



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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

B-235 Longworth House Office Building

Washington, D.C. 20515

202-226-5836

Vacancy Bulletins are available for pick-up in  
in the CAO Human Resources Office - Ford HOB 102  
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<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

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**INTERNSHIP VACANCY LISTING**

**Week of May 20, 2024**

**MEM-195-24** 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.

Internships are intended for current undergraduate students, current graduate students, and recent college graduates. Interns receive a stipend distributed based on total hours worked.

**D.C. RESPONSIBILITIES**

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

**DISTRICT RESPONSIBILITIES**

- Answering constituent phone calls and greeting constituents at the front desk.
- Assisting the Casework Team on a variety of casework requests involving federal agencies.
- Taking notes at briefings and hearings.

- Assembling press and news clips.
- Performing a variety of other duties as assigned, such as conducting legislative research and attending community events.

#### APPLICATIONS

Applicants can access the application here:

[https://docs.google.com/forms/d/e/1FAIpQLSd1NOVxgvmGvGyH\\_1u4e35RUkweWU24Rmu7gA0Y3HOxKXTkjQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSd1NOVxgvmGvGyH_1u4e35RUkweWU24Rmu7gA0Y3HOxKXTkjQ/viewform)

Applicants can find more information on the internship portal at [moulton.house.gov](https://moulton.house.gov) under the ‘Services’ tab. All applications are due on July 15th, 2024, and will be reviewed after the application period closes. If you have trouble accessing the application form above or have other questions, please email Bridget Pegg ([bridget.pegg@mail.house.gov](mailto:bridget.pegg@mail.house.gov))

**MEM-192-24** Congresswoman Terri Sewell (AL-07) seeks a creative Digital and Press **Fellow** to help her legislative and communications teams execute the office’s press, outreach, and social media strategy.

A major portion of the office’s legislative work is centered on voting rights, healthcare, and economic equity. The office also has a robust district outreach agenda, which includes both virtual and in-person programming throughout the year. As a member of our press team, our Digital and Press Fellow will be engaged in all of this work.

The ideal candidate will be a creative self-starter who possesses a high level of attention to detail and a willingness to work collaboratively to advance the office’s goals. They will have advanced artistic ability and strong writing, video editing, graphic design, and digital communication skills.

Responsibilities include drafting social media and outreach content with an emphasis on videos and graphic design, media monitoring, distributing daily news clips, and various other tasks. Prior experience creating social media and digital content is preferred. Past experience in communications and experience with Adobe suite, Canva, Streamyard, Zoom, and other digital and virtual platforms is preferred.

This position is paid and a commitment of three months is expected. We strongly encourage candidates from diverse backgrounds to apply. Qualified candidates should email a resume, two writing samples (700 word max), and samples of original digital content (graphics, videos, etc.) to [AL07.DigitalFellow@mail.house.gov](mailto:AL07.DigitalFellow@mail.house.gov) with “First and Last Name, Digital & Press Fellow” in the subject line by Friday, May 24th.

The office is an equal opportunity employer and doesn't discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability.