



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**House Vacancy Announcement and Placement Service (HVAPS)**

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Vacancy Bulletins are available for pick-up in  
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Job Line: 202-226-4504

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**INTERSHIP VACANCY LISTING**

**Week of April 29, 2024**

**MEM-179-24** The Office of Congressman Wesley Hunt (TX-38) is currently seeking candidates for the Summer 2024 district office **internship**. Internships are full or part-time and in-person at our Houston, TX, or Tomball, TX offices. Ties to the District are preferred but not required.

Applications are due by Friday, May 10 at 11:59 PM CT. The summer internship program runs from late May through August. The internship is flexible in the number of hours per week, but a minimum of 20 hours per week is mandatory. The office is open five days a week from 9:30 AM to 4:00 PM CT.

**Duties:**

The district office internship will allow participants to experience a fast-paced environment within the district. District intern's responsibilities will include answering phones, conducting research, assisting with events throughout the district, and various other tasks. An intern will learn about the crucial work a district office does.

**Qualified applicant requirements:**

Ideal candidates will be hard workers, detail-oriented, efficient multitaskers, and comfortable interacting and speaking with the public. Successful internship candidates should:

- Be at least 18 years of age.
- Be working towards a Bachelor's or Master's degree.

- Demonstrate an interest in politics and public service.
- Possess highly competent time management skills.
- Possess effective teamwork, professionalism, flexibility, and communication both written and verbal skills.
- Have the ability to complete assignments with limited guidance.

How to apply:

Interested candidates should submit a cover letter describing why they're interested in working as an intern in a congressional office. Experience that applies to being an intern in the district office should also be included. Our office also requires a resume that highlights relevant experience related to the position. The application deadline is Friday, May 10 at 11:59 PM CT.

Interested applicants should:

1. Fill out an application at the following

link: <https://hunt.house.gov/services/internships>

2. At the end of the form upload both the cover letter and resume

Please be advised that only applicants selected for interviews will be contacted.

No drop-ins please.

#### **MEM-176-24 DC Press Internship**

Rep. Katie Porter (CA-47) seeks a highly motivated intern for her DC office summer press internship program. This internship is expected to start by June 10 and we are open to end dates in August or September. The ideal candidate is highly organized, creative, able to multitask, has strong written and verbal communication skills, an interest in communications, and able to learn and use Adobe Premiere Pro and Photoshop.

#### **KEY JOB RESPONSIBILITIES**

- Compile daily press clips
- Draft social media posts, press releases, and other written materials
- Clip and caption video content for digital platforms
- Design graphics for use across social media platforms
- Research media contacts/reporters and pitch stories to press
- Answer incoming phone calls to log opinions, connect staffers to outside stakeholders, and direct callers to appropriate resources
- Enter and organize incoming constituent messages from mail and voicemail into the IQ database
- Respond to constituent messages through phone calls or emails as needed
- Perform other duties as assigned by the communications staff

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

expression, or sexual orientation. Ties to Orange County/Southern California are a plus.

Interns are expected in the office from 9 am to 5 pm, however hours are flexible based on a student's course schedule. Interns will receive a monthly stipend.

To apply, send a cover letter, resume, and a small portfolio with a writing sample and 2-3 graphics, videos, or other creative content to [CA47.Internship@mail.house.gov](mailto:CA47.Internship@mail.house.gov) with "Summer 2024 Press Internship" in the subject line. The deadline for submission is Monday, May 13, 2024.