



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 March 8, 2021**

**MEM-072-21** The Office of Congressman Ralph Norman (SC-05) is seeking highly motivated **interns** in his Washington, D.C. office for the Summer 2021 session. The Summer 2021 session will run from May to August. Start and end dates are flexible.

Interns will perform legislative and administrative work while gaining valuable career and educational experience. Specific duties will include answering phones, performing legislative research, processing constituent mail, attending policy briefings, drafting constituent correspondence, compiling media clips, and performing other general office duties.

Ideal candidates should have a strong work ethic, strong written and verbal communication skills, and possess a positive attitude. South Carolina ties are encouraged but not required.

Interested candidates should apply by sending a resume, cover letter, and brief writing sample to [Darcy.Merline@mail.house.gov](mailto:Darcy.Merline@mail.house.gov). Please indicate availability in your cover letter. The deadline for applications is Monday, March 22nd, but candidates are encouraged to submit their applications early.

**MEM-069-21** Press **Fellow** -- Congresswoman Judy Chu (CA-27), Chair of the Congressional Asian Pacific American Caucus (CAPAC) is seeking a highly motivated, detail-orientated, and energetic individual to assist with communications, digital media and social media, and graphic design as a press fellow in the D.C. office. This is a

four-month paid position. It is completely remote and will report to the Communications Director.

Daily tasks include drafting and posting content for the member's social media platforms and website; graphic design; daily press clips; drafting press releases, newsletters, and advisories; and organizing press events. The ideal candidate will be creative, politically astute, have a strong proficiency in crafting social media content across social media platforms, and will be a detail-oriented team player able to handle multiple tasks at once.

Excellent writing and strong organizational skills are essential, along with the ability to be a self-starter while working in a fast-paced environment.

Qualified candidates should submit a cover letter, resume, one writing sample, and one example of previous digital media or graphic design products to [Ben.Suarato@mail.house.gov](mailto:Ben.Suarato@mail.house.gov) with "Press Fellow" in the subject line. No phone calls, faxes, or drop-ins please.

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

#### **MEM-067-21** District Office

The Lacey Office of Representative Marilyn Strickland (WA-10) is currently accepting applications for a paid, remote Spring/Summer **internship** (late April/early May – early September).

Interns will be asked to answer phones, assist the constituent services team, attend virtual events, research projects, and aid our press team, Congresswoman, and district staff. As a result, interns learn about constituent services and engagement and the many other functions of a congressional office.

Ideal candidates should possess excellent communication skills, a strong attention to detail, customer service skills, the ability to work in a fast-paced environment, and a good sense of humor. South Puget Sound ties are preferred, but not required.

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability in a PDF format to [WA10resumes@gmail.com](mailto:WA10resumes@gmail.com) with "WA-10 Spring/Summer Intern" in the subject line. The deadline for applications is Wednesday, March 31, 2021.

Applicants are encouraged to submit their application early. BIPOC applicants are encouraged to apply.

**MEM-066-21** DC Office

The office of Representative Marilyn Strickland (WA-10) is currently accepting applicants for paid remote summer **internships** which will run from May to August.

Legislative Interns assist the legislative staff located in Washington D.C. in conducting research, drafting memos and constituent mail, answering phones, attending hearings, inputting casework, attending virtual events, aiding Congresswoman Strickland's legislative initiatives.

The office is also looking to hire a full-time press intern to assist the press team. Responsibilities include compiling clips, drafting social media posts, op-eds, press releases, digital content and working with the press team to devise media strategies and bolster the office's communication efforts. Experience working in press, communications, or a related field is a plus.

Ideal candidates for these internships should possess excellent communication skills, a strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. Washington State ties are preferred, but not required.

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability in a single PDF document to [WA10resumes@gmail.com](mailto:WA10resumes@gmail.com) with "WA-10 DC Summer Internship" in the subject line. Please indicate in the cover letter which internship you are applying for.

The deadline for applications is Wednesday, March 31, 2021 but applicants are encouraged to submit their application early. Applications that are incomplete or submitted after the deadline will not be considered.

