



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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

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**INTERSHIP VACANCY LISTING**

**Week of August 29, 2022**

**MEM-454-22** The Republican Staff of the House Committee on the Budget seeks motivated, reliable, and detail-oriented undergrad students and recent graduates for the Fall **Internship** Program.

Intern responsibilities include assisting staff in preparing for congressional hearings, assisting in performing research, attending Congressional briefings, answering telephones, and other miscellaneous duties.

The ideal 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.

Please submit your resume, cover letter, and one-page writing sample to [Carl.Griffin@mail.house.gov](mailto:Carl.Griffin@mail.house.gov)

**MEM-453-22** Congressman Carlos A. Gimenez is currently seeking full-time **interns** for his Fall 2022 internship program in Washington, D.C.

Intern responsibilities will include answering and logging constituent phone calls, leading constituent tours of the U.S. Capitol, drafting correspondence and legislative memos, and assisting staff with legislative research and administrative duties.

Miami ties and Spanish language skills are preferred but not required. Please send a resume to [Gimenez.resume@mail.house.gov](mailto:Gimenez.resume@mail.house.gov) to apply.

**MEM-451-22** Representative Susie Lee was sworn in to serve Nevada's third congressional district during the 116th Congress on January 3, 2019, and was re-elected for a second term for the 117th Congress. Rep. Lee serves Nevada's third congressional district in southern Nevada that includes parts of Las Vegas, Henderson, Boulder City, Laughlin, Jean, Good springs, and Primm.

Rep. Lee serves on the House Committee on Appropriations, including three subcommittee appointments: Energy and Water Development, and Related Agencies; Interior and Environment, and Related Agencies; and Military Construction, Veterans Affairs, and Related Agencies. Prior to her being elected to serve in the U.S. House of Representatives, Rep. Lee served the people of Nevada through her work as a nonprofit leader in the education community.

As a district office **intern**, you would assist with work that aids in the success of the above described role. The role would include, but is not limited to, writing program book letters, writing gold bond congratulatory letters, searching for community events, attending events, presenting certificates at events, making remarks at events, shadowing outreach representatives as they engage in casework, and the chance to create your own event for the Congresswoman.

To apply, please submit your resume to [NV03resumes@gmail.com](mailto:NV03resumes@gmail.com). Applicants can also call our office at (702) 963-9336 for more information.

**MEM-448-22** Congressman Cliff Bentz (OR-02) is seeking Fall **interns** for his Washington D.C. Office.

Congressman Bentz is a member of the House Judiciary Committee and the House Natural Resources Committee. Ideal candidates will be college students or recent graduates who are outgoing, proactive, hard-working, detail-oriented, enthusiastic, able to multi-task, and have customer service experience.

Interns will assist with many of the daily activities related to constituent relations and legislative research. Although no two days are the same, an intern may be expected to answer phones, greet Oregonians, attend policy meetings with other staff, and assist in managing constituent correspondences and administrative operations. Interns may also lead tours of the U.S. Capitol and attend committee hearings.

Interns will be immersed in the congressional process and their work will provide valuable experience for future endeavors. The internship will generate the opportunity to foster excellent connections, learn about many issues affecting our state and country, gain expertise in any policy areas you might be interested in,

and get a detailed look at what makes the United States the most enduring democracy in the world.

Desired Availability: Applicants should be able to commit to at least 20 hours per week. Office hours are 9:00AM – 5:00PM weekdays. The internship is in-person.

All interested applicants are asked to fill out the application form found on the Congressman's website: <https://bentz.house.gov/services/internships> or email resumes to [Natalia.Vasquez@mail.house.gov](mailto:Natalia.Vasquez@mail.house.gov) with the subject line: "Fall 2022 Internship"

**MEM-446-22** Republican Congressman Pat Fallon (TX-04) currently seeks full-time or part-time interns for a paid **internship** in his Washington D.C. office for the Fall 2022 semester. Current college students and recent graduates are welcome to apply.

Intern responsibilities will include answering and logging constituent phone calls, drafting correspondence, and assisting staff with legislative research and administrative duties.

The ideal candidate should be interested in public policy, politics, and government and is willing to learn more about the legislative process to serve the constituents of Texas's 4th Congressional District. Candidates with strong writing and communication skills are encouraged to apply and must be ready to work in a rapid environment. Texas ties are preferred, but not required.

To apply, please send your resume and cover letter to [randy.mail@mail.house.gov](mailto:randy.mail@mail.house.gov).

**MEM-444-22** The Office of Rep. Eric Swalwell (CA-15) seeks a press **fellow** for the upcoming Fall 2022 term from September to December.

Fellows are eligible for a stipend. The ideal candidate will have strong written and oral communication skills, familiarity with graphic design including Canva and Adobe creative suite, and relevant internship experience related to communications, government, or campaigns.

Duties include assisting with editing video clips, creating digital content, developing social media content and helping the team with a variety of projects as needed throughout the week. A strong work ethic, the ability to excel in fast-past environments, and a willingness to assist wherever needed is a must.

