



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

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INTERSHIP VACANCY LISTING

Week of February 22, 2022

MEM-078-22 The office of Representative Kai Kahele (HI-02) is currently accepting applications for Summer **interns** in both his Hilo, Hawai‘i and D.C. offices from May to August 2022.

Hawai‘i District Office interns will be asked to answer phones, sort mail, research legislation and stakeholder meetings, assist staff with constituent casework and outreach activities and perform administrative work as assigned. As a result, interns will have the opportunity to learn about constituent services and the functions of a congressional district office.

D.C. Office interns will be asked to answer phones, research legislation, attend virtual hearings and briefings and draft memos for the Congressman and legislative staff. As a result, interns will have the opportunity to learn about the legislative process and the many other functions of a congressional D.C. office.

Ideal candidates should possess excellent communication skills, a strong attention to detail and the ability to work in a fast-paced environment. We highly encourage college students and recent graduates to apply. Students in high school are eligible to apply for our Summer term. Hawai‘i ties are strongly preferred, but not required.

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. Women, people of color, LGBTQIA+, unhoused people, and members of other marginalized communities are encouraged to apply.

Interested candidates should apply on the Congressman's website at <https://kahele.house.gov/services/internships>

MEM-077-22 The Office of Congresswoman Madeleine Dean (D-PA-04) is seeking **internship** applicants in the D.C. office for the Summer term.

Summer internships are offered on a full-time and part-time basis from late-May to early-August. The internship will be based out of the Washington, D.C. office. Eligible interns will be paid by the Office of Congresswoman Madeleine Dean unless receiving academic credit for the internship.

Qualified applicants should possess strong verbal and written communication skills, be highly motivated, and have demonstrated interest in public service.

Responsibilities include drafting memoranda, letter writing, constituent correspondence, legislative research, assisting staff with the mail program, supporting communications team with various projects as assigned, and more.

Application materials include a resume, cover letter, and three references (name, phone number, and email address).

Our office is an equal opportunity employer, committed to developing an organization that reflects the diversity of our country. We do not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, veteran status, or disability.

We encourage applications from historically underrepresented candidates, including people of color; LGBTQ+ individuals; low-income, first-generation, and non-traditional students; people with disabilities, and women.

To apply, please submit application materials to mdeanhiring@gmail.com. The deadline to apply is March 9, 2022, by midnight.

MEM-076-22 The Office of Congressman Paul Tonko is seeking summer **interns** in its Albany, Schenectady, and DC offices.

Interns will learn from staff to serve the constituents of New York's 20th Congressional district. Our goal is to invest in the next generation of public leaders by providing each intern with a meaningful experience that will enhance their understanding of policy and congressional matters. The 2022 Summer Internship Program will run from May to August, and flexible start and end dates will be considered.

Overall intern responsibilities may include:

- Attending hearings, briefings, and meetings and drafting memos on the matter for legislative staff
- Researching legislation and policy issues
- Offering front-line constituent services; answering phones, drafting written responses to constituents, assessing mail appropriately, and engaging with constituents
- Option to assist the Communications Team in drafting press clips, social media content, and press releases
- Opportunity to take part in congressional outreach
- Participation in hands-on constituent casework
- Any additional opportunities that may arise within the context of a congressional office

Interns are compensated with a maximum stipend of \$2,000 and are able to work on a full-time or part-time basis. Interns in the Washington, DC office are also eligible for a monthly transit benefit towards the Metro and Metrobus. The deadline to apply is Friday, March 25, 2022, and selected applicants will be contacted for an interview the following week by the respective office. Please note that a response is not likely beforehand.

To be considered for an internship, please send your resume, cover letter, and writing sample that speaks to social activism, a passionate policy interest, or a historic or current political event, to one of the following individuals based on your office of interest:

- For internships in the Albany District Office, please email your materials to Connor Giltz at connor.giltz@mail.house.gov.
- For internships in the Schenectady District Office, please email your materials to Cora Schroeter, MBA at cora.schroeter@mail.house.gov.
- For internships in the Washington, DC office, please email your materials to Bayley Connors at bayley.connors@mail.house.gov.

We strongly encourage individuals with ties to New York and those from traditionally underrepresented backgrounds to apply. Rep. Tonko's office is an equal opportunity employer and does not discriminate on the basis of race, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status.

MEM-073-22 The office of Congressman Brian Mast is hiring a paid digital **intern** to start as soon as possible.

The preferred candidate will have academic, personal or professional experience with video filming/editing, graphic design, photography and/or social media management. They should also be familiar with Adobe Suite, including Photoshop, Illustrator and Premiere Pro. This is a 3-month long position, ideally

for a candidate able to be in the office full time. Other arrangements will be considered for the right candidate.

If interested, applicants are encouraged to send their resume and work samples that highlight their creativity to brianmastpress@gmail.com.

MEM-072-22 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 Summer 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.

MEM-067-22 The Democratic staff of the House Committee on Oversight and Reform is seeking energetic and self-motivated law students for full-time or part-time **internships**.

The position offers current law students the opportunity to gain substantive experience on an exciting and fast-paced Committee, while participating directly in the oversight process and learning about the day-to-day administrative operations of the House of Representatives.

Responsibilities include, but are not limited to: assisting Committee staff in preparing for congressional hearings, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with Executive-branch and private sector officials for the purpose of taking notes.

Law students play a key role in the office and will work closely with Committee counsel and staff. Background: The Oversight and Reform Committee is the primary investigative committee of the U.S. House of Representatives, with jurisdiction to investigate any matter at any time.

