



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 February 7, 2022

MEM-054-22 The Office of Congressman Pete Aguilar will be offering in-person summer **internships** in the DC and District Offices.

Summer internships typically run Monday through Friday, from 9:00 a.m. to 5:00 p.m. Interns will have the chance to experience a congressional office's fast-paced atmosphere and gain valuable work experience. This internship is an excellent opportunity for those interested in public service and the legislative process.

DC Interns will assist with tasks, including answering phones, drafting constituent correspondence, and assisting with media clips. District Interns may be assigned to assist in various constituent casework or work on community outreach and grants related projects. DC Interns will also have the opportunity to attend policy briefings and assist staff with legislative research.

Qualified applicants must possess excellent written and oral communication skills, professionalism, attention to detail, and the ability to function in a fast-paced environment. Ties to CA-31 and California are strongly preferred. To apply, please email your resume, cover letter, availability, and office preference (DC or District) to Aguilar.Internships@mail.house.gov.

The deadline for summer submissions is Friday, April 1st, at 11:59 p.m. PT. Interviews will be conducted over the following two weeks. The estimated start date for the internship is June 6th, 2022. If you have any questions regarding the application process, please email Aguilar.Internships@mail.house.gov.

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MEM-043-22 Congresswoman Barragán's office is hiring!

We are working to hire a new cohort of **interns** to work this Winter/Spring. The positions include:

- San Pedro | District Office Interns
- D.C. Office Interns

Apply now at www.Barragan.house.gov/internships

Don't miss the opportunity! Applications for the Winter/Spring internships are being accepted on a rolling basis until positions are filled.

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

MEM-034-22 The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for full and part-time **interns** for the summer internship session.

The start date would be as early as May 9th (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. Please indicate in your cover letter that you're applying for a spring internship and format the files as [Full Name_Resume], [Full Name_Cover Letter].

MEM-032-22 The Office of Congressman Raja Krishnamoorthi (IL-08) is seeking a highly motivated, proactive press **intern** to assist on an aggressive communications team.

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.

- Hours = 9am-5pm ET Monday through Friday
- Position is virtual
- Start date = February ; End date = May

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

Please send resume, cover letter, 2 writing samples, and a graphic sample (if applicable). Send to KrishnamoorthiPressInternship@gmail.com

MEM-026-22 The Office of Congressman Greg Murphy (NC-03) is currently seeking **interns** with our DC office for the Spring 2022 session. The internship would begin January 19th and last until May 14th.

This is a great opportunity to gain hands-on experience and knowledge over the day-to-day happenings within Congress. Additionally, interns co-currently enrolled in an accredited university will receive a monthly stipend.

The internship is an ideal fit for any student that is interested in politics, law or government – however, any interested student is encouraged to apply! Interns will assist the legislative staff by conducting policy research, answering phones, leading tours, and helping with administrative tasks.

Qualified candidates should:

- Be a current undergraduate or graduate student, or have recently graduated.
- Demonstrate an interest in politics, policy and/or public service.
- Have strong communications and writing skills.
- Be hard-working, dependable, detail-oriented and professional.

North Carolina ties are preferred but not required. Interested candidates should address their application materials to Katonya Pettaway at Katonya.Pettaway@mail.house.gov. Applications should include a cover letter, resume, and what the individual's internship schedule may look like.

MEM-590-21 Congressman Moulton is seeking hard-working individuals who are passionate, driven, and committed to public service for an **internship** in his Salem office and Washington D.C. office in Summer 2022. During the COVID-19 pandemic, interns may work remotely.

Internships are intended for current undergraduate students, recent college graduates, students currently enrolled in graduate school. Under very rare circumstances the office will also host high school students.

RESPONSIBILITIES

- Answering constituent phone calls and greeting constituents at the front desk
- Taking notes at briefings and hearings
- Categorizing and responding to constituent mail
- Conducting tours of the Capitol for constituents, COVID-19 permitting
- Drafting form letters and cosponsor requests for the Congressman
- Assembling press and news clips
- Performing a variety of other duties as assigned, such as conducting legislative research

APPLICATIONS

Please apply through the internship portal at moulton.house.gov, under the

‘Services’ tab. If you have trouble accessing the application form, please email grace.curtiss@mail.house.gov.

MEM-589-21 Team Moulton is seeking exceptional students interested in foreign policy and national security to participate in the Fern Holland International Affairs **Fellowship** Program.

This is a full-time, paid foreign policy fellowship for Summer 2022. This opportunity is based on financial need and is only open to candidates who are Pell-grant eligible. The fellowship is in our Washington, D.C. office. Current undergraduate students, recent college graduates, and students currently enrolled in graduate school are eligible.

Team Moulton is looking for hard-working individuals who are passionate, driven, and committed to strengthening our democracy. This fully-funded fellowship covers the cost of housing, transportation, and food with a stipend. Women, People of Color, and members of other underrepresented communities are especially encouraged to apply.

This fellowship offers an in-depth look into a career of service to our nation. Fellows will be expected to perform rigorous research, advise senior staff and the Congressman on important issues, and craft policies in international affairs and national security, in addition to some regularly assigned intern responsibilities.

To apply, please fill out the internship application form at moulton.house.gov under the ‘Services’ tab and attach a cover letter and resume. If you have trouble accessing the application form, please email grace.curtiss@mail.house.gov.

If selected, you will be required to submit a FAFSA form. We are accepting applications for Summer through March 15, 2022. Feel free to call our office with any questions you may have at (202) 225-8020 or email our internship coordinator, Grace Curtiss (grace.curtiss@mail.house.gov).

MEM-588-21 The House Judiciary Committee Democratic staff are looking for **interns** for the summer semester.

The House Committee on the Judiciary’s staff internship program offers undergraduate students, law students, graduate students, and recent graduates an opportunity to experience the operation of a congressional committee firsthand and learn about the important role that our Committee plays in the legislative process.

The Judiciary Committee has jurisdiction over a wide range of legislative and oversight issues, including oversight of the U.S. Department of Justice, constitutional law, federal criminal law, voting rights, immigration and

naturalization, intellectual property law, and antitrust law. Stipends will be available to summer interns.

Intern assignments will vary depending on the work of the Judiciary Committee each semester. Examples of potential responsibilities include:

- Researching policy issues under the committee's jurisdiction
- Conducting legal research
- Attending briefings and hearings on the Hill
- Drafting memos
- Supporting committee counsels
- Supporting committee clerks and professional staff members
- Providing administrative support, including answering calls, delivering correspondence, and setting up the hearing room.

The Committee strives to ensure that our internship class reflects the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply. The Committee does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

The deadline to apply for the summer semester is February 15, 2022. This internship is based in Washington, DC.

To learn more and apply, please visit <https://judiciary.house.gov/about/internship-opportunities.htm>