



U.S. House of Representatives

CAO

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House Vacancy Announcement and Placement Service (HVAPS)

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INTERSHIP VACANCY LISTING

Week of May 10, 2021

MEM-150-21 The Democratic staff of the House Committee on the Judiciary is seeking a digital **intern** for a summer position. This digital internship program includes the production of high-quality graphics, videos, and demonstratives, as well as rapid response work, post-production editing, and livestreaming hybrid/virtual hearings and events.

Candidates must possess **STRONG** technical skills, advanced creativity, and a high level of attention to detail. Experience in Zoom, Webex, OBS, Adobe Photoshop, Illustrator, Premiere Pro, After Effects, Lightroom, InDesign, and Audition a plus. Experience in website management and big-data analytics a serious plus. Must be a team player and have a strong work ethic. Willingness to take initiative, generate creative ideas, and the ability to work under deadline pressure a must.

The House Committee on the Judiciary's Democratic staff internship program will be providing stipends to summer interns, with additional funds provided to interns with demonstrated financial need. 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.

Email portfolio and resume to JudPress.Intern@mail.house.gov with DIGITAL

INTERN in the subject line. A digital portfolio, including design and technical work, must be included to be considered for the position.

COVID-19 update: The Committee will be reviewing COVID-19 case and vaccination rates, as well as public health guidance, to determine if the summer internship will occur in-person or remotely. No decision has been made yet, but we ask that all applicants be available to intern in-person in Washington, D.C. if a decision is made that it is safe to do so.

MEM-147-21 The House Judiciary Committee Democratic staff are looking for **interns** for the fall 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 fall 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 fall semester is June 1, 2021.

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

COVID-19 update: The Committee will be reviewing COVID-19 case and vaccinations rates, as well as public health guidance, to determine if the fall internship will occur in-person or remotely. No decision has been made yet, but

we ask that all applicants be available to intern in-person in Washington, D.C. if a decision is made that it is safe to do so.

MEM-135-21 ABOUT US

Rep. Jamaal Bowman's team is fortunate to represent and fight for New York's 16th Congressional District. We are a diverse, dynamic, kind and joyful team that is driven by the mission of racial and economic justice. We possess a clear understanding that structural racism and economic inequality exist throughout all institutions and policies, including but not limited to housing discrimination, environmental racism, wealth inequality, under resourced schools, mass incarceration and redlining. We will use all levers to meet people's needs while building a better future.

THE ROLE

We are seeking a highly motivated and hardworking Press/Digital **Fellow** for summer 2021. Responsibilities will include creating digital content for the congressman's social media and website, including graphics and video, monitoring media hits and compiling press clips, and assisting the communications team with general responsibilities.

Candidates must have demonstrated graphic design experience, a working knowledge of video editing software, and strong writing skills. This is a paid position at a rate of \$15/hr. Start date is flexible especially for those currently in school, but ideally the candidate will start at the beginning of May.

HOW TO APPLY

Qualified candidates should submit a cover letter, resume, and 3 to 5 examples of graphic design work to bowman.press@mail.house.gov with the subject line "Press/Digital Fellow."

This 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. Underrepresented candidates and those with New York City/Westchester County ties are encouraged to apply. Prior Capitol Hill experience is not necessary.

MEM-134-21 The House Select Subcommittee on the Coronavirus Crisis Majority Staff seeks a motivated and reliable student to fill a full-time, remote press **intern** position this summer and/or fall. A public health background is a bonus, but not required.

The ideal candidate should be a team player with the ability to multi-task in a fast-paced environment. Press intern responsibilities include, but are not limited to, researching and compiling press clips, maintaining press lists, conducting real-time issues monitoring, including monitoring during hearings and Subcommittee announcements, and drafting press releases and statements.

This position requires attention to detail, creativity, strong writing ability and grammar skills, and a willingness to learn. Proficiency in the Microsoft Office and Adobe suites and familiarity with social media is also preferred.

This position reports to the communications director and broader communications team. Candidates of all backgrounds are encouraged. To apply, please send a resume and portfolio to SSCCJobs@mail.house.gov.

