



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

B-235 Longworth House Office Building

Washington, D.C. 20515

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INTERNSHIP VACANCY LISTING

Week of June 27, 2022

MEM-304-22 Rep. Katie Porter (CA-45) seeks highly motivated **interns** for her DC office fall internship program. The ideal candidate is highly organized, able to multitask, and has strong written and verbal communication skills.

KEY JOB RESPONSIBILITIES

- Answer incoming phone calls to log opinions, connect staffers to outside stakeholders, and direct callers to appropriate resources
- Enter and organize incoming constituent messages from mail and voicemail into the IQ database
- Draft form letters responding to constituent concerns
- Respond to constituent messages through phone calls or emails as needed
- Assist legislative team with researching data and information
- Compile draft meeting memos for the legislative staff
- Track and input legislative meetings with partners, stakeholders, and constituents, in IQ.
- Perform other duties as assigned by the DC Staff Assistant

The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation.

Interns are expected in the office from 9 am to 6 pm, however hours are flexible based on a student's course schedule. All interns receive a monthly stipend.

To apply, send a cover letter, resume and two references to CA45.Internship@mail.house.gov with “Fall 2022 DC Internship” in the subject line. The deadline for submission is Friday, July 15th.

MEM-302-22 **PRESS INTERNSHIP:** The office of Representative Chrissy Houlahan (D-PA-06) is accepting applications for a Fall 2022 press intern in our Washington, D.C. office. This internship will run from late August through mid-December.

We offer needs-based stipends to students who are Pell Grant eligible. Our internship program has returned to in-person work with flexible telework options.

Ideal applicants are adaptable and proactive self-starters who have experience in a fast-paced, deadline-oriented work environment. Applicants must be independent problem-solvers, have strong writing skills, and be comfortable communicating to both internal and external audiences. Technical experience with graphic design tools (Canva, InDesign, Illustrator), photo editing programs (Photoshop, Lightroom), or video editing software (Premiere, Headliner) a major plus.

Press interns will be responsible for compiling and distributing press clips, helping draft copy for press and digital materials, and developing digital content. Press interns will have the opportunity to staff the congresswoman to capture videos and photos of events. We offer interns the opportunity to see Congress up close and from the inside. Prior volunteer, leadership, and work experience are a plus. Ties to PA-06 are also a plus.

To apply, please send 1) a resume, 2) ONE brief paragraph about yourself and why you’re interested in interning in our office, 3) a writing sample, and 4) one example of digital work (video, graphic or photo) to PA06Press.Internships@mail.house.gov.

This office is an equal opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ identification, family status, or military status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

MEM-301-22 **LEGISLATIVE INTERNSHIP:** The office of Representative Chrissy Houlahan (D-PA-06) is accepting applications for Fall 2022 legislative interns in our West Chester, Reading, and Washington, D.C. offices. This internship will run from late August through mid-December.

Both full and part time internships are available, and we offer needs-based stipends to students who are Pell Grant eligible. Our internship program has returned to in-person work with flexible telework options.

Ideal applicants are self-starters who bring a customer service mindset and a passion for community service. Applicants must be intellectually curious, willing to spend a lot of time on the phone, and write well.

Responsibilities range from helping constituents, to doing research and drafting memos for our legislative staff, to staffing the Congresswoman in hearings or meetings. We offer interns the opportunity to see Congress up close and from the inside. Prior volunteer, leadership, and work experience are a plus. Ties to PA-06 are also a plus.

Please submit applications via the following form our website: <https://houlahan.house.gov/services/internships.htm>

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MEM-299-22 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 August 15th (with a flexible start and end date depending on availability). 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-297-22 The Washington, D.C. Office of Representative Pramila Jayapal (WA-07), Chair of the Congressional Progressive Caucus, is seeking full-time and part-time paid **interns** for the Fall 2022 term.

Interns will work primarily with D.C.-based staff performing legislative and administrative work. Tasks include answering phones, sorting and drafting responses to constituent correspondence, attending briefings/hearings, performing legislative research, and supporting staff members on various projects. Ideal candidates should be professional and possess excellent communication skills, a strong attention to detail, and a commitment to public service and progressive values. All interns will be paid \$15/hr unless funded by an outside organization.

The Office of Representative Pramila Jayapal is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. State and/or district ties are a plus but not required.

Interested applicants should e-mail a resume, cover letter, short writing sample, three references, and availability to Diego.Sanchez@mail.house.gov with the subject "First Name.Last Name Internship Application." Applications will be accepted until Friday, July 22nd. Incomplete or late applications will not be accepted.

MEM-296-22 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 August 15th (with a flexible start and end date depending on availability). 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-294-22 Congressional **Internship** (Washington, D.C. Office)
The Office of Congresswoman Carolyn B. Maloney (D-NY-12) is seeking candidates for a Fall Internship in our Washington D.C. office.

Qualified candidates will have strong oral and written communication skills, eager to learn, detail oriented and, passionate about public service. Women, people of color, and other members of traditionally underrepresented

communities are strongly encouraged to apply. Students from NY-12 are also strongly preferred.

The ideal candidate will be available from late August through December and can work from 9am – 6pm ET when Congress is in session and from 9am – 5pm ET when Congress is not in session.

Responsibilities may include:

- Answering phones
- Writing letters to constituents on a variety of policy topics
- Assisting constituents with matters related to federal agencies
- Researching legislation for the Member and the staff
- Attending hearings and briefings

To apply for an internship please email NY12Internships@mail.house.gov by midnight on July 8th, 2022, with a resume, cover letter, and 2 writing samples.

Please include the office you are applying to and the term for which you are applying in the subject line (e.g. Washington, DC, Fall 2022.)

