



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

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INTERSHIP VACANCY LISTING

Week of May 2, 2022

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.

MEM-089-22 The House Committee on Education and Labor (Democratic staff) seeks a full-time Press **Intern** for paid and unpaid internships.

Duties may include, but are not limited to, media monitoring and research, writing media advisories and press releases, drafting social media and general communications office support. Ideal candidate possesses strong writing skills, works well under pressure, and is a skilled multi-tasker. Interns can receive academic credit.

Applications will be considered on a rolling basis until June 1, 2022 for the summer and fall semesters. To apply, please email a cover letter, resume, three references, and two writing samples to E&L.Jobs@mail.house.gov with “Press Intern” in the subject line. Applications missing any of the requirements will not be considered.

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation. Candidates of diverse backgrounds are strongly encouraged to apply.