



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

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INTERSHIP VACANCY LISTING

Week of May 3, 2021

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]."

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 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 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-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 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, with your resume, cover letter & a 1-2 page writing sample as a single PDF.