This office is Equal Employment Opportunity Office and does not discriminate in employment on the basis of race, color, religion, sex, gender identity, national origin, sexual orientation, marital status, disability, genetic information, age, military service, or other non-merit factor. BIPOC applicants and individuals in underrepresented communities are encouraged to apply.

**MEM-063-21** The office of Congressman John Sarbanes (D-Md.) seeks a highly motivated, personable and professional legislative **intern** for the Summer 2021 session.

Preferred candidates are current students or recent graduates with strong writing skills, who pay close attention to detail. Maryland ties a plus. A stipend is available.

To apply, please send a cover letter, a resume, list of references and availability to [employment@mail.house.gov](mailto:employment@mail.house.gov). Please no calls.

**MEM-061-21** The Office of Congresswoman Brenda L. Lawrence (MI-14) seeks motivated, detail-oriented, and energetic professionals for remote legislative and press **internships** for the Washington, DC office.

Qualified applicants should have strong communications skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic. Interns will be provided with computers to complete official work.

Responsibilities include but are not limited to:

Scanning voicemails, processing electronic constituent mail, assisting legislative staff with research, attending congressional briefings, participating in hearing preparation, drafting constituent correspondence on a variety of issues, and other duties as necessary.

For Press Interns:

Intern would support Communications Director by drafting written materials such as press releases, creating graphics for social media, tracking media coverage, and assisting with media inquiries and research. Successful candidates will have an interest in politics, communications, and new media, with excellent written communication skills. Knowledge of graphic design programs (Adobe Creative Suite, Canva, etc.) a plus, but not required.

Full-time and part-time internship positions are available beginning in May, 2021. To apply, please send a resume, cover letter, and brief writing sample to [Ryan.Casman@mail.house.gov](mailto:Ryan.Casman@mail.house.gov) with the phrase "Internship Application" in the subject line. For applicants interested in press internships, please include a small portfolio showcasing your work. Please indicate expected start and end dates as well as hours available to work in your cover letter.

**MEM-056-21** The Democratic Staff of the Committee on Science, Space and Technology seeks full-time and part time, paid **interns** for Spring 2021. Interns are asked to work with staff to help prepare for committee hearings and markups and will work on substantive research and oversight projects in addition to press matters.

Furthermore, interns will be critical to the daily operation of the office including tasks such as answering phones, greeting visitors, and filing official documents.

Internship Description/Duties:

This position will be a combination of telework and in-office work as safety and logistics permit. Interns will be given an opportunity to work on substantive projects under the direction of Committee Staff while also serving a general administrative function.

Typical Intern Duties include working closely with staff to complete long-term or short-term projects, preparing research memos on scientific topics, supporting

staff in the preparation of Committee hearing materials, and participating in events related to the Committee's jurisdiction.

**Qualification/Skills:**

Candidate should be detail oriented, possess strong oral and written communication skills, have a strong appreciation for situational awareness, be able to multitask, and be adaptable to a fast-paced environment. An interest in topics relevant to the committee's jurisdiction is preferred.

Interested applicants should visit the Committee's website at <https://science.house.gov/contact/internships>. Please fill out the provided application and attach a resume. No calls or drop-ins please.

**MEM-053-21** 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-051-21** The Office of Congresswoman Gwen Moore (WI-04) is seeking a highly motivated part-time virtual **intern** for Summer 2021.

This is a paid internship. Qualified candidates will be dependable team players and will possess strong writing, editing, verbal communication, and organizational skills. Experience with research is a plus since there are opportunities to work with the legislative staff on relevant issues. This position's responsibilities include assisting with projects assigned from other staff members, data entry, and drafting correspondence.

Interns will have the opportunity to attend Capitol Hill briefings, hearings, and other informative events that are available. Interns will also have the ability to gain professional and educational experience while learning more about Congress and the legislative process. Wisconsin ties are a plus.

Interested applicants should email a cover letter, resume, short writing sample (2-3 pages), and dates of availability to [WI04DC.Internships@mail.house.gov](mailto:WI04DC.Internships@mail.house.gov) with “Summer 2021 Internship” in the subject line.