MEM-133-21 The House Select Subcommittee on the Coronavirus Crisis Majority Staff seeks a motivated and reliable student to fill a full-time, remote digital **intern** position this summer and/or fall. A public health background is a bonus, but not required.

The ideal candidate should be a strong writer, team player, and able to multi-task in a fast-paced environment. Digital intern responsibilities include, but are not limited to, developing a social media calendar and crafting daily social media content, clipping videos, designing graphics, manual photography, editing short videos, compiling social analytics, monitoring social media, assessing the Subcommittee's website and drafting website copy, and performing other press and administrative tasks as necessary, particularly on hearing days.

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. An ability to work in a fast-paced, rapid response environment and willingness to adapt is a must. This position requires attention to detail, creativity, and a willingness to learn. 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 portfolio to SSCCJobs@mail.house.gov.

MEM-131-21 The House Democratic Caucus is seeking motivated, detail-oriented Digital **interns** to work remotely in a fast-paced leadership office. Interns will be primarily responsible for creating digital products and content using various social media and creative design platforms. The program will also include an educational work component in which interns will attend remote congressional briefings and hearings, conduct research, draft internal documents and participate in professional development sessions.

The term of this paid internship will be from June to August 2021. Due to the COVID-19 pandemic, interns will solely work remotely for the duration of the internship and be provided the appropriate work equipment. Applicants do not need to be in the Washington, D.C. area but must be willing to work on Eastern Time.

Ideal applicants will have a professional and positive attitude, a demonstrated knowledge of Democratic politics and problem-solving skills. Digital candidates should have proficiency with social media platforms, graphic design, video editing software and other digital programs. Strong writing skills are required to excel in this role. A passion for politics, the legislative process and the digital creative industry is a plus.

Qualified applicants should send PDF versions of their resume, cover letter, digital portfolio or digital examples along with three professional references to CaucusInternResume@mail.house.gov with the subject line “APPLICANT NAME DIGITAL Summer 2021 Internship Application.” Women, people of color, LGBTQIA+ individuals, veterans and those with disabilities are encouraged to apply. The deadline to submit applications is Wednesday, May 12 at 5:00 p.m. ET. No drop-ins or calls, please.

MEM-130-21 The House Democratic Caucus seeks highly motivated Press **interns** to work remotely in a fast-paced leadership office. Responsibilities include compiling daily press clips, drafting preparation materials for media hits and assisting with press-related events. The interns will report directly to the Press Assistant.

The term of this paid internship will be from June to August. Due to the COVID-19 pandemic, interns will work remotely for the duration of the internship and be provided the appropriate work equipment. Applicants do not need to be in the Washington, D.C. area but must be willing to work on Eastern Time.

Ideal applicants will be able to write, edit and proofread under tight deadlines, handle multiple assignments simultaneously and stay on top of the news.

To apply, please send PDFs of your resume, cover letter, one writing sample and three professional references to CaucusInternResume@mail.house.gov with the subject line: “APPLICANT NAME PRESS Summer 2021 Internship Application.” Women, people of color, LGBTQIA+ individuals, veterans and those with disabilities are encouraged to apply.

The deadline to submit application is Wednesday, May 12 at 5:00 p.m. ET. Absolutely no phone calls or drop-ins please.

MEM-129-21 The Office of Congressman Matt Cartwright (D-PA-08) seeks a full-time communications **fellow** for summer 2021. The position includes a fellowship stipend.

Position: Communications Fellow

Location: Telework

Description: The fellow will report to the Communications Director in Washington and support all parts of a fast-paced communications operation for a member of House Democratic leadership serving a competitive district.

Responsibilities include, but are not limited to, drafting press materials such as press releases, background memos, talking points and op-eds; creating content for paid and organic social media on various platforms; and maintaining the website.

The ideal candidate will have one year or electoral cycle of communications experience; proficiency with a variety of graphic design and video production tools; capability of meeting tight deadlines; strong written and oral communications skills; the ability to think creatively and strategically; and a record of advocating for Democratic values. Pennsylvania ties are a plus but not required.

The Office of Congressman Matt Cartwright is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, or disability.

Applicants should send a cover letter, resume, two writing samples and two digital content samples to democratic.hilljob@gmail.com with the subject line “Cartwright Communications Fellow – [Full Name].”