



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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

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**INTERSHIP VACANCY LISTING**

**Week of June 14, 2021**

**MEM-189-21** The Lacey Office of Representative Marilyn Strickland (WA-10) is currently accepting applications for a paid, in-person/remote Fall **internship** (early September-December).

Interns will be asked to answer phones, assist the constituent services team, attend virtual events, research projects, and aid our press team, Congresswoman, and district staff. As a result, interns learn about constituent services and engagement and the many other functions of a congressional office.

Ideal candidates should possess excellent communication skills, a strong attention to detail, customer service skills, the ability to work in a fast-paced environment, and a good sense of humor. South Puget Sound ties are preferred, but not required.

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability in a PDF format to [WA10resumes@gmail.com](mailto:WA10resumes@gmail.com) with "WA-10 District Office Intern" in the subject line. The deadline for applications is Thursday, July 15, 2021. Applicants are encouraged to submit their application early.

This office is Equal Employment Opportunity Office and does not discriminate in employment on the basis of race, color, religion, sex, gender identity, national origin, sexual orientation, marital status, disability, genetic information, age,

military service, or other non-merit factor. BIPOC applicants are encouraged to apply. Please no unsolicited phone calls or drop ins.

**MEM-188-21** The office of Representative Marilyn Strickland (WA-10) is currently accepting applicants for paid fall **internships** which will run from September to December.

Legislative Interns assist the legislative staff located in Washington D.C. in conducting research, drafting memos and constituent mail, answering phones, attending hearings, inputting casework, attending virtual events, aiding Congresswoman Strickland's legislative initiatives.

The office is also looking to hire a press intern to assist the press team. Responsibilities include compiling clips, drafting social media posts, op-eds, press releases, digital content and working with the press team to devise media strategies and bolster the office's communication efforts. Experience working in press, communications, or a related field is a plus.

Ideal candidates for these internships should possess excellent communication skills, a strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. Washington State ties are preferred, but not required.

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability in a single PDF document to [WA10resumes@gmail.com](mailto:WA10resumes@gmail.com) with "WA-10 DC Fall Internship" in the subject line. Please indicate in the cover letter which internship you are applying for.

The deadline for applications is Thursday, July 15, 2021 but applicants are encouraged to submit their application early. Applications that are incomplete or submitted after the deadline will not be considered.

This office is Equal Employment Opportunity Office and does not discriminate in employment on the basis of race, color, religion, sex, gender identity, national origin, sexual orientation, marital status, disability, genetic information, age, military service, or other non-merit factor. BIPOC applicants and individuals in underrepresented communities are encouraged to apply. Please no unsolicited phone calls or drop ins.

**MEM-187-21** The Washington D.C. Office of the Representative Joseph Morelle is currently accepting applications for a paid **internship**. Interns will be asked to answer phones, research legislation, attend virtual hearings and briefings, and draft memoranda to the Congressman and legislative staff. As a result, interns learn about the legislative process and the many other functions of a congressional office.

Ideal candidates should possess excellent communication skills, a strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. New York State ties are preferred, but not required.

Interested applicants should send a resume, cover letter, a one-page writing sample, dates of availability, and whether or not applicant will be D.C. based for the Fall 2021 semester in a PDF format to [Marissa.Kaiser@mail.house.gov](mailto:Marissa.Kaiser@mail.house.gov) with “NY-25 Fall 2021 Internship” in the subject line.

The deadline for this internship is Friday, July 2 at 5:00pm, but students are encouraged to submit their application early.

**MEM-186-21** The Office of the Representative Joseph Morelle is currently accepting applications for an **internship** in the District Office. Interns will be asked to answer phones, sort mail, research legislation, assist staff with constituent casework, and perform administrative work as assigned. As a result, interns learn about the functions of a congressional district office.

Ideal candidates should possess excellent communication skills, a strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. New York State ties are preferred, but not required.

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability in a PDF format to [Rhyne.Maas@mail.house.gov](mailto:Rhyne.Maas@mail.house.gov) with “NY-25 Fall 2021 Internship” in the subject line.

The deadline for this internship is Sunday, July 11 at 8:00pm, but students are encouraged to submit their application early.

**MEM-182-21** The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for full and part-time **interns** for the fall internship session. The start date would be as early as Sep. 1 (flexible depending on availability) with a flexible end date. Interns are paid a stipend based on availability and have access to transit benefits.

The internship will offer students and young professionals invaluable experience with our nation’s legislative process. Interns contribute to the daily operations of the office and are expected to act in a reliable, professional manner at all times.

