



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**INTERNSHIP VACANCY LISTING**

**Week of December 27, 2021**

**MEM-593-21** Spring **Intern** (Paid) - Congresswoman Kay Granger's (TX-12)  
Congresswoman Kay Granger's Washington DC office is seeking paid congressional interns for Spring 2022. The internship is in-person and will run from early January to late May. Dates are flexible. This internship is open to undergraduate students and recent college graduates.

Intern responsibilities will include answering phone calls, opening and sorting mail, greeting guests, assisting staff with administrative and legislative tasks, attending briefings and hearings, and other projects that may present themselves. Ideal candidates will have a positive attitude, strong work ethic, attention to detail, and be able to work in a fast-paced environment.

Interested applicants should send their resumes and cover letters with the subject line "Spring 2022 Internship" to Will.Salmon@mail.house.gov, or by applying through our website <https://kaygranger.house.gov/internships>

**MEM-592-21** The Washington D.C. office of Congressman Matt Rosendale (MT-At Large) is currently seeking applicants for the paid **intern** position in the Spring of 2022.

Typical duties include answering phones, leading Capitol tours, researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on a variety of issues. Due to the ongoing spread of COVID-19, some of these duties may be significantly altered.

Ideal candidates are conservative college students or recent college graduates with strong communication and organizational skills. Students and recent graduates interested in learning more about our country's legislative process are encouraged to apply. Montana ties are preferred but by no means required.

All interested applicants should e-mail their resume and cover letter to Alexandra Schindewolf at [alexandra.schindewolf@mail.house.gov](mailto:alexandra.schindewolf@mail.house.gov) with the subject line "Spring 2022 Internship." Please send all attachments as PDFs. Additionally, applicants should include their availability as a part- or full-time intern (if part-time, please be as specific as possible).

The internship will begin in early January and end in April or May, depending on individual circumstances.

**MEM-590-21** Congressman Moulton is seeking hard-working individuals who are passionate, driven, and committed to public service for an **internship** in his Salem office and Washington D.C. office in Summer 2022. During the COVID-19 pandemic, interns may work remotely.

Internships are intended for current undergraduate students, recent college graduates, students currently enrolled in graduate school. Under very rare circumstances the office will also host high school students.

#### RESPONSIBILITIES

- Answering constituent phone calls and greeting constituents at the front desk
- Taking notes at briefings and hearings
- Categorizing and responding to constituent mail
- Conducting tours of the Capitol for constituents, COVID-19 permitting
- Drafting form letters and cosponsor requests for the Congressman
- Assembling press and news clips
- Performing a variety of other duties as assigned, such as conducting legislative research

#### APPLICATIONS

Please apply through the internship portal at [moulton.house.gov](http://moulton.house.gov), under the 'Services' tab. If you have trouble accessing the application form, please email [grace.curtiss@mail.house.gov](mailto:grace.curtiss@mail.house.gov).

**MEM-589-21** Team Moulton is seeking exceptional students interested in foreign policy and national security to participate in the Fern Holland International Affairs **Fellowship** Program.

This is a full-time, paid foreign policy fellowship for Summer 2022. This opportunity is based on financial need and is only open to candidates who are Pell-grant eligible. The fellowship is in our Washington, D.C. office. Current

undergraduate students, recent college graduates, and students currently enrolled in graduate school are eligible.

Team Moulton is looking for hard-working individuals who are passionate, driven, and committed to strengthening our democracy. This fully-funded fellowship covers the cost of housing, transportation, and food with a stipend. Women, People of Color, and members of other underrepresented communities are especially encouraged to apply.

This fellowship offers an in-depth look into a career of service to our nation. Fellows will be expected to perform rigorous research, advise senior staff and the Congressman on important issues, and craft policies in international affairs and national security, in addition to some regularly assigned intern responsibilities.

