



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**House Vacancy Announcement and Placement Service (HVAPS)**

B-235 Longworth House Office Building

Washington, D.C. 20515

202-226-5836

Vacancy Bulletins are available for pick-up in  
in the CAO Human Resources Office - Ford HOB 102  
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Job Line: 202-226-4504

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**INTERSHIP VACANCY LISTING**

**Week of June 3, 2024**

**MEM-217-24** Congresswoman Suzan DelBene, representing the 1st Congressional District of Washington state, seeks **interns** for her Washington, D.C. and District (Kirkland) offices. Interns will work in a fast-paced congressional office, gaining valuable experience and knowledge of the United States Congress.

Intern responsibilities include greeting constituents and handling constituent phone calls, assisting staff with administrative tasks, conducting research, and assisting with constituent correspondence. Washington, D.C. interns will have the opportunity to lead tours of the U.S. Capitol as well as attend hearings and briefings for the legislative staff.

To apply, please send a cover letter, resume, and short writing sample (1 to 2 pages) to [Internship.DelBene@mail.house.gov](mailto:Internship.DelBene@mail.house.gov). In the subject line, please specify whether you are applying for a D.C. or District internship.

In the body of the email, list any start and end date constraints, whether you are interested in a part-time or full-time position, and the number of hours per week you can work.

The deadline for Fall 2024 internship applications is Wednesday, July 3rd at 11:59 PM.

**MEM-195-24** 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.

Internships are intended for current undergraduate students, current graduate students, and recent college graduates. Interns receive a stipend distributed based on total hours worked.

#### D.C. RESPONSIBILITIES

- Answering constituent phone calls and greeting constituents at the front desk.
- Categorizing and responding to constituent mail.
- Drafting form letters and cosponsor requests for the Congressman.
- Taking notes at briefings and hearings.
- Conducting tours of the Capitol for constituents.
- Assembling press and news clips.
- Performing a variety of other duties as assigned, such as conducting legislative research.

#### DISTRICT RESPONSIBILITIES

- Answering constituent phone calls and greeting constituents at the front desk.
- Assisting the Casework Team on a variety of casework requests involving federal agencies.
- Taking notes at briefings and hearings.
- Assembling press and news clips.
- Performing a variety of other duties as assigned, such as conducting legislative research and attending community events.

#### APPLICATIONS

Applicants can access the application here:

[https://docs.google.com/forms/d/e/1FAIpQLSd1NOVxgvmGvGyH\\_1u4e35RUkweWU24Rmu7gA0Y3HOxKXTkjQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSd1NOVxgvmGvGyH_1u4e35RUkweWU24Rmu7gA0Y3HOxKXTkjQ/viewform)

Applicants can find more information on the internship portal at [moulton.house.gov](https://moulton.house.gov) under the ‘Services’ tab. All applications are due on July 15th, 2024, and will be reviewed after the application period closes. If you have trouble accessing the application form above or have other questions, please email Bridget Pegg ([bridget.pegg@mail.house.gov](mailto:bridget.pegg@mail.house.gov))