



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

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
To Subscribe or Unsubscribe to the Vacancy Listserv visit:

<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

INTERSHIP VACANCY LISTING

Week of September 20, 2021

MEM-377-21 The Democratic staff of the House Committee on Oversight and Reform is seeking energetic and self-motivated law students for full-time or part-time **internships**.

The position offers current law students the opportunity to gain substantive experience on an exciting and fast-paced Committee, while participating directly in the oversight process and learning about the day-to-day administrative operations of the House of Representatives.

Responsibilities include, but are not limited to: assisting Committee staff in preparing for congressional hearings, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with Executive-branch and private sector officials for the purpose of taking notes. Law students play a key role in the office and will work closely with Committee counsel and staff. Background: The Oversight and Reform Committee is the primary investigative committee of the U.S. House of Representatives, with jurisdiction to investigate any matter at any time.

Qualifications: Applicants should have (i) an interest in public service and (ii) a desire to learn. They also must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Hours can be flexible, but applicants willing to be in the office full time are preferred.

Applications: Interested applicants should apply to this position by emailing a cover letter and resume to oversightjobs@mail.house.gov, with “Legal Internship” in the subject line. Please attach the resume and cover letter with the file name using the following format: “LastName.FirstName.Resume” and “LastName.FirstName.Cover Letter.” No phone calls or drop-ins please.

The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

MEM-357-21 The House Foreign Affairs Subcommittee on the Western Hemisphere, Civilian Security, Migration and International Economic Policy – chaired by Congressman Albio Sires (D-NJ) – is seeking one full-time **intern** for Fall 2021.

The legislative intern will work closely with subcommittee staff while learning the inner workings of Congress and the legislative process. Successful candidates will be enthusiastic, professional, hard-working, and detail-oriented, with strong writing and communication skills and an ability to thrive in a fast-paced work environment.

The internship is a U.S. based remote eligible position beginning as soon as possible in September. Undergraduate or graduate school students and recent alumni interested in foreign affairs and Western Hemisphere policy are encouraged to apply.

Responsibilities include, but are not limited to: providing administrative and research support to staff, assisting with subcommittee hearings and briefings, attending virtual events and writing memorandum for staff, among other administrative and research assignments. Spanish, French or Portuguese proficiency preferred but not required.

Qualified applicants should send a one-page resume and cover letter to WHEMjobs@gmail.com with the subject line “Fall 2021 Internship Application.” Minorities, women, and LGBTQIA+ individuals and those with disabilities are strongly encouraged to apply. Please be sure to include your preferred start and end date. No calls or drop-ins.

MEM-355-21 Congressman Brad Sherman (CA-30) seeks highly motivated, professional, and dedicated fall **interns** for his D.C. office. Strong oral and written skills, close attention to detail, and a passion for government and politics is imperative.

Tasks include answering the phones, addressing constituent concerns, and supporting legislative staff as needed. Ties to California’s 30th Congressional District are a plus, but not required.

This is a paid, full-time internship. Interested applicants should e-mail a cover letter and resume to Brads.Interns@mail.house.gov.

MEM-353-21 Congressman Steve Cohen (TN-09), Chairman of the Constitution, Civil Rights and Civil Liberties Subcommittee, is accepting applications for a full-time legal **fellowship** position in his Washington, D.C. office.

Positions are available starting October 1, 2021, through December 31, 2021, with an opportunity for an extension. This fellowship will provide a valuable, hands-on experience in a Congressional office and a greater understanding of the legislative process. Fellows will work closely with an active legislative team and will be expected to produce high-level content under tight deadlines.

Responsibilities will include, but are not limited to, conducting policy research, drafting legislation, memos and briefs, assisting staff with preparation for Committee hearings and attending hearings and briefings. Fellows should expect to work on a variety of issue areas including matters before the House Judiciary Committee. Qualified applicants should have excellent research and writing skills, the ability to perform under pressure, interest in the legislative process, a professional demeanor and a collegial attitude.

This is an excellent opportunity for recent law school graduates seeking substantive Capitol Hill experience. No undergraduate students will be considered. Tennessee ties are preferred, but not required.

A stipend will be provided to qualifying fellows. Interested applicants should email a resume, cover letter, a short writing sample and references to Cohen.