To apply, please fill out the internship application form at [moulton.house.gov](https://moulton.house.gov) under the 'Services' tab and attach a cover letter and resume. If you have trouble accessing the application form, please email [grace.curtiss@mail.house.gov](mailto:grace.curtiss@mail.house.gov).

If selected, you will be required to submit a FAFSA form. We are accepting applications for Summer through March 15, 2022. Feel free to call our office with any questions you may have at (202) 225-8020 or email our internship coordinator, Grace Curtiss ([grace.curtiss@mail.house.gov](mailto:grace.curtiss@mail.house.gov)).

**MEM-588-21** The House Judiciary Committee Democratic staff are looking for **interns** for the summer 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 summer 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 summer semester is February 15, 2022. This internship is based in Washington, DC.

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

**MEM-584-21** The Office of Congresswoman Lisa McClain (MI-10) is seeking full-time paid Spring **Interns** to start working in the DC office in-person beginning early January.

Ideal candidates are conservative college students or recent college graduates with strong communication and organizational skills. Interns will be present in the office daily, and will assist in a variety of legislative and administrative tasks.

Interns will represent the office through correspondence with constituents, and are expected to have outstanding interpersonal skills. Interns should be regularly following the news, tracking the Congresswoman's official duties and policy positions, and be able to speak confidently on current political issues and the legislative profile of the office.

To apply please email a resume and cover letter to [Bennett.Danforth@mail.house.gov](mailto:Bennett.Danforth@mail.house.gov)

**MEM-580-21** Conservative Texas member looking for recent college graduates for **internship** opportunity! Flexibility and ability to talk on the phone is a must, experience in DC and with indigov is helpful but not required.

Please reach out to [kaela.thompson@mail.house.gov](mailto:kaela.thompson@mail.house.gov) with resumes.

**MEM-579-21** Congressman Bill Johnson's office (OH-06) is currently seeking **internship** applicants in the D.C. office for Spring 2022.

Qualified applicants should possess strong communication skills, be interested in learning about the legislative process, and have a willingness to work in our fast-paced office. Responsibilities would include answering phones, leading tours of the Capitol, attending policy briefings and meetings, and conducting research and additional tasks to assist the Congressman's staff. Ohio ties are preferred but not

required.

Interested applicants should send resume, cover letter and availability to [intern.OH06@gmail.com](mailto:intern.OH06@gmail.com).

**MEM-568-21** The majority staff of the House Foreign Affairs Subcommittee on Asia, the Pacific, Central Asia, and Nonproliferation seeks a part-time, paid Asia Policy **Fellow** for Spring 2022.

The Fellow will support the subcommittee staff in researching and preparing materials for subcommittee hearings, preparing for the Chairman's meetings with foreign government officials, and other activities. The Fellow will also assist in developing policy and oversight materials, including but not limited to oversight letters, speech writing, and resolution drafting, as needed. Strong writing and communication skills are required, as well as a familiarity with the Indo-Pacific. A background in U.S. policy toward China is strongly preferred. Candidates should be team players, self-starters, and should thrive in a fast-paced environment.

The position ideally begins in February 2022, with a possible duration of up to four months. The subcommittee seeks candidates who can commit to working a minimum of two full-time days per week. The position is compensated through a weekly stipend. The subcommittee is an equal opportunity employer.

The office does not discriminate on the basis of an individual's race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service. The office is committed to inclusion and encourages all individuals from all backgrounds to apply.

To apply please send a cover letter, resume, and a 2-4 page writing sample to [APCANBera.Applications@gmail.com](mailto:APCANBera.Applications@gmail.com).

**MEM-563-21** The House Foreign Affairs Subcommittee on the Western Hemisphere, Civilian Security, Migration and International Economic Policy – chaired by Congressman Albio Sires (D-NJ) – is seeking one full-time **intern** for Winter/Spring 2022.

The legislative intern will work closely with subcommittee staff while learning the inner workings of Congress and the legislative process. Successful candidates will be enthusiastic, professional, hard-working, and detail-oriented, with strong writing and communication skills and an ability to thrive in a fast-paced work environment.

