



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 May 22, 2023

MEM-278-23 Congressman Jason Smith (MO-08) is currently seeking full or part-time **interns** to work in his Washington, DC office for the Fall 2023 term.

Intern responsibilities include corresponding and communicating with constituents, researching policy, legislative analysis, guiding Capitol building tours and assisting staff with administrative tasks. Interns also will have the opportunity to conduct legislative research as well as attend Capitol Hill briefings, congressional hearings, and press events.

Ideal candidates have a positive attitude, strong work ethic, and excellent written and oral communication skills.

Those interested should send their resume and cover letter to grayson.donnellan@mail.house.gov. Applications are reviewed on a rolling basis, so there is currently no deadline to apply. Hours are flexible and can be adjusted to accommodate other work/class schedules.

This is a paid position and is competitive with that of other offices. Rate of pay will depend on hours worked and duration of internship. State ties preferred but not required.

MEM-233-23 "The office of Congresswoman Yvette D. Clarke (NY-09) is seeking a Washington D.C. based, in-person, full-time, paid Digital Press **Intern** for the upcoming Summer 2023 session. Team Clarke expects the ideal candidate to be driven, team-orientated, and interested in diving into the inner workings of Capitol Hill.

This position requires applicants to have the ability to multitask, strong organizational skills, and possess high degrees of professionalism and diligence. Responsibilities include compiling daily press clips, answering telephones, and working alongside the communications team to draft social media collateral, including copy, graphics, and other materials. Applicants may hold interests in or have previous experience working with policy areas such as environmental sustainability, racial justice, cybersecurity, immigration, infrastructure, affordable housing, Caribbean issues, and health care.

Interested applicants should send their resume and two writing samples to clarke.comms@mail.house.gov with the subject line "Clarke Digital Internship." New York ties strongly preferred.

This office is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity. Women, people of color, and candidates from diverse backgrounds are strongly encouraged to apply.

Deadline to apply is May 26, 2023. Due to the large volume of applicants, only those applicants who are selected for interviews will be contacted."

MEM-597-22 House Democrat seeks a paid Legislative **Fellow** to assist senior legislative staff with a wide variety of legislative topics and tasks. The Legislative Fellow will gain experience in preparing for committee hearings and markups; developing and advancing legislation; drafting speeches; and meeting with constituents and other stakeholders.

The ideal candidate will possess superb written and oral communication skills; have some policy experience; and will enjoy collaborating with others in a fast-paced environment.

The 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.

Interested applicants should send a cover letter, resume, and brief writing sample to housedemjobs@gmail.com with "Legislative Fellow" in the subject line.