environment. Press intern responsibilities include, but are not limited to, compiling press clips, maintaining press lists, and drafting press releases. This position reports to the communications director and broader communications team. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume and cover letter or writing sample to oversightpress@mail.house.gov

MEM-413-22 Congressman Ron Estes (KS-04) is currently seeking paid full and part-time **interns** to work in his Washington, DC office for the Fall 2022 term.

Intern responsibilities include corresponding and communicating with constituents, researching policy, legislative analysis, guiding Capitol building tours and assisting staff with administrative tasks. Interns also will have the opportunity to conduct legislative research as well as attend Capitol Hill briefings, congressional hearings, and press events.

Interns will learn about the legislative process and the many other functions of a congressional office. To apply for an internship please email KS04DC.InternApplication@mail.house.gov and include your resume, cover letter, and two letters of recommendation. Kansas ties are preferred but not required.

MEM-411-22 The Republican Office of the Committee on Science, Space, and Technology seeks energetic and self-motivated undergraduate or graduate-level students, as well as recent graduates, with an interest in government and public policy for a Fall 2022 **internship**.

Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the inner-workings of a congressional committee and learn about the day-to-day administrative operations of the House of Representatives. Interns are responsible for assisting Committee staff with official proceedings (hearings/markups), oversight, research, assisting with phone inquiries, and providing support to all Committee staff. A background in science is a plus.

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

MEM-407-22 “The Washington, D.C. Office of Representative Lucille Roybal-Allard (CA-40) is seeking paid full-time and part-time **interns** for the Fall 2022 semester.

Responsibilities will include but are not limited to answering and logging constituent calls, drafting constituent correspondence on various issues, attending legislative briefings and hearings for staff, sorting and distributing mail, and completing other administrative and legislative work as needed.

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

To apply, please submit your resume, cover letter, and a one-page writing sample to skie.vasquez@mail.house.gov with “Fall 2022 Internship” in the subject line. Applications will be accepted on a rolling basis until the last week of August.

People of color and individuals in underrepresented communities are encouraged to apply.

Please no unsolicited phone calls or drop ins.”

MEM-406-22 The Republican Staff of the House Committee on the Budget seeks motivated, reliable, and detail-oriented undergrad students and recent graduates for the Fall **Internship** Program.

Intern responsibilities include assisting staff in preparing for congressional hearings, assisting in performing research, attending Congressional briefings, answering telephones, and other miscellaneous duties.

The ideal candidate should be detail oriented, possess strong oral and written communication skills, have a strong appreciation for situational awareness, be able to multitask, and be adaptable to a fast-paced environment. An interest in topics relevant to the committee's jurisdiction is preferred.

Please submit your resume, cover letter, and one-page writing sample to Carl.Griffin@mail.house.gov.

MEM-403-22 "Congressman Jason Smith (MO-08) is currently seeking full or part-time **interns** to work in his Washington, DC office for the Fall 2022 term.

Intern responsibilities include corresponding and communicating with constituents, researching policy, legislative analysis, guiding Capitol building tours and assisting staff with administrative tasks. Interns also will have the opportunity to conduct legislative research as well as attend Capitol Hill briefings, congressional hearings, and press events.

Ideal candidates have a positive attitude, strong work ethic, and excellent written and oral communication skills. Those interested should send their resume and cover letter to marshall.stallings@mail.house.gov and lauren.mazurek@mail.house.gov.

Applications are reviewed on a rolling basis, so there is currently no deadline to apply. Hours are flexible and can be adjusted to accommodate other work/class schedules.

This is a paid position and is competitive with that of other offices. Rate of pay will depend on hours worked and duration of internship. State ties preferred but not required."

MEM-401-22 The office of Congressman Brian Mast (FL-18) is hiring a paid digital **intern** to start in September.

The preferred candidate will have academic, personal, or professional experience with video filming/editing, graphic design, photography and/or social media management. They should also be familiar with Adobe Suite, including Photoshop, Illustrator and Premiere Pro. This is a 3-month long position, ideally

for a candidate able to be in the office full time. Other arrangements will be considered for the right candidate.

If interested, applicants are encouraged to send their resume and work samples that highlight their creativity to brianmastpress@gmail.com.

MEM-399-22 The Office of Congresswoman Katie Porter (D-CA-45) is seeking a current student to serve as a press **intern** to assist with communications, social media, and graphic design, either remotely or in-person at our district office in Irvine, California.

Candidates should possess strong written and verbal communication skills and have an interest in politics and government. Daily tasks include but are not limited to producing assets for the Congresswoman's social media accounts, such as graphics and short videos; tracking and compiling mentions of the Congresswoman in the news; transcribing press interviews; creating and managing press lists; and assisting with media inquiries and research. Knowledge of programs like Adobe Creative Suite and Canva a plus, but not required.