Duties include (but are not limited to): greeting visitors, answering phones, leading tours of the Capitol, opening and sorting mail, attending briefings, performing legislative research, and various other tasks to assist staff. Congressman Van Drew supports students requesting credit for their internship through their university.

If interested, please email a resume and cover letter to [JeffVanDrewNJ@gmail.com](mailto:JeffVanDrewNJ@gmail.com). Please indicate in your cover letter that you're applying for a fall internship and format the files as [Full Name\_Resume], [Full Name\_Cover Letter].

**MEM-181-21** The House Foreign Affairs Committee Majority Staff is currently looking for one legal **intern** for the Fall 2021 semester.

In addition to providing administrative and operations support to the committee as needed, the legal intern will work closely with the Counsels team with research projects, drafting legislation, providing support for full committee markups and hearings, and attending meetings and briefings. Candidates should be current law students and require little supervision.

Minorities, women, and LGBTQ persons are strongly encouraged to apply. If you would like to be considered for an internship please submit a one-page resume and cover letter in PDF format to [hcfa.democrat@mail.house.gov](mailto:hcfa.democrat@mail.house.gov) and include "Fall 2021 Legal Internship Application" in the subject line of the email.

**MEM-180-21** The House Foreign Affairs Committee Majority Staff is currently looking for **interns** for the Fall 2021 semester.

Interns will be responsible for providing staff members with policy and administrative support. Duties may include answering phones, compiling press clips, attending staff briefings, performing legislative and policy research, drafting memoranda and other written materials, and a variety of other tasks.

Candidates should be team-oriented, resourceful, upbeat people who have skills beyond research and require little supervision. This internship is open to undergraduates (juniors and seniors), recent graduates, and Master's and law students. Minorities, women, and LGBTQ persons are strongly encouraged to apply.

If you would like to be considered for an internship please submit a one-page resume and cover letter in PDF format to [hcfa.democrat@mail.house.gov](mailto:hcfa.democrat@mail.house.gov) and include "HFAC Internship Application – Fall 2021" in the subject line of the email.

**MEM-179-21** Republican Congressman Rob Wittman (VA-01) is seeking paid **interns** for the Fall 2021 session in his Capitol Hill office. The Summer session dates are May 18 – August 31. Interns will have the opportunity to attend committee hearings and briefings for staff members, assist in the constituent correspondence process, as well as assist with other constituent services.

Responsibilities include: taking phone calls, processing constituent mail, and performing other general office duties. Ideal applicants should be interested in the

legislative process, enthusiastic, reliable, and hard-working. To be eligible for our paid intern program, the applicant must be able to complete no less than a 24-hour work week. The internship schedule is flexible to accommodate classes. Ties to Virginia's First Congressional District are preferred but not required.

Interested candidates should e-mail their resume and cover letter to [shannon.evans@mail.house.gov](mailto:shannon.evans@mail.house.gov) before July 23, 2021. Please specify what your internship schedule may look like.

**MEM-176-21** The D.C. Office of Rep. Ro Khanna (D-CA) seeks **interns** for the upcoming Fall 2021 term. The D.C. office has two types of internships available: an in-person internship and a remote, research-focused internship.

In-person intern responsibilities will include drafting social media posts for the Member's official social media pages (including Facebook, Twitter, and Instagram), designing graphics, attending hearings and briefings (either in person or virtually from the office), researching legislation for both the Member and legislative staff, drafting constituent letters on the Member's behalf, interfacing with constituents and visitors, staffing the front office, and potentially conducting tours. To be considered for this position, candidates must show proof of full COVID-19 vaccination, and if hired, agree to follow additional precautionary measures, such as mask-wearing and regular sanitizing.

Remote intern responsibilities will similarly include drafting social media posts, designing graphics, attending virtual hearings and briefings, and drafting constituent letters on the Member's behalf, but there will be a heavier focus on conducting legislative research for both the Member and legislative staff.

All interns are paid \$15.00 per hour for a minimum of 15 hours/week and maximum of 40 hours/week unless the intern is receiving a stipend from an external organization in relation to their internship. The Office of Rep. Ro Khanna 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.

Applicants should send a resume, a short cover letter, two sample tweets on a current event, and availability to [julia.albertson@mail.house.gov](mailto:julia.albertson@mail.house.gov). Additionally, applicants should indicate which position (if you don't have a preference, please indicate that as well) you're seeking, and include their vaccination status if applying to the in-person internship.

Applications for the Fall 2021 Term will be considered until 11:59pm EST on Monday July 26th, 2021.