



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

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
To Subscribe or Unsubscribe to the Vacancy Listserv visit:

<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

INTERNSHIP VACANCY LISTING

Week of December 25, 2023

MEM-634-23 Congressman Steven Horsford's office is seeking dedicated and motivated individuals to join our team as Congressional **Intern**.

This internship provides a unique opportunity to gain firsthand experience in the legislative process, constituent services, and the day-to-day operations of a congressional office. Interns will work closely with staff members on various projects and tasks, contributing to the efficient functioning of the office while expanding their knowledge of the federal government and playing a vital role in supporting our mission to serve the constituents of Nevada's 4th Congressional District.

Role Responsibilities:

- Office Operations: Support the day-to-day operations of the office by answering phones, managing mail, and assisting with tours.
- Constituent Services: Assist in responding to constituent inquiries and concerns, ensuring a high level of constituent satisfaction through effective communication and problem-solving.
- Legislative Research: Assist to conduct in-depth research on legislative issues, policy matters, and current events to provide timely and relevant information to staff members.
- Committee Work: Attend committee hearings, briefings, and meetings to gather information and provide summaries to staff members.
- Special Projects: Contribute to special projects and assignments as needed, gaining exposure to a variety of tasks within a congressional office.

Qualifications:

- Current enrollment in an undergraduate or graduate program.
- Strong written and verbal communication skills.
- Interest in politics, public policy, and the legislative process.
- Detail-oriented with excellent organizational skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Proficient in Microsoft Office Suite and basic computer skills.
- Knowledge of legislative databases (e.g., Congress.gov) is a plus.

Compensation:

This is a paid internship and compensation will be provided based on an hourly rate. Details of the compensation structure will be discussed during the interview process.

This internship is based in Washington, D.C. Applicants must be able to commit to the specified duration of the internship and cover their own expenses, including housing and transportation. Join us in making a difference in the legislative process and serving the people of Nevada's 4th Congressional District!

U.S. Representative Steven Horsford is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

Please submit a resume and cover letter to NV04Resumes@mail.house.gov. In your cover letter, explain your interest in the internship with Congressman Horsford's office and how your skills and experiences align with the responsibilities outlined.

We appreciate all applicants' interest, but only those selected for an interview will be contacted.

MEM-625-23 The office of Congresswoman Stephanie Bice (OK-05) is seeking applicants for a paid **internship** for the Spring 2024 term.

Successful applicants will be motivated, detail-oriented, display a strong work ethic, and interact well with constituents and others. Furthermore, applicants should have a strong interest in the legislative process and the functioning of Congress.

The intern would be expected to handle, sort and/or log incoming calls, mail, and electronic correspondence, lead tours of the Capitol, conduct research, help draft legislative and official correspondence, and assist the D.C. office staff with work as assigned including administrative and logistical support.

Qualified applicants should possess strong and effective communication (both verbal and written), work well in a highly dynamic fast-paced environment, have good time management skills including the ability to prioritize, and track multiple work products, possess attention to detail, and a willingness to learn new skills and tasks and be flexible in supporting the Member and all staff in various roles, both administrative and legislative.

To apply, please email Jett.Thompson@mail.house.gov with a copy of your resume.

MEM-620-23 Texas Republican Representative Troy E. Nehls (TX-22) currently seeks full-time **interns** in his Washington DC office for Spring 2024. 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 conservative and 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 22nd 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 and previous congressional experience are preferred, but not required.

Please send your resume and cover letter to Kyler Mooney, Staff Assistant (Kyler.Mooney1@mail.house.gov).

MEM-619-23 The Office of Congressman Troy Balderson is seeking detail-oriented, highly-organized individuals to take part in the 2023 Spring **Internship** Program in our DC office.

Successful candidates will demonstrate outstanding interpersonal, written, and oral communication skills, and will be able to prioritize and follow through on multiple tasks.

Responsibilities include answering constituent calls, giving U.S. Capitol tours, assisting the front office, performing various research projects and working with the legislative team, and assisting with the Congressman's in-office events. Candidates must be flexible and comfortable working in a team environment.