Qualified candidates should submit a cover letter, resume, and one writing sample (1-2 pages) as one attachment to katieporter.press@mail.house.gov with the subject "[full name] Summer 2022 press internship application". We recommend that applicants also submit one to two examples of previous digital media or graphic design products, but this is not required.

We are accepting applications on a rolling basis, but we will prioritize candidates that apply on or before August 15, 2022.

Our 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.

The press intern will receive a monthly stipend.

MEM-395-22 Congressman Ralph Norman (SC-05) is seeking **interns** to begin ASAP.

Intern responsibilities will include answering and logging constituent phone calls, drafting correspondence, giving tours of the Capitol, attending policy briefings and meetings, and assisting staff with legislative research and administrative duties.

The ideal candidate should be interested in public policy, have a strong work ethic, possess a positive attitude, and work well in a fast-paced environment. Candidates with strong writing and communication skills are encouraged to

apply. South Carolina ties are preferred, but not required.

Interested candidates should send a resume and cover letter to repralph.norman@mail.house.gov

MEM-394-22 Congressman Bill Huizenga (MI-02) is now accepting applications for his Fall 2022 **Internship** Program in his D.C. office from September to December (start and end dates flexible).

Successful applicants will have a positive and friendly attitude, a willingness to learn new skills, an interest in politics and legislation, excellent written and verbal communication skills, and proficiency with Microsoft Office Programs.

Michigan ties are preferred but not required.

Duties:

- Sitting at the front desk: answering phones, sorting mail, data entry, greeting visitors/meetings
- Researching legislation, database creation and work, assisting with press clips, various errands around Capitol Hill/DC, keeping supplies stocked, attend hearings
- Assisting scheduler with filing, calling, etc.
- Conducting tours/guiding constituents through the U.S. Capitol Building

Congressional Internships are often fast-paced, high-stress, professional, and involve quick thinking. Congressional Interns are an integral part of the staff. Successful completion of related duties allows other staff to assist with policy-related matters and to aid Congressman Huizenga.

Hours will vary on number of applicants but generally Monday-Friday 8am-5pm.

The office may accommodate interns who are available only part time. Start and end dates have some flexibility. This is a paid position.

How to apply:

- Fill out the internship application on the website, which can be found under the Services tab.
- Submit an intern application, cover letter, resume, and writing sample to the DC contact, lexi.willison@mail.house.gov.

MEM-392-22 Congresswoman Jackie Speier's office seeks proactive, flexible, and detail-oriented **interns** who can join Team Speier-ited in her Washington, D.C. office asap for late Summer/Fall!

*The ideal candidates will possess exceptional written and oral communication skills, a high degree of professionalism, resourcefulness, as well as a strong

interest in public service. Open to all majors and designed for undergraduate, recent graduates, and graduate students.

*Intern responsibilities include handling phone calls, compiling daily press clips, assisting staff with administrative tasks, conducting research, and assisting with constituent correspondence. Interns will also have the opportunity to attend hearings and briefings for legislative staff, as well as opportunities to network with coffees or lunches!

*CA-14 district or California ties are preferred, but not required.

*Start and end dates are flexible, but this paid internship would ideally run from mid-August to December.

*Full-time and in-person interns preferred, and kindly ask that you please be vaccinated.

To apply: Please fill out our application found on <https://speier.house.gov/internships> with cover letter, resume, and writing sample, and email all materials to Speier.Internships@mail.house.gov.

In the body of the email, please also list any start and end date constraints, whether you are interested in a full-time position, and the number of hours per week you can work. Please also state any ties you have to CA-14 District or California.

Thank you in advance for your interest!

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-334-22 The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for fall 2022. This is a hybrid position— hours are worked remotely and in-person. A majority of the program is spent in the office.

This position offers an opportunity to learn about the U.S. House of Representatives and gain substantive work experience in an exciting and fast-paced office. Internships are offered on a full-time and part-time basis, and stipends are offered based on need. Full-time availability is preferred. Ties to Tennessee's 9th District are preferred but not required. Start dates are flexible with Interns will working for approximately 10-16 weeks (August – November).

Applications are reviewed on a rolling basis.

Qualifications:

- Demonstrated interest in politics, policy and/or public service.
- Strong communications and writing skills.

- Hard-working, dependable, detail-oriented and professional.
- Self-motivated (especially given that all work is remote).
- Ties to Tennessee's 9th District are a bonus, but not required.

Responsibilities:

- Assist with constituent correspondence and draft email blasts and other forms of outreach.
- Attend virtual briefings and track virtual hearings.
- Conduct weekly legislative assignments.
- Conduct legislative research on an as-needed basis.

To apply, applicants must complete the form and submit the following materials on <https://cohen.house.gov/services/internships>:

- Resume.
- Cover letter.
- Three references.

About Office of Congressman Steve Cohen

Congressman Cohen is the Representative of Tennessee's 9th District, which includes most of Memphis. He has served in this position since 2007. He is a Democrat.