Qualifications: Applicants should have (i) an interest in public service and (ii) a desire to learn. They also must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Hours can be flexible, but applicants willing to be in the office full time are preferred.

Applications: Interested applicants should apply to this position by emailing a cover letter and resume to oversightjobs@mail.house.gov, with “Legal Internship” in the subject line. Please attach the resume and cover letter with the file name using the following format: “LastName.FirstName.Resume” and “LastName.FirstName.Cover Letter.”

No phone calls or drop-ins please. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

MEM-063-22 “Representative Kat Cammack (FL-03) seeks applicants for a full-time paid **internship** for Spring 2022 (Internship would run through May 2022) in her Washington DC office.

Intern responsibilities would include assisting with legislative and administrative tasks by conducting research, answering phones, daily operational assistance, among other tasks.

Interested candidates should send a resume and cover letter to FL03.Internships@mail.house.gov (No drop-ins or phone calls).”

MEM-062-22 The office of Congresswoman Rosa L. DeLauro (CT-03) is currently accepting applications for full and part-time paid **interns** for the summer internship sessions in our DC office.

Interns are involved in all aspects of the office including constituent services, correspondence, and legislative research, in addition to providing general staff support. Interns are also encouraged to attend hearings, lectures, and seminars available in Congress and around the Hill. Congresswoman DeLauro's staff is willing to provide projects specific to the interests of the intern, whenever possible.

Qualifications: Applicants should have an ability to work in a fast-paced environment, possess excellent writing skills, and an enthusiastic attitude. Interning in Congresswoman DeLauro's office is a great opportunity to work in a highly active legislative office.

Applicants and employees shall not be discriminated against with respect to compensation, terms, conditions, or privileges of employment, because of such person's race, color, religion, sex, age, national origin, service in the military, disability or sexual orientation.

How to Apply: The deadline for summer applications is March 31st. If you are interested, please email a cover letter, resume, a brief writing sample (1-2 pages), two references, and a completed application (found at <https://tinyurl.com/5fpw48p6>) to Molly.Opinsky@mail.house.gov.

If you have any additional questions or would like to be mailed an application, please feel free to contact Molly Opinsky in Congresswoman DeLauro's office at (202) 225-3661.

Internships are also available in the Third Congressional District Office for interested students. Please contact Jennifer Lamb in the District Office at (203) 562-3718 for more information.

MEM-060-22 The Office of Congresswoman Ashley Hinson (R-IA-01) is seeking **internship** applicants for the Spring 2022 term.

Interns will have the opportunity to work in a fast-paced environment while gaining knowledge of the federal legislative process and the functions of a congressional office. Responsibilities include answering phones, conducting legislative research as assigned, attending briefings and hearings, and maintaining the front office.

Successful candidates will demonstrate a high level of professionalism and exceptional written and oral communication skills.

Interns will be expected to work in-person in the Washington, DC, office. Current college students and recent graduates are encouraged to apply. This is a paid opportunity, with positions available to begin immediately. Iowa ties are preferred, but not required.

Interested applicants should apply at <https://hinson.house.gov/services/internships>, or call the Washington, DC, office at (202) 225-2911 for more information.

MEM-059-22 The Office of Congresswoman Angie Craig is currently accepting applicants for paid hybrid summer **internships** in the DC and District Offices.

Summer internships in Rep. Angie Craig's office will be conducted in a hybrid format in accordance with the current public health guidance. Internships will begin no earlier than May 16, 2022 and extend no later than August 31, 2022.

All interns are paid \$15 per hour and provided with all of the necessary technology for their work. Schedules are flexible to accommodate course schedules and academic programs; however, a minimum availability of 20-25 hours per week is highly preferred.

Interns in the Washington, D.C. office will focus on researching legislation, attending hearings and constituent meetings, answering constituents' phone calls, logging and drafting constituent correspondence, and assisting legislative and communications staff members on various projects.

Interns in the Burnsville office will focus on constituent casework, answering constituents' phone calls, community outreach and research, in-district event planning, and assisting the outreach, casework, and communications staff members on various projects. All interns will have the opportunity to work with staff in both offices over the course of the internship.

As a result, interns will learn about the legislative process, learn about all of the different functions of a congressional office, and gain hands-on professional experience while serving the constituents of Minnesota's Second Congressional District. The program is tailored to fit interns' policy interests and career goals.

Successful internship candidates are passionate about public service, confident and effective communicators, proactive problem-solvers, and possess strong writing skills. They also are comfortable speaking on the phone and working with the general public.

Application Instructions:

- To apply for an internship based in Rep. Craig's Washington, D.C. office, please submit a resume and cover letter in one PDF document, to craig.internships@mail.house.gov with the subject line "(Last Name) DC Summer Internship Application."
- To apply for an internship based in Rep. Craig's District office in Burnsville, please submit a resume and cover letter in one PDF document, to craig.internships@mail.house.gov with the subject line "(Last Name) DO Summer Internship Application."
- If you would like your application to be considered for both offices, please use the subject line "(Last Name) BOTH Summer Internship Application."
- Please include your earliest start date, latest end date, and weekly availability between 8am and 5pm CST in your cover letter.
- Here is a link to an online pdf merger, if needed.

We strongly encourage individuals with ties to Minnesota (especially the Second Congressional District) and those from traditionally underrepresented backgrounds to apply.

Rep. Craig's office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status.

For Summer 2022 internships, applications must be submitted no later than 11:59pm on Sunday, April 3, 2022. Late submissions will not be considered nor accepted. If you have any questions regarding the application process, please email craig.internships@mail.house.gov.

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.

MEM-047-22 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.

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-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).