MEM-288-22 Fall **Intern** – Congressman Chris Pappas (NH-01)

The Washington, D.C. and district offices of Congressman Chris Pappas are currently accepting applications for the Spring internship program which will run from September to December 2022. This is an in-person internship with academic credit and stipend opportunities. Applications for full and part-time positions will be considered.

Serving as an intern on our team is an exciting opportunity to work closely alongside staff and develop professional skills in a Congressional office setting. The ideal intern should be responsible, focused, enthusiastic, able to work cooperatively with Congressional staff, and possess excellent oral and written communications skills.

To apply for an internship, please submit your resume, cover letter, and one short writing sample (no longer than two pages) to Pappas.Internships@mail.house.gov with “[Last Name] [Location: DC or District] Internship Application – Spring 2022” in the subject line by 11:59pm, Tuesday, July 12, 2022. In your email, please also specify your dates of availability.

For more information visit <https://pappas.house.gov/services/internships>

MEM-286-22 The Office of Representative Andy Harris (MD-01) is seeking full-time and part-time **interns** for the fall in the D.C., Kent Island, and Salisbury offices.

Duties will include but are not limited to answering constituent calls, assisting in sorting and distributing mail, performing research and assisting the legislative team, attending briefings, and administrative work as needed.

Candidates should be interested in public policy and be detail-oriented, motivated, organized, and willing to learn. Candidates of all backgrounds are encouraged to apply. Maryland ties are preferred, but not required.

To apply, please visit <https://harris.house.gov/services/internships> and complete the application. No phone calls please.

MEM-285-22 The Office of Congressman Matt Cartwright (PA-08) seeks motivated, detail-oriented, and energetic individuals for legislative **internships** in Washington, DC for the Fall 2022 semester.

Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic.

Responsibilities include but are not limited to: logging constituent concerns, drafting constituent correspondence on a variety of issues, attending legislative briefings, greeting constituents and visitors when in the office, assisting staff with research and special projects, tracking media coverage, and performing administrative duties. As a result, interns learn about the legislative process and the many other functions of a congressional office.

To apply for an internship in the Office of Congressman Cartwright, please submit an application, (including a resume, cover letter, and a short writing sample) to <https://cartwright.house.gov/services/internships.htm>. No phone calls or drop-ins please.

MEM-282-22 The Office of Representative Scott Fitzgerald (WI-05) is seeking full-time and part-time **interns** for the fall in the D.C. office.

Duties will include but are not limited to answering constituent calls, assisting in sorting and distributing mail, performing research and assisting the legislative team, attending briefings, and administrative work as needed.

Candidates should be interested in public policy and be detail-oriented, motivated, organized, and willing to learn. Candidates of all backgrounds are encouraged to apply. Wisconsin ties are preferred, but not required.

To apply, please send an email with a resume and writing sample to Jack Hogerty at jack.hogerty@mail.house.gov. No phone calls please.

MEM-280-22 The House Committee on Oversight and Reform Democratic Staff is seeking college students wishing to gain Capitol Hill experience in a fast-paced office for full-time **internships**.

Successful candidates will be professional, detail-oriented, and work well under pressure. Successful candidates will also have a sincere interest in public service and a desire to learn.

Primary responsibilities include administrative tasks such as answering phones and handling mail as well as assisting with Committee hearings. Interns may also be asked to assist with investigative research or other projects as needed. Candidates with diverse backgrounds and experiences are strongly encouraged to apply.

To apply, please submit a cover letter and resume to Oversight_Clerks@mail.house.gov with “Clerk Internship Application” in the subject line. No phone calls or drop-ins please.

MEM-277-22 Republican Congressman Doug LaMalfa (CA-01) is seeking paid, in-person **interns** for his Washington, DC office for the Fall 2022 term.

Functioning as a key part of the staff, our interns help draft constituent correspondence, memos, and press releases, research legislation, take phone calls, and assist with various administrative tasks. We’re looking for college students or recent graduates who are motivated, detail-orientated, and ready to work in a fast-paced setting.

Ideal candidates possess strong organizational, communication, and writing skills, as well as the ability to manage multiple tasks and work well under pressure in a team environment. A positive attitude and interest in politics is a must. California ties are preferred, but not required and academic credit is available for qualifying students.

Interested applicants should email their resume, cover letter, and dates of availability to seth.enderson@mail.house.gov with “Fall 2022 Internship” in the subject line.

MEM-276-22 The Committee on House Administration Republican Office seeks energetic and self-motivated individuals with an interest in government and public policy, to apply for its paid, full-time Fall 2022 **internship** program.

The Committee on House Administration maintains jurisdiction of federal election policy and manages the day-to-day operations of the House of Representatives with oversight of several offices within the Capitol Complex, including the Chief Administrative Officer, Architect of the Capitol, Clerk of the House, House Inspector General, Sergeant at Arms, U.S. Capitol Police, and

other legislative branch entities like the Library of Congress, Government Publishing Office, and the Smithsonian Institution.

Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the inner- workings of a congressional committee and learn about the day-to-day administrative operations of the House of Representatives. Interns are responsible for assisting Committee staff with official proceedings (hearings/markups), oversight, research, assisting with phones, and providing support to all Committee staff.

Responsibilities:

Interns are responsible for both administrative and legislative duties.

Administrative tasks include answering phones, greeting visitors, sorting mail, entering data, and drafting correspondence.

Legislative support includes performing research, drafting public statements, prepping materials for hearings, attending hearings and briefings, reaching out to agencies and other congressional offices, and a host of various special projects.

Please send a resume, cover letter, and availability to CHAInternGOP@mail.house.gov.