



U.S. House of Representatives

CAO

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House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING

Week of January 17, 2023

MEM-034-23 The House Democratic Caucus is currently seeking candidates for a Washington, DC-based press, operations, or digital **internship**. Current college students and recent graduates are welcome to apply.

The internship will offer students and young professionals invaluable experience with our nation's legislative process. Interns contribute to the daily operations of the office and are expected to act in a dependable and professional manner at all times. The ideal candidate will be detail-oriented, work efficiently under pressure and multi-task several projects. Responsibilities will include:

Press Intern: Compiling daily clips, drafting press releases and other written materials, maintaining press lists, and assisting with press events.

Digital Intern: Drafting digital copy for the Caucus and Chairman's official social media channels, collaborating on graphic/creative content, and assisting with Caucus events and meetings

Operations Intern: greeting guests, answering phones, attending briefings and drafting memos, assisting with Caucus Meetings and events, and various day-to-day office tasks

The office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, military status, sexual orientation, or gender identity or expression.

Interested applicants should send a resume, cover letter and one-paged writing sample to intern.demcacus@gmail.com with “Full Name - Spring [Press/Digital/Operations] Intern” in the subject line. Digital applicants may submit 1-2 digital samples.

MEM-027-23 The Office of Congressman Greg Murphy (NC-03) is currently seeking **interns** for our DC office for the Spring 2023 session. This internship would begin in January and last until early May 2023.

This is a great opportunity to gain hands-on experience and knowledge of the day-to-day happening within Congress. Additionally, interns currently enrolled in an accredited university will receive a monthly stipend. The internship is an ideal fit for any student that is interested in politics, law, or government – however, any interested student is encouraged to apply! Interns will assist the legislative staff by conducting policy research, answering phones, leading tours, and helping with administrative tasks.

Qualified candidates should:

- Be a current undergraduate, graduate student, or have recently graduated.
- Demonstrate an interest in politics, policy, and/or public service.
- Have strong communications and writing skills.
- Be hard-working, dependable, detail-oriented, and professional.

North Carolina ties are preferred but not required. This will be an in-person internship.

Interested candidates should apply through our website <https://gregmurphy.house.gov/services/internships>.

MEM-025-23 The Office of Congressman Brian Mast (R-FL-21) is currently accepting applications for part-time **internships** during the Spring 2023 semester at the Washington, D.C. office.

Responsibilities include answering and logging constituent phone calls, assisting staff with administrative duties, projects, legislative research and drafting constituent correspondence

The ideal candidate will be able to work in a fast-paced environment, have a general understanding of the legislative process, and possess strong written and oral communication skills. Florida ties are not necessary.

Interested candidates should submit their resume and at least one (no more than three) writing samples to ely.almendarez@mail.house.gov.

MEM-023-23 The Office of Congresswoman Laurel Lee (FL-15) is currently seeking candidates for a Spring 2023 **internship** in her Washington D.C. office.

Intern responsibilities include, but are not limited to, answering and logging constituent phone calls, opening and sorting mail, drafting constituent letters, performing legislative research, leading Capitol tours, and assisting with communications tasks. The internship provides a valuable opportunity to contribute to the daily operations of a congressional office and gain first-hand experience with the legislative process.

Ideal candidates will be team-players who have a strong work ethic, quality written and verbal communication skills, possess a positive attitude and a commitment to exceptional constituent service. Florida ties are preferred but not required.

Interested candidates should submit their cover letter and resume to hannah.so@mail.house.gov.

MEM-022-23 The Office of Congresswoman-Elect Valerie Foushee (NC-4) is seeking to hire a paid **intern** for her Durham Office.

District Intern responsibilities include (but are not limited to) answering phones, conducting research, assisting with constituent casework, engaging in constituent correspondence, community outreach, and assisting with special projects at the discretion of the District Director. As a result, the intern will gain invaluable knowledge about our district and will be an integral part of the functioning of our District Office.

The term of this internship will be from January 2023---May 2023. Part-time interns must work at least 10-15 hours a week, Monday-Friday, hours may be flexible to accommodate students' course schedules.

Interested applicants should email a resume, cover letter, and at least two references to NC04Resumes@mail.house.gov.

MEM-008-23 Republican Congressman Pat Fallon (TX-04) currently seeks full-time **interns** for a paid internship in his Washington D.C. office for the Spring 2023 and Summer 2023 semesters. 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 interested in public policy, politics, and government and is willing to learn more about the legislative process to serve the constituents of Texas's 4th 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 are preferred, but not required.

To apply, please send your resume and cover letter to randy.mail@mail.house.gov.

MEM-597-22 House Democrat seeks a paid Legislative **Fellow** to assist senior legislative staff with a wide variety of legislative topics and tasks. The Legislative Fellow will gain experience in preparing for committee hearings and markups; developing and advancing legislation; drafting speeches; and meeting with constituents and other stakeholders.

The ideal candidate will possess superb written and oral communication skills; have some policy experience; and will enjoy collaborating with others in a fast-paced environment.

The 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.

Interested applicants should send a cover letter, resume, and brief writing sample to housedemjobs@gmail.com with “Legislative Fellow” in the subject line.