Hours are flexible to accommodate students' course schedules; generally, a full-time fellowship would run from 9:00AM to 5:00PM ET. at least three days a week.

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

To apply please email resume, cover letter, and two examples of previous digital media or graphic design products to [Jessica.Gail@mail.house.gov](mailto:Jessica.Gail@mail.house.gov) with “Press Fellow” in the subject line.

**MEM-441-22** The Washington, D.C. office of Congresswoman Gwen Moore (D-WI-04) seeks a part-time press **intern** for the upcoming Fall 2022 term.

Press Intern responsibilities include drafting social media posts and press releases, designing graphics, conducting interview preparation for the Member, drafting and editing constituent correspondence letters, and assisting the Communications Director in the day-to-day press operations of the office.

The office of Congresswoman Moore 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.

Interested applicants should send a resume, a one-page cover letter, 1-3 sample graphics, and one short writing sample to [WI04DC.Internships@mail.house.gov](mailto:WI04DC.Internships@mail.house.gov). Deadline to apply is 5:00 PM ET on Friday, September 2, 2022.

**MEM-439-22** Legislative **Intern**:

The Office of Congresswoman Brenda L. Lawrence (MI-14) seeks a motivated, detail-oriented, and energetic professional for a paid, hybrid legislative internship for the Washington, DC office.

Qualified applicants should have strong communications skills, the ability to manage multiple competing tasks, possess exceptional writing and research skills, and demonstrate a solid work ethic.

Responsibilities include—but are not limited to—answering phones, processing constituent mail, assisting the legislative staff with research, attending congressional briefings, drafting constituent correspondence on a variety of issues, assisting with closing down the office, and other duties as necessary.

For applicants interested in a legislative internship, please send a resume, cover letter, and brief writing sample to [mi14district@gmail.com](mailto:mi14district@gmail.com) with the phrase “Legislative Internship MI-14” in the subject line.

Full-time internship positions are available beginning Tuesday, September 6, 2022. Please indicate expected start and end dates as well as hours available to work in your cover letter.

**MEM-438-22 Press Intern:**

The Office of Congresswoman Brenda L. Lawrence (MI-14) seeks a motivated, detail-oriented, and energetic professionals for a paid, hybrid press internship for the Washington, DC office.

Qualified applicants should have strong communications skills, the ability to manage multiple competing tasks, possess exceptional writing and research skills, and demonstrate a solid work ethic.

The Press Intern will support the Press Secretary by drafting written materials such as press releases/advisories, creating digital social media content, preparing daily press clips, and assisting with media inquiries and research. Successful candidates will have an interest in journalism, politics, communications, and new media, with superior written communication skills. Knowledge of graphic design programs (Adobe Creative Suite, Canva, etc.) is a plus, but not required.

Full-time internship positions are available beginning Tuesday, September 6, 2022. Please indicate expected start and end dates as well as hours available to work in your cover letter.

For applicants interested in a press internship, please send a resume, cover letter, and include a small portfolio of your work to [mi14district@gmail.com](mailto:mi14district@gmail.com) with the phrase "Press Internship MI-14" in the subject line.

**MEM-436-22** The Office of Congressman Raja Krishnamoorthi (IL-08) is seeking a highly motivated, proactive press **intern** to assist on an aggressive communications team.

Applicants must be available to begin at the end of August/beginning of September. Qualified candidates will demonstrate a strong and positive work ethic, pay attention to detail, be responsive and punctual, and have solid writing and editing skills. Preferred applicants are diligent, communicative, creative, and are willing to perform and follow through on a wide variety of tasks. A monthly stipend is available.

- Hours = 9am-5pm ET Monday through Friday
- Position can be virtual, in person, or hybrid

Intern responsibilities include:

- \*Compiling press clips by 9:30am ET every morning
- \*Social media strategizing for increased growth

- \*Drafting daily social media posts and ideas for Instagram, Twitter, and Facebook
- \*Creating graphics for social media, knowledge of Photoshop or Canva preferred
- \*Drafting speeches
- \*Drafting short newsletters
- \*Editing written materials, such as newsletters or press releases
- \*Other duties as needed to support the communications team

Interested applicants should please send resume, cover letter, 2 writing samples, and a graphic sample (if applicable)

to [KrishnamoorthiPressInternship@gmail.com](mailto:KrishnamoorthiPressInternship@gmail.com)

**MEM-433-22** The office of Congressman Scott Peters is seeking applicants for a full or part-time congressional **internship** in the Washington, D.C office for the fall.

Duties will include conducting legislative research, drafting memos, assisting with front office duties, and performing basic administrative tasks. Interns will also be responsible for drafting responses to constituent inquiries or proactive outreach materials. Candidates must exhibit strong writing and communication skills.

Interns will have the opportunity to write memorandums and briefing materials for legislative staff, attend committee hearings and legislative briefings, conduct research on bills the Member may consider sponsoring or cosponsoring, and complete special projects as assigned.

