



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 19, 2021**

**MEM-121-21 Press Intern**

The office of Congresswoman Katie Porter (D-CA-45) is seeking a current student to serve as a part-time press intern to assist with communications, social media, and graphic design. Candidates should possess strong written and verbal communication skills and have an interest in politics and government.

Daily tasks include producing assets for the Congresswoman's social media accounts, such as graphics, GIFs, and short videos; drafting press releases and newsletters; 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 must submit a cover letter, resume, and one writing sample (1-2 pages) to [katieporter.press@mail.house.gov](mailto:katieporter.press@mail.house.gov) with the subject "[full name] 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.

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 intern will receive a monthly stipend. We currently anticipate

that the position will begin remotely with a transition to in-person work in the Orange County office. We will prioritize candidates who are able to commit 20 hours/week.

**MEM-120-21** Legislative **Intern**

U.S. Congresswoman Katie Porter's Office is seeking highly motivated undergraduates and recent graduates for her DC office internship program for the months of May-August.

Intern responsibilities will include both policy and administrative support. Interns may sort and draft constituent correspondence, compile media clips, answer phones, research legislation, assist legislative staff, or perform other responsibilities based on the office's needs and student's interests.

Interns are expected to work from 9 am to 6 pm. Currently this is a remote internship opportunity. A monthly stipend will be provided.

To apply for an internship, please: Email a cover letter, resume, and two references to [CAFreshman.Internship@Mail.house.gov](mailto:CAFreshman.Internship@Mail.house.gov) with "Summer Internship" in the subject line.

Qualified candidates should be organized, detail-oriented, able to multitask, and possess strong writing skills. Representative Porter's office is an equal opportunity employer and minorities, women, and LGBTQ persons are encouraged to apply. Applications will be accepted through April 30th, 2021.

**MEM-114-21** The Democratic Staff of the House Committee on Natural Resources is currently seeking a full-time, remote **intern** for Summer 2021 (May - August).

Applicants must be organized, detail oriented, and dependable. Above all, we seek candidates who are passionate about issues within the Natural Resources Committee's jurisdiction, demonstrate exceptional interpersonal skills, and are eager to learn about the committee process. Interns will conduct legislative research, prepare for hearings, assist with administrative duties, perform outreach, and aide communications. The position comes with a monthly stipend.

To apply, address your application materials to Heather Pacheco at [NRD.Internships@mail.house.gov](mailto:NRD.Internships@mail.house.gov) with the subject line "Summer Internship Application – First Name Last Name" by COB April 23, 2021. Please include a cover letter, resume, short writing sample, and dates of availability.

Applicants will be considered on a rolling basis. Due to the volume of applications, we will only be reaching out to candidates who are being actively considered for this position. No phone calls or drop-ins please. This posting will be removed from the Committee's website when the position has been filled.

Women, LGBTQ+, and minority candidates are encouraged to apply. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

**MEM-109-21** The Office of Congresswoman Julia Brownley (CA-26) is seeking a virtual press **intern** to assist with a fast-paced communications operation based in her Washington, D.C. office.

Qualified candidates will have strong writing, editing, event planning, social media, graphic design, and photography skills, and be able to work on tight deadlines.

Intern responsibilities include:

- Social media content development
- Compiling press clips
- Creating newsletters
- Clipping videos
- Graphics
- Drafting press releases

Interested applicants should email a cover letter, resume, short writing sample, 1-3 sample graphics, and dates of availability to [Daniel.Rodriguez@mail.house.gov](mailto:Daniel.Rodriguez@mail.house.gov) with “Press Intern: Last Name, First Name” in the subject line.

No phone calls, faxes, or walk-ins, please.

This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

**MEM-107-21** The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for Summer 2021. This position is remote. If the public health situation changes significantly, the position could transition to in-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 and ties to Tennessee’s 9th District. Interns will work for 10-16 weeks (August-December). 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.

**MEM-098-21** Congressman Charlie Crist (FL-13) is seeking Full time or Part Time **interns** for Summer 2021.

Interns will assist the legislative and administrative staff, answer phones, drafting constituent correspondence letters, performing legislative research and analysis, and various other tasks. District and Florida ties are encouraged but not required. No phone calls, follow ups or drop ins, please.

Email [FL13.Internships@mail.house.gov](mailto:FL13.Internships@mail.house.gov), with your resume, cover letter & a 1-2 page writing sample as a single PDF.

**MEM-095-21** The Office of Congresswoman Gwen Moore (WI-04) is seeking a virtual press **intern** to assist with a fast-paced communications operation for Summer 2021. This is a paid position. Qualified candidates will have strong writing, editing, event planning, social media, graphic design, and photography skills, and be able to work on tight deadlines.

Intern responsibilities include:

- \* Social media content development
- \* Compiling press clips
- \*Creating newsletters
- \* Clipping videos
- \* Creating graphics
- \* Drafting press releases

Interested applicants should email a cover letter, resume, short writing sample, and dates of availability to [GwenMoorePress.Moore@mail.house.gov](mailto:GwenMoorePress.Moore@mail.house.gov) with

“Summer 2021 Press Internship” in the subject line. We also recommend that applicants submit 1-3 sample graphics. Women, LGBTQ+, and minority candidates are encouraged to apply.

All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

**MEM-092-21** 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, content creation, graphic design, manual photography, videography, website maintenance, analytics 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, OBS Studio, 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 communications director. Candidates of all backgrounds are encouraged to apply. To apply, please send a resume and portfolio to [oversightpress@mail.house.gov](mailto:oversightpress@mail.house.gov).

**MEM-091-21** 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, 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 to [oversightpress@mail.house.gov](mailto:oversightpress@mail.house.gov).

**MEM-089-21** The Office of Congressman Tom McClintock (CA-04) is seeking highly motivated applicants for a full or part-time in person **internship** for his Washington, D.C. office. Applicants should possess strong written and verbal communication skills, the ability to multitask, and a willingness to learn.

Position duties include: attending virtual Congressional hearings and briefings, managing tour and flag requests, answering phones, sorting mail, and assisting staff with legislative and administrative projects.

Interested applicants should send their resume, availability, and a brief cover letter to [gopwestcoastjobs@gmail.com](mailto:gopwestcoastjobs@gmail.com) with the subject line: Summer 2021 Internship. No phone calls or drop-ins, please.

**MEM-080-21** The Office Congressman Mondaire Jones (NY-17) is currently accepting energetic and self-motivated applicants for a remote **internship** for the Summer 2021 session. The internship is paid at \$15 per hour.

Preferred candidates should possess excellent communication skills, a strong attention to detail, outstanding customer service skills, and a good sense of humor. Primary responsibilities will include processing digital mail, answering phones, attending briefings, performing legislative research and analysis, drafting memos, intaking casework, and other tasks. District ties are preferred, but not required.

Interested applicants should send a resume, cover letter with days of availability, and a one-page writing sample in a single PDF to [NY17Internship@mail.house.gov](mailto:NY17Internship@mail.house.gov) with “Jones Summer 2021 Internship” in the subject line. Applications will be accepted through April 26, 2021.

Individuals selected for an interview will be contacted. No phone calls, follow ups, or drop ins, please. Candidates from BIPOC, LGBTQ+, working class, and/or other underrepresented communities are strongly encouraged to apply.