



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

INTERSHIP VACANCY LISTING

Week of May 9, 2022

MEM-250-22 Congressional Internship (Washington, D.C. Office)

The office of Congressman Dan Kildee (MI-05) is seeking a highly motivated and detail-oriented paid intern for Fall 2022. Qualified candidates will have demonstrated interest in researching, learning, and writing about policy, legislation and the legislative process; strong writing and analytical skills; and an interest in public service.

This position acts as an all-around helping hand in the congressional office, serving staff and constituents, and is essential to ensuring the office operates efficiently. Michigan ties are a plus.

This position is paid. The ideal candidate will be available from August through December and can work from 9 a.m. – 6 p.m. ET when Congress is in session and from 9 a.m. – 5 p.m. ET when Congress is not in session.

Interested applicants should send a cover letter and resume to Alexandra.Ham@mail.house.gov with the subject line “Fall 2022 Internship” by COB on Friday, June 10th.

RESPONSIBILITIES:

- Oversee the office reception area, greeting constituents and guests in a professional manner;
- Answer incoming telephone calls;

- Assist the Staff Assistant in organizing tours of the U.S. Capitol, White House and other Washington, D.C. landmarks for constituents or stakeholders;
- Assist the Staff Assistant in fulfilling flag requests;
- Assist the legislative staff by researching legislation and policies, attending briefings and drafting cosponsor recommendations and memos;
- Support the constituent mail program by batching constituent messages in IQ, researching and drafting constituent mail;
- Assist in managing office supplies for the Washington office;
- Performs other duties as assigned.

SKILLS AND KNOWLEDGE REQUIRED:

- Excellent organizational and proofreading skills;
- Thoroughness and careful attention to detail;
- Strong oral and written communication skills;
- Knowledge of legislative process and of House organization and procedures;
- Knowledge of local, state, and federal agencies and departments;
- Professional telephone manners;
- Ability to work cooperatively and courteously with others;
- Proficiency in Microsoft Word and Excel.

Congressman Kildee's office is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are made without regard to race, sex, religion or belief, sexual orientation, gender identity, family or parental status, or any other status protected by law.

MEM-249-22 Press/Digital **Internship** (Washington, D.C. Office)

The Washington, D.C. office of Congressman Dan Kildee (MI-05) is seeking a paid press/digital intern to join a fast-paced communications team for Fall 2022.

Qualified candidates will have a demonstrated interest in press and digital communications as well as strong written, organizational and time management skills. This individual should enjoy taking initiative, solving problems and thinking creatively. Michigan ties are a plus.

This position is paid. The ideal candidate will be available from August through December 2022 to work from 9 a.m. – 6 p.m. when Congress is in session and from 9 a.m. – 5 p.m. when Congress is not in session.

Interested applicants should send a brief cover letter, resume and at least two sample social media posts with graphics to Alexandra.Ham@mail.house.gov with the subject line "Fall 2022 Press/Digital Intern" by COB Friday, June 10th.

RESPONSIBILITIES:

- Compile daily press clips

- Draft social media content for Twitter, Facebook and Instagram
- Create graphics and videos for social media
- Monitor and update the media contacts list
- Conduct research for op-eds, social content and press releases
- Assist the communications team

SKILLS AND KNOWLEDGE REQUIRED:

- Strong written communication skills;
- Excellent organizational and proofreading skills;
- Experience using Adobe Creative Suite, Canva, or equivalent digital products to create graphics, videos, and other digital content;
- Experience drafting social media;
- Experience monitoring media;
- Ability to work cooperatively and courteously with others;
- Thoroughness and careful attention to detail;
- Proficiency in Microsoft Word and Excel and Google Sheets

Congressman Kildee's office is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are made without regard to race, sex, religion or belief, sexual orientation, gender identity, family or parental status, or any other status protected by law.

MEM-247-22 The Office of Congressman Salud Carbajal (CA-24) is seeking a highly motivated and creative Digital/Press **Intern** to assist with a fast-paced communications operation based in his Washington, D.C. office for the Summer 2022 Term (mid-June to September).

The Digital/Press Intern will help build out the Congressman's digital and social media footprint, with heavy emphasis on creating engaging social media content and graphics.

Qualified candidates should have strong writing, editing, and social media skills to assist with time sensitive assignments, as well as basic familiarity with graphic design/video editing software.

Candidates with experience in a press or digital media role (including internships) are preferred but not required. California or Central Coast ties and Spanish literacy are a plus. The intern will work closely with the Communications Director and the Digital Press Assistant.

RESPONSIBILITIES:

- Compiling daily press clips
- Creating engaging graphics and editing photos
- Assisting the Digital Press Assistant with social media content, website content and digital newsletters

- Clipping, editing, and captioning videos
- Assisting Communications Director with drafting press releases, op-eds, advisories, and other written materials
- Creating and maintaining press lists
- Compiling regular comms reports on press and social media results
- Additional responsibilities include assisting the Staff Assistant/Legislative Correspondent with administrative tasks (e.g. sorting mail, answering phone calls, conducting Capitol tours, etc.) and legislative tasks (e.g. batching incoming messages on Fireside, drafting constituent letters, etc.)

PREFERRED EXPERIENCE

A qualified candidate will possess strong social media and graphic design skills. Past experiences with Canva, Photoshop, and other digital/graphic/video design platforms are a major plus.

