



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 June 13, 2022

MEM-288-22 Fall **Intern** – Congressman Chris Pappas (NH-01)

The Washington, D.C. and district offices of Congressman Chris Pappas are currently accepting applications for the Spring internship program which will run from September to December 2022. This is an in-person internship with academic credit and stipend opportunities. Applications for full and part-time positions will be considered.

Serving as an intern on our team is an exciting opportunity to work closely alongside staff and develop professional skills in a Congressional office setting. The ideal intern should be responsible, focused, enthusiastic, able to work cooperatively with Congressional staff, and possess excellent oral and written communications skills.

To apply for an internship, please submit your resume, cover letter, and one short writing sample (no longer than two pages) to Pappas.Internships@mail.house.gov with “[Last Name] [Location: DC or District] Internship Application – Spring 2022” in the subject line by 11:59pm, Tuesday, July 12, 2022. In your email, please also specify your dates of availability.

For more information visit <https://pappas.house.gov/services/internships>

MEM-286-22 The Office of Representative Andy Harris (MD-01) is seeking full-time and part-time **interns** for the fall in the D.C., Kent Island, and Salisbury offices.

Duties will include but are not limited to answering constituent calls, assisting in sorting and distributing mail, performing research and assisting the legislative team, attending briefings, and administrative work as needed.

Candidates should be interested in public policy and be detail-oriented, motivated, organized, and willing to learn. Candidates of all backgrounds are encouraged to apply. Maryland ties are preferred, but not required.

To apply, please visit <https://harris.house.gov/services/internships> and complete the application. No phone calls please.

MEM-285-22 The Office of Congressman Matt Cartwright (PA-08) seeks motivated, detail-oriented, and energetic individuals for legislative **internships** in Washington, DC for the Fall 2022 semester.

Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic.

Responsibilities include but are not limited to: logging constituent concerns, drafting constituent correspondence on a variety of issues, attending legislative briefings, greeting constituents and visitors when in the office, assisting staff with research and special projects, tracking media coverage, and performing administrative duties. As a result, interns learn about the legislative process and the many other functions of a congressional office.

To apply for an internship in the Office of Congressman Cartwright, please submit an application, (including a resume, cover letter, and a short writing sample) to <https://cartwright.house.gov/services/internships.htm>. No phone calls or drop-ins please.

MEM-282-22 The Office of Representative Scott Fitzgerald (WI-05) is seeking full-time and part-time **interns** for the fall in the D.C. office.

Duties will include but are not limited to answering constituent calls, assisting in sorting and distributing mail, performing research and assisting the legislative team, attending briefings, and administrative work as needed.

Candidates should be interested in public policy and be detail-oriented, motivated, organized, and willing to learn. Candidates of all backgrounds are encouraged to apply. Wisconsin ties are preferred, but not required.

To apply, please send an email with a resume and writing sample to Jack Hogerty at jack.hogerty@mail.house.gov. No phone calls please.

MEM-280-22 The House Committee on Oversight and Reform Democratic Staff is seeking college students wishing to gain Capitol Hill experience in a fast-paced office for full-time **internships**.

Successful candidates will be professional, detail-oriented, and work well under pressure. Successful candidates will also have a sincere interest in public service and a desire to learn.

Primary responsibilities include administrative tasks such as answering phones and handling mail as well as assisting with Committee hearings. Interns may also be asked to assist with investigative research or other projects as needed. Candidates with diverse backgrounds and experiences are strongly encouraged to apply.

To apply, please submit a cover letter and resume to [Oversight Clerks@mail.house.gov](mailto:Oversight_Clerks@mail.house.gov) with “Clerk Internship Application” in the subject line. No phone calls or drop-ins please.

MEM-277-22 Republican Congressman Doug LaMalfa (CA-01) is seeking paid, in-person **interns** for his Washington, DC office for the Fall 2022 term.

Functioning as a key part of the staff, our interns help draft constituent correspondence, memos, and press releases, research legislation, take phone calls, and assist with various administrative tasks. We’re looking for college students or recent graduates who are motivated, detail-orientated, and ready to work in a fast-paced setting.

Ideal candidates possess 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 interest in politics is a must. California ties are preferred, but not required and academic credit is available for qualifying students.

Interested applicants should email their resume, cover letter, and dates of availability to seth.enderson@mail.house.gov with “Fall 2022 Internship” in the subject line.

MEM-276-22 The Committee on House Administration Republican Office seeks energetic and self-motivated individuals with an interest in government and public policy, to apply for its paid, full-time Fall 2022 **internship** program.

The Committee on House Administration maintains jurisdiction of federal election policy and manages the day-to-day operations of the House of Representatives with oversight of several offices within the Capitol Complex, including the Chief Administrative Officer, Architect of the Capitol, Clerk of the

House, House Inspector General, Sergeant at Arms, U.S. Capitol Police, and other legislative branch entities like the Library of Congress, Government Publishing Office, and the Smithsonian Institution.

Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the inner- workings of a congressional committee and learn about the day-to-day administrative operations of the House of Representatives. Interns are responsible for assisting Committee staff with official proceedings (hearings/markups), oversight, research, assisting with phones, and providing support to all Committee staff.

Responsibilities:

Interns are responsible for both administrative and legislative duties. Administrative tasks include answering phones, greeting visitors, sorting mail, entering data, and drafting correspondence.

Legislative support includes performing research, drafting public statements, prepping materials for hearings, attending hearings and briefings, reaching out to agencies and other congressional offices, and a host of various special projects.

Please send a resume, cover letter, and availability to CHAInternGOP@mail.house.gov.

MEM-266-22 The Office of Congresswoman Katie Porter (D-CA-45) is seeking a current student to serve as a press **intern** to assist with communications, social media, and graphic design, either remotely or in-person at our district office in Irvine, California.

Candidates should possess strong written and verbal communication skills and have an interest in politics and government. Daily tasks include but are not limited to producing assets for the Congresswoman's social media accounts, such as graphics and short videos; tracking and compiling mentions of the Congresswoman in the news; transcribing press interviews; creating and managing press lists; and assisting with media inquiries and research. Knowledge of programs like Adobe Creative Suite and Canva a plus, but not required.

Qualified candidates should submit a cover letter, resume, and one writing sample (1-2 pages) as one attachment to katieporter.press@mail.house.gov with the subject "[full name] Summer 2022 press internship application".

We recommend that applicants also submit one to two examples of previous digital media or graphic design products, but this is not required. We are accepting applications on a rolling basis, but we will prioritize candidates that apply on or before June 5, 2022.

Our 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.

The press intern will receive a monthly stipend.

MEM-264-22 The office of Congressman Austin Scott (GA-08) is seeking full-time and part-time Fall 2022 **interns** in his Washington D.C. Office.

A qualified candidate should possess strong written and oral communication skills and a demonstrated interest in public service. Interns will be expected to fulfill the regular duties of a congressional intern and may also receive opportunities to assist the Staff Assistant and the Press and Legislative Staff. As a result, interns learn about the legislative process and the many other functions of a congressional office. Generally, the office hours run from 8:30 AM to 5:30 PM when Congress is in session and 9:00 AM to 5:00 PM when not in session.

Interested applicants should email a cover letter and resume to william.matney@mail.house.gov. Georgia ties are preferred, and the deadline to apply for the Fall 2022 internship is the close of business on June 24.

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.