



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING

Week of May 24, 2021

MEM-161-21 A senior Republican member serving on the House Financial Services Committee is seeking a financial services **fellow** to assist the Senior Advisor covering the financial services portfolio.

The person in this role will work on substantive financial services issues ranging from banking, housing, capital markets, fintech, insurance, monetary policy, etc in the Member's personal office. This will not be a typical role answering phones or giving tours. You will be attending hearings, monitoring legislation, assisting with industry and constituent correspondence, providing meeting materials, auditing briefings etc.

You will gain an in-depth understanding of working on the Hill and will have valuable exposure to the Financial Services Committee and network. You should leave this role with a better understanding of both the financial services industry as well as current policy that is impacting the industry.

Ideal candidates must be hard working, have an interest in financial services, and a willingness to learn. Graduate degree a plus. Candidates do not have to have a background in financial services in order to be considered.

Please note: This position will be serving the personal office on all work related to financial services. It is not for the actual Financial Services Committee. Specific responsibilities include, but are not limited to:

Monitor Committee hearings and briefings.
Conduct legislative and policy research.
Track and monitor legislation.
Formulate hearing questions from witness testimony.
Assist with preparation of hearing, markup, and Floor briefing books.
Observe House proceedings.
Acquire an understanding of Committee mechanics.
Prepare memoranda on meetings, hearings, and briefings attended or researched.
Draft constituent correspondence

This is a paid opportunity. Interested candidates should send their resume to Ashley.gunn@mail.house.gov.

MEM-157-21 The Democratic Staff of the House Committee on Veterans' Affairs seeks legislative or press **interns**.

Responsibilities include but are not limited to conducting legislative research, managing and responding to constituent correspondence, attending briefings and hearings for staff, compiling press clips, drafting communications materials, and other tasks depending on the needs of the Committee and the intern's interests.

Qualified candidates will have strong oral and written communications skills, be detail-oriented, and have a desire to help veterans and learn about the House and legislative process. In an effort to build a diverse and more inclusive work environment, the Committee strongly encourages veterans, minority, women, people with disabilities, and LGBTQ+ candidates to apply.

This is an unpaid, virtual internship that can be a full-time or part-time position. To apply, fill out the online form and submit a resume and cover letter at <https://veterans.house.gov/contact/internship>.

Please include in your cover letter how many days a week you would be available to intern as well as your preferred start and end dates. Indicate in the subject line whether you are applying for a legislative or press internship. If applicants have additional questions about the internship, contact veterans.internships@mail.house.gov.

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. 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. Please place "LAW CLERK" in the subject line. Applications will be reviewed on a rolling basis.

MEM-150-21 The Democratic staff of the House Committee on the Judiciary is seeking a digital **intern** for a summer position. This digital internship program includes the production of high-quality graphics, videos, and demonstratives, as well as rapid response work, post-production editing, and livestreaming hybrid/virtual hearings and events.

Candidates must possess STRONG technical skills, advanced creativity, and a high level of attention to detail. Experience in Zoom, Webex, OBS, Adobe Photoshop, Illustrator, Premiere Pro, After Effects, Lightroom, InDesign, and Audition a plus. Experience in website management and big-data analytics a serious plus. Must be a team player and have a strong work ethic. Willingness to take initiative, generate creative ideas, and the ability to work under deadline pressure a must.

The House Committee on the Judiciary's Democratic staff internship program will be providing stipends to summer interns, with additional funds provided to interns with demonstrated financial need. The Committee strives to ensure that our internship class reflects the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply. The Committee does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

Email portfolio and resume to JudPress.Intern@mail.house.gov with DIGITAL INTERN in the subject line. A digital portfolio, including design and technical work, must be included to be considered for the position.

COVID-19 update: The Committee will be reviewing COVID-19 case and vaccination rates, as well as public health guidance, to determine if the summer internship will occur in-person or remotely. No decision has been made yet, but we ask that all applicants be available to intern in-person in Washington, D.C. if a decision is made that it is safe to do so.

MEM-147-21 The House Judiciary Committee Democratic staff are looking for **interns** for the fall semester. The House Committee on the Judiciary's staff internship program offers undergraduate students, law students, graduate students, and recent graduates an opportunity to experience the operation of a congressional committee firsthand and learn about the important role that our Committee plays in the legislative process.

