



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**INTERSHIP VACANCY LISTING**

**Week of June 7, 2021**

**MEM-179-21** Republican Congressman Rob Wittman (VA-01) is seeking paid **interns** for the Fall 2021 session in his Capitol Hill office. The Summer session dates are May 18 – August 31. Interns will have the opportunity to attend committee hearings and briefings for staff members, assist in the constituent correspondence process, as well as assist with other constituent services.

Responsibilities include: taking phone calls, processing constituent mail, and performing other general office duties. Ideal applicants should be interested in the legislative process, enthusiastic, reliable, and hard-working. To be eligible for our paid intern program, the applicant must be able to complete no less than a 24-hour work week. The internship schedule is flexible to accommodate classes. Ties to Virginia's First Congressional District are preferred but not required.

Interested candidates should e-mail their resume and cover letter to [shannon.evans@mail.house.gov](mailto:shannon.evans@mail.house.gov) before July 23, 2021. Please specify what your internship schedule may look like.

**MEM-176-21** The D.C. Office of Rep. Ro Khanna (D-CA) seeks **interns** for the upcoming Fall 2021 term. The D.C. office has two types of internships available: an in-person internship and a remote, research-focused internship.

In-person intern responsibilities will include drafting social media posts for the Member's official social media pages (including Facebook, Twitter, and Instagram), designing graphics, attending hearings and briefings (either in person

or virtually from the office), researching legislation for both the Member and legislative staff, drafting constituent letters on the Member's behalf, interfacing with constituents and visitors, staffing the front office, and potentially conducting tours. To be considered for this position, candidates must show proof of full COVID-19 vaccination, and if hired, agree to follow additional precautionary measures, such as mask-wearing and regular sanitizing.

Remote intern responsibilities will similarly include drafting social media posts, designing graphics, attending virtual hearings and briefings, and drafting constituent letters on the Member's behalf, but there will be a heavier focus on conducting legislative research for both the Member and legislative staff.

All interns are paid \$15.00 per hour for a minimum of 15 hours/week and maximum of 40 hours/week unless the intern is receiving a stipend from an external organization in relation to their internship. The Office of Rep. Ro Khanna is an equal opportunity employer. We do not discriminate based on race, ethnicity, gender, sexual orientation, religion, national origin, age, or socio-economic status. All are welcome and encouraged to apply.

Applicants should send a resume, a short cover letter, two sample tweets on a current event, and availability to [julia.albertson@mail.house.gov](mailto:julia.albertson@mail.house.gov). Additionally, applicants should indicate which position (if you don't have a preference, please indicate that as well) you're seeking, and include their vaccination status if applying to the in-person internship.

Applications for the Fall 2021 Term will be considered until 11:59pm EST on Monday July 26th, 2021.

**MEM-153-21** The Minority Staff of the Committee on Oversight and Reform, the chief investigative body of the House of Representatives, is seeking full- and part-time **interns** for the fall semester.

Interns will have the opportunity to work with the administrative, policy, and press teams, conducting research, assisting during hearings and markups, and helping with other administrative tasks as necessary.

Fall internships begin in August or September and typically run through the middle of December. Specific dates for this internship will be determined on a case-by-case basis, and preference will be afforded to those who are available at least three days a week.

Applicants must be strong writers, organized, and detail-oriented, as they will balance multiple, often disparate, projects corresponding with the broad jurisdiction of the Committee. The strongest candidates will also exhibit discretion in working on confidential matters and be enthusiastic and knowledgeable about the Committee's work. Previous experience on Capitol Hill

strongly desired, but not required. The position is unpaid, but we are happy to work with an applicant so they can receive class credit.

Interested individuals should submit a cover letter and resume to [oversight.committee@mail.house.gov](mailto:oversight.committee@mail.house.gov). Please place "INTERN" in the subject line.

Applications will be reviewed on a rolling basis.

**MEM-152-21** The Republican Staff of the House Oversight Committee is looking for full- and part-time law **clerks** for the fall 2021 semester. Law clerks will have the opportunity to work with the oversight and policy teams, conducting research, reviewing documents, and preparing for hearings and markups.

Applicants must be current law school students with strong writing skills who are enthusiastic and knowledgeable about the Committee's work. The strongest candidates will also be organized and detail-oriented, as they will balance multiple, often disparate, projects corresponding with the broad jurisdiction of the Committee.

Clerkships begin in August or September and usually end in the middle of December. Specific dates for clerkships will be determined on a case-by-case basis. This is an unpaid position, but we are happy to work with an applicant so they can receive class credit.

Interested individuals should submit a cover letter and resume to [oversight.committee@mail.house.gov](mailto:oversight.committee@mail.house.gov). Please place "LAW CLERK" in the subject line. Applications will be reviewed on a rolling basis.