The internship is a remote-hybrid position beginning in January 2022. Undergraduate or graduate school students and recent alumni interested in foreign affairs and Western Hemisphere policy are encouraged to apply.

Responsibilities include, but are not limited to: providing administrative and research support to staff, assisting with subcommittee hearings and briefings, attending virtual events and writing memorandum for staff, among other administrative and research assignments. Spanish, French, Haitian Creole, or Portuguese proficiency preferred but not required.

Qualified applicants should send a one-page resume and one-page cover letter to [WHEMjobs@gmail.com](mailto:WHEMjobs@gmail.com) with the subject line “Winter/Spring 2022 Internship Application.” Minorities, women, and LGBTQIA+ individuals and those with disabilities are strongly encouraged to apply. Please be sure to include your preferred start and end date. No calls or drop-ins.

**MEM-558-21** The Office of U.S. Representative Anthony G. Brown (MD-04) is currently seeking applicants for a full-time **internship** in our Washington D.C. office during the Spring 2022 session.

Interns will have the opportunity to interact with constituents, give tours of the US Capitol, gain knowledge of the legislative process, engage with the communications team and to see firsthand what it takes for a congressional office to run.

We’re looking for students and recent graduates who are motivated, detail-orientated, and ready to work in a fast-paced setting. The ideal candidate possesses 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 an interest in politics is a must.

Hours are 9:00 AM – 5:00 PM for a minimum of four days a week and the individual must have availability on Wednesday. Monthly stipends are available to full time and part time interns unless they are sponsored by an outside organization or are planning to receive academic credit for the internship.

#### JOB RESPONSIBILITIES:

Students that are interested in interning our Washington D.C. office will have some of the following duties:

- Answering phone calls
- Data assembly and entry
- Assisting the Legislative Team with projects
- Assisting with the research and writing of constituent correspondence
- Researching issues or agency policies
- Assisting with mailing projects
- Other projects as assigned

If interested, please send a resume, cover letter, short writing sample, and (2)

references to [Amiri.Hill2@mail.house.gov](mailto:Amiri.Hill2@mail.house.gov), and indicate spring 2022 internship in the subject.

If you have any questions about the internship opportunity program at The Office of U.S. Representative Anthony G. Brown (MD-04), please contact Amiri Hill at [Amiri.Hill2@mail.house.gov](mailto:Amiri.Hill2@mail.house.gov) or 202.225.8699.

**MEM-555-21** The House Committee on Oversight and Reform Majority Staff seeks a motivated and reliable student to fill a full-time digital **intern** position this spring.

Digital intern responsibilities include, but are not limited to, content creation, graphic design, manual photography, videography, website maintenance, analytics 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, OBS Studio, 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 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-554-21** 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 spring.

The ideal candidate should be a strong writer, team player, 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 to [oversightpress@mail.house.gov](mailto:oversightpress@mail.house.gov).

**MEM-511-21** Winter Congressional **Internship** Opportunity:

Congressman John Garamendi (D-CA-03) is seeking a highly motivated intern to join his team. Candidates should be collegial, professional, quick learners, and phenomenal team players.

Strong oral and written communication skills and close attention to detail are imperative. Duties include assisting staff with legislative, administrative, and press related projects, writing memos and talking points, attending virtual hearings and meetings, answering constituent phone calls, assisting with scheduling, sorting and distributing mail, and managing tour and flag requests.

Interns are considered an integral part of the team and are given the opportunity to learn and grow through working with us both to achieve the goals of the office and to pursue and develop their areas of interest. First-hand experience in Congressman Garamendi's congressional office provides interns with an unparalleled knowledge and understanding of the development of public policy.

Full-time candidates with California ties and previous internship/work experience are strongly encouraged to apply.

Please e-mail a resume, cover letter, writing sample and dates of availability to [Garamendi.Internships@mail.house.gov](mailto:Garamendi.Internships@mail.house.gov).