The Judiciary Committee has jurisdiction over a wide range of legislative and oversight issues, including oversight of the U.S. Department of Justice, constitutional law, federal criminal law, voting rights, immigration and naturalization, intellectual property law, and antitrust law. Stipends will be available to fall interns.

Intern assignments will vary depending on the work of the Judiciary Committee each semester. Examples of potential responsibilities include:

- Researching policy issues under the committee's jurisdiction
- Conducting legal research
- Attending briefings and hearings on the Hill
- Drafting memos

- Supporting committee counsels
- Supporting committee clerks and professional staff members
- Providing administrative support, including answering calls, delivering correspondence, and setting up the hearing room.

The Committee strives to ensure that our internship class reflects the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply. The Committee does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin. The deadline to apply for the fall semester is June 1, 2021.

To learn more and apply, please visit <https://judiciary.house.gov/about/internship-opportunities.htm>

COVID-19 update: The Committee will be reviewing COVID-19 case and vaccinations rates, as well as public health guidance, to determine if the fall internship will occur in-person or remotely. No decision has been made yet, but we ask that all applicants be available to intern in-person in Washington, D.C. if a decision is made that it is safe to do so.

MEM-135-21 ABOUT US

Rep. Jamaal Bowman's team is fortunate to represent and fight for New York's 16th Congressional District. We are a diverse, dynamic, kind and joyful team that is driven by the mission of racial and economic justice. We possess a clear understanding that structural racism and economic inequality exist throughout all institutions and policies, including but not limited to housing discrimination, environmental racism, wealth inequality, under resourced schools, mass incarceration and redlining. We will use all levers to meet people's needs while building a better future.

THE ROLE

We are seeking a highly motivated and hardworking Press/Digital **Fellow** for summer 2021. Responsibilities will include creating digital content for the congressman's social media and website, including graphics and video, monitoring media hits and compiling press clips, and assisting the communications team with general responsibilities.

Candidates must have demonstrated graphic design experience, a working knowledge of video editing software, and strong writing skills. This is a paid position at a rate of \$15/hr. Start date is flexible especially for those currently in school, but ideally the candidate will start at the beginning of May.

HOW TO APPLY

Qualified candidates should submit a cover letter, resume, and 3 to 5 examples of

graphic design work to bowman.press@mail.house.gov with the subject line “Press/Digital Fellow.”

This 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. Underrepresented candidates and those with New York City/Westchester County ties are encouraged to apply. Prior Capitol Hill experience is not necessary.

MEM-134-21 The House Select Subcommittee on the Coronavirus Crisis Majority Staff seeks a motivated and reliable student to fill a full-time, remote press **intern** position this summer and/or fall. A public health background is a bonus, but not required.

The ideal candidate should be a team player with the ability to multi-task in a fast-paced environment. Press intern responsibilities include, but are not limited to, researching and compiling press clips, maintaining press lists, conducting real-time issues monitoring, including monitoring during hearings and Subcommittee announcements, and drafting press releases and statements.

This position requires attention to detail, creativity, strong writing ability and grammar skills, and a willingness to learn. Proficiency in the Microsoft Office and Adobe suites and familiarity with social media is also preferred.

This position reports to the communications director and broader communications team. Candidates of all backgrounds are encouraged. To apply, please send a resume and portfolio to SSCCJobs@mail.house.gov.

MEM-133-21 The House Select Subcommittee on the Coronavirus Crisis Majority Staff seeks a motivated and reliable student to fill a full-time, remote digital **intern** position this summer and/or fall. A public health background is a bonus, but not required.

The ideal candidate should be a strong writer, team player, and able to multi-task in a fast-paced environment. Digital intern responsibilities include, but are not limited to, developing a social media calendar and crafting daily social media content, clipping videos, designing graphics, manual photography, editing short videos, compiling social analytics, monitoring social media, assessing the Subcommittee’s website and drafting website copy, and performing other press and administrative tasks as necessary, particularly on hearing days.

Successful candidates will possess familiarity with programs such as Adobe Premiere Pro, Adobe Photoshop, Adobe InDesign, Canva, OBS Studio, as well as compiling and interpreting social media analytics. An ability to work in a fast-paced, rapid response environment and willingness to adapt is a must. This position requires attention to detail, creativity, and a willingness to learn.

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 portfolio to SSCCJobs@mail.house.gov.