TO APPLY

The internship will run from mid-June to September. The hours are roughly 32 hours a week and are flexible to accommodate schedules and time zones, but generally run 9a.m. to 6p.m. ET when Congress is in session and 9a.m. to 5p.m. ET when Congress is out of session.

Interested applicants should email a resume, cover letter, writing sample, two digital samples, and dates/hours of availability to Tommy.Vo@mail.house.gov with the subject line “(First Name) (Last Name) – Digital/Press Intern.”

This is a full-time, limited term position and offers a monthly stipend from the office of Congressman Carbajal’s unless the intern is already receiving credit/stipend through a third party. No phone calls, or walk-ins, please.

This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

Deadline to apply is Friday, May 13, 2022.

MEM-235-22 "Congresswoman Yvette D. Clarke’s (NY-09) D.C. office is seeking in-person, full-time, paid **interns** for the upcoming Summer 2022 session. Team Clarke expects the ideal candidate to be driven, team-orientated, and ambitious with interest in diving into the inner workings of Capitol Hill.

This position requires applicants to have the ability to multi-task, strong organizational skills, and possess high degrees of professionalism and diligence. Responsibilities include answering telephones, compiling daily press clips, assisting with constituent services, and providing administrative assistance to staff. Legislative interns will work closely with the Legislative Team to prepare

legislative research, background for Committee hearings and markups, and drafting memorandums.

Applicants may hold interests in or have previous experience working with policy areas such as environmental sustainability, cybersecurity, immigration, infrastructure, affordable housing, Caribbean issues, and health care.

Additionally, applicants with a background or interest in communications are encouraged to apply. Communications interns will work alongside the Communications Team to draft talking points, social copy, press releases, and other communications materials.

Interested applicants should send their resume and a cover letter to the Intern Coordinator, Dan Kalmowitz, at Dan.Kalmowitz@mail.house.gov with the subject line “Clarke Spring Internship Application.” 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 13, 2022. Due to the large volume of applicants, only those applicants who are selected for interviews will be contacted."

MEM-233-22 TITLE: Legislative, Press/Digital **Interns**, House Committee on Veterans' Affairs (Majority)

SUMMARY: The Democratic Staff of the House Committee on Veterans' Affairs seeks legislative and press/digital interns. Responsibilities include, but are not limited to, conducting legislative research, managing and responding to constituent correspondence, assisting with Committee events, 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 Committee and the legislative process. In an effort to build a diverse and more inclusive work environment, the Committee strongly encourages veterans, minority, women, people with disabilities, LGBTQ+ candidates, and HBCU and MSI students to apply.

This internship is available as a full-time or part-time position. In-person or remote opportunities are available depending on interns' circumstances.

To apply, fill out the online form and submit a resume and cover letter via the following: [House Veterans' Affairs Committee Democrats Internship Application Form](#). Applicants who apply by May 6 will be prioritized.

Applicants will be contacted if they have been selected for an interview. If applicants have additional questions about the internship, contact Veterans.Internships@Mail.House.Gov.

MEM-220-22 The Office of Rep. David Trone (D-MD-06) is seeking a motivated, highly experienced press/digital **fellow** to join an aggressive communications operation.

Applicants must have demonstrated strong writing, editing, and digital communication skills, and a high level of attention to detail. Competitive candidates are individuals with prior experience creating content and writing under tight deadlines. Experience in social media strategy and design programs preferred. Must be a team player. Maryland ties are strongly encouraged.

Fellows are expected to commit at least three full days per week. This fellowship is paid.

The fellowship will start in early July (flexible) and extend to the end of December. This opportunity is in person (pending changing COVID protocols) in our Capitol office.

Duties include:

- Drafting daily social media content (i.e. Facebook, Twitter, Instagram)
- Designing graphics, video editing
- Compiling daily press clips
- Writing press releases

Deadline to apply is May 13, 2022 by end of day (11:59 pm ET).

The Office is committed to, and benefits from, a diverse staff. 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.

Applicants can email me, at sasha.galbreath@mail.house.gov, with a resume, cover letter, and availability.

MEM-215-22 North Carolina Democrat seeks candidates for a communications **fellowship**.

Competitive candidates will possess creativity, excellent writing skills, sound political judgement, and relevant prior experience. Expertise editing video or creating graphics a plus.

Fellowship will require some remote and some in-person work, but can be fully remote to start. Diverse candidates and candidates with North Carolina ties are strongly encouraged to apply. Fellows will be paid a monthly stipend.

To be considered, please submit a resume and 2-3 examples of your work (press release, social media post, op-ed draft, etc) to MacKensie Kvalvik at mackensie.kvalvik@mail.house.gov.

MEM-210-22 Congresswoman Barragán's office is hiring!

We are working to hire a new cohort of **interns** to work this Summer in our San Pedro District office.

Potential interns must be available to work in our San Pedro Office. Applications are being accepted on a rolling basis until positions are filled.

QUALIFICATIONS:

- good oral and written communication skills.
- ability to work cooperatively and courteously with others.
- good organizational skills; and
- responsible, dependable, and willing to learn.

DUTIES:

- sorts and distributes mail;
- attends committee meetings, intern conferences, and seminars;
- performs data entry, which involves logging in letters and constituent requests, including names and addresses of constituents;
- answers the telephones;
- notes constituent opinions, including their full names, addresses, and all relevant information;
- greet visitors and signs for deliveries; and
- performs other duties as assigned by the Intern Supervisor.

Apply now at www.Barragan.house.gov/internships

Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply. All are welcome and encouraged to apply.