To apply, fill out the application via <https://balderson.house.gov/forms/internships/>

MEM-618-23 The Office of Congressman Don Davis (NC-01) is seeking paid **interns** for his Washington, D.C. Office for Spring of 2024.

Applicants should be currently enrolled in an undergraduate program or a recent graduate. The ideal candidate should have a strong desire to learn, be a self-starter, and be able to work independently and as part of a team. The duration of this internship is expected to start in January and last until April or May.

Responsibilities will include assisting with day-to-day office operations, conducting research and compiling data for various projects and assignments, answering the office telephone in a professional and friendly manner, maintaining a good working relationship with the Congressman, staff, and constituents, and working well under pressure and fast-paced requirements. Legislative and communications internships are available. North Carolina ties are preferred, but all applicants are encouraged to apply.

This office does not discriminate based on race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity) disability, age, or national origin.

Interested candidates should submit their cover letter, resume, writing sample, and two references to asia.hentkowski@mail.house.gov

MEM-617-23 Congressman Cory Mills' (FL-07) Washington, D.C. office is currently seeking qualified individuals to serve in his Washington, D.C. office for the Spring of 2024.

Interns will observe the inner workings of a Congressional office, while gaining firsthand knowledge of the legislative process. Responsibilities include leading Capitol tours, answering phones, greeting constituents, assisting staff with legislative projects and attending briefings and hearings.

Ideal candidates possess strong organizational, communication, and writing skills, as well as the ability to manage multiple tasks and work well under pressure in a team environment. A positive attitude and interest in politics is a must. This is a paid internship.

Please send resumes and cover letter to Milka.jurado2@@mail.house.gov

MEM-616-23 Congressman Dan Newhouse (R-WA-04) is currently seeking paid congressional **interns** for the Spring 2024 term.

The internships are in-person and will run from January to the end of March. Dates are flexible. This internship is open to undergraduate and recent college graduates.

Intern responsibilities include answering phone calls, opening and sorting mail, greeting guests, assisting staff with administrative, legislative, and communications tasks, and producing a daily memo. Ideal candidates will have a positive attitude, strong work ethic, attention to detail, ability to conduct research, strong writing skills, and be able to work in a fast-paced work environment. District ties will be considered however are not required.

Interested applicants should send their resumes, cover letters, and any writing samples with the subject line “Spring 2024 Internship” to Paige.Ash@mail.house.gov.

MEM-615-23 The U.S. House Committee on Homeland Security (Democrats) is accepting applications for legislative **internships** in Washington, DC, for Winter/Spring 2024. This internship will provide an invaluable experience to see the inner workings of Capitol Hill and learn about the legislative process. This is a full-time, limited-term position, and it offers a monthly stipend.

Qualified applicants will have strong writing and communication skills, the ability to manage multiple tasks, a strong sense of professionalism, and demonstrate a solid work ethic. Internship responsibilities will include administrative tasks (answering phones, sorting mail, etc.) and legislative tasks (attending hearings/briefings, assisting legislative staff, and more).

This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. House Paid Interns will need to provide documentation of U.S. Citizenship.

Please send resume and cover letter with the subject line “Homeland Internship Winter/Spring 2024” to homeland.internships@mail.house.gov.

MEM-559-23 The Office of Congressman Matt Cartwright (PA-08) seeks motivated, detail-oriented, and energetic individuals for legislative **internships** in Washington, DC for the Spring 2023 semester.

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

Responsibilities include but are not limited to: logging constituent concerns, drafting constituent correspondence on a variety of issues, attending legislative briefings, greeting constituents and visitors when in the office, assisting staff with research and special projects, tracking media coverage, and performing administrative duties. As a result, interns learn about the legislative process and the many other functions of a congressional office.

To apply for an internship in the Office of Congressman Cartwright, please submit an application, including a resume, cover letter, and a short writing sample at the following link: cartwright.house.gov/services/internships

No phone calls or drop-ins please.