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-046-21** 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 could be as early as May 3rd (flexible depending on availability) with a flexible end date. Internships are paid, and transit benefits will be provided.

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](mailto:JeffVanDrewNJ@gmail.com). Please indicate in your cover letter that you’re applying for a summer internship and format the files as [Full Name\_Resume], [Full Name\_Cover Letter].

**MEM-045-21** Congressman Bill Johnson’s office (OH-06) is currently seeking **internship** applicants in the D.C. office for Summer of 2021. Qualified applicants should possess strong communication skills, be interested in learning about the legislative process, and have a willingness to work in our fast-paced office.

Responsibilities would include answering phones, leading tours of the Capitol, attending policy briefings and meetings, and conducting research and additional tasks to assist the Congressman’s staff. Ohio ties are preferred but not required.

Interested applicants should send resume, cover letter and availability to [intern.OH06@gmail.com](mailto:intern.OH06@gmail.com)

**MEM-044-21** The Rochester Office of the Representative Joseph Morelle is currently accepting applications for a paid, remote **internship**. Interns will be asked to answer phones, assist the constituent services team, attend virtual events, and aid our press team, Congressman, and legislative staff.

As a result, interns learn about the legislative process and the many other functions of a congressional office. Ideal candidates should possess excellent communication skills, a strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. New York State ties are preferred, but not required.

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability in a PDF format to [Rhyne.Maas@mail.house.gov](mailto:Rhyne.Maas@mail.house.gov) with “NY-25 Summer Internship” in the subject line.

The deadline for applications is March 19th, but students are encouraged to submit their application early.

**MEM-043-21** The D.C. Office of the Representative Joseph Morelle is currently accepting applications for a paid, remote **internship**. Interns will be asked to answer phones, research legislation, attend virtual hearings and briefings, and draft memoranda to the Congressman and legislative staff.

As a result, interns learn about the legislative process and the many other functions of a congressional office. Ideal candidates should possess excellent communication skills, a strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. New York State ties are preferred, but not required.

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability in a PDF format to [Elena.Bernstein@mail.house.gov](mailto:Elena.Bernstein@mail.house.gov) with “NY-25 Summer Internship” in the subject line.

The deadline for applications is March 19th, but students are encouraged to submit their application early.

**MEM-041-21** The Office of Congressman Mark Pocan (D-WI) is seeking a Full-time Virtual **Intern** to begin in April. Applicants **MUST** live in Washington, D.C./Virginia/Maryland Metro Area or in the Congressman’s Congressional District (WI-02). No Exceptions.

The intern will work mainly with D.C.-based staff, performing legislative and administrative work while gaining valuable career and educational experience.

Specific duties include drafting and sorting constituent correspondence, attending virtual policy briefings, performing legislative research, producing daily press clips, and supporting staff members on various projects of interest.

Qualified candidates are organized and detail-oriented, responsible, willing to learn, able to work cooperatively, possess strong written communication skills, and are committed to public service. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume, cover letter, and a brief writing sample to [Sydney.Scott@mail.house.gov](mailto:Sydney.Scott@mail.house.gov) with “Virtual Pocan Internship - Summer 2021” in the subject line. Interested applicants should also apply to the scholarship program at: <https://pocan.house.gov/scholarship-program>

**MEM-040-21** 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](mailto:OversightJobs@mail.house.gov) with “Internship Application” in the subject line. No phone calls or drop-ins please. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.



**MEM-039-21** The office of Congresswoman Susie Lee is seeking Summer **interns** for the Washington, D.C. office. This internship will be virtual, with a potential optional return to in-person work depending on public health circumstances.

Responsibilities will include answering phones, managing the front office, assisting legislative staff with research, and other tasks as assigned. Successful candidate will work well under deadlines, is organized, hard-working, detail-oriented, has excellent customer service skills, and is a team player. Nevada ties are strongly preferred.

Nevada residents will be eligible for a monthly stipend. Interested candidates should send a resume and cover letter to [NV03Resumes@gmail.com](mailto:NV03Resumes@gmail.com) with "Summer Intern" in the subject line. No phone calls or walk-ins please.