Candidates should be prepared to work a minimum of 10 hours per week and a maximum of 30 hours per week. Please send a resume, cover letter, writing sample (1-2 pages), and availability (start and end dates as well as days per week) to [CA52Internship@mail.house.gov](mailto:CA52Internship@mail.house.gov) with “Last Name, First Name, CA52 Internship” in the subject line. Questions can be directed to the same e-mail address.

**MEM-428-22** 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 Fall 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](mailto:CHAInternGOP@mail.house.gov).

**MEM-422-22** The Office of Congressman Tom McClintock (CA-04) is seeking full or part-time **interns** for his Washington, D.C. office.

Applicants should possess strong written and verbal communication skills. Position duties include: attending Congressional hearings and briefings, leading Capitol tours, answering phones, sorting mail, and assisting legislative staff with research. This is a paid-internship that complies with the House Paid Internship Program.

Interested applicants should send their resume, availability, and a brief cover letter to [ally.hibben@mail.house.gov](mailto:ally.hibben@mail.house.gov) with the subject line: Fall 2022 Internship.

No phone calls or drop-ins, please.

**MEM-420-22** The office of Congresswoman Susie Lee is seeking fall **interns** for the Washington, D.C. office.

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 "Fall Intern" in the subject line.

No phone calls or walk-ins please.

**MEM-419-22** The House Committee on Oversight and Reform Majority Staff seeks a motivated and reliable student to fill a full-time digital **intern** position this summer.

Digital intern responsibilities include, but are not limited to, written content creation, graphic design, video editing, and performing other press and administrative tasks as necessary.

Successful candidates will possess familiarity with programs such as Adobe Premiere Pro, Adobe Photoshop, Adobe InDesign, Canva, as well as compiling and interpreting social media analytics. Ability to work in a fast-paced, rapid response environment and willingness to learn is a must; sense of humor strongly encouraged.

This position reports to the digital press secretary and the communications director. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume and portfolio to [oversightpress@mail.house.gov](mailto:oversightpress@mail.house.gov).

**MEM-418-22** The House Committee on Oversight and Reform Majority Staff seeks a motivated, reliable, and detail-oriented student with a passion for communications to fill a full-time press **intern** position this summer.

The ideal candidate should be a strong writer, team player, voracious consumer of news, and able to multi-task in a fast-paced environment. Press intern responsibilities include, but are not limited to, compiling press clips, maintaining press lists, and drafting press releases. This position reports to the communications director and broader communications team. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume and cover letter or writing sample to [oversightpress@mail.house.gov](mailto:oversightpress@mail.house.gov)

**MEM-413-22** Congressman Ron Estes (KS-04) is currently seeking paid full and part-time **interns** to work in his Washington, DC office for the Fall 2022 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.

Interns will learn about the legislative process and the many other functions of a congressional office. To apply for an internship please



email [KS04DC.InternApplication@mail.house.gov](mailto:KS04DC.InternApplication@mail.house.gov) and include your resume, cover letter, and two letters of recommendation. Kansas ties are preferred but not required.

**MEM-411-22** The Republican Office of the Committee on Science, Space, and Technology seeks energetic and self-motivated undergraduate or graduate-level students, as well as recent graduates, with an interest in government and public policy for a Fall 2022 **internship**.

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 phone inquiries, and providing support to all Committee staff. A background in science is a plus.

To apply, please send your resume and cover letter to [house.science.committee@mail.house.gov](mailto:house.science.committee@mail.house.gov)

**MEM-334-22** The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking **interns** for fall 2022. This is a hybrid position— hours are worked remotely and in-person. A majority of the program is spent in the office.

This position offers an opportunity to learn about the U.S. House of Representatives and gain substantive work experience in an exciting and fast-paced office. Internships are offered on a full-time and part-time basis, and stipends are offered based on need. Full-time availability is preferred. Ties to Tennessee's 9th District are preferred but not required. Start dates are flexible with Interns will working for approximately 10-16 weeks (August – November).

Applications are reviewed on a rolling basis.

Qualifications:

- Demonstrated interest in politics, policy and/or public service.
- Strong communications and writing skills.
- Hard-working, dependable, detail-oriented and professional.
- Self-motivated (especially given that all work is remote).
- Ties to Tennessee's 9th District are a bonus, but not required.

Responsibilities:

- Assist with constituent correspondence and draft email blasts and other forms of outreach.
- Attend virtual briefings and track virtual hearings.
- Conduct weekly legislative assignments.
- Conduct legislative research on an as-needed basis.

To apply, applicants must complete the form and submit the following materials on <https://cohen.house.gov/services/internships>:

- Resume.
- Cover letter.
- Three references.

About Office of Congressman Steve Cohen

Congressman Cohen is the Representative of Tennessee's 9th District, which includes most of Memphis. He has served in this position since 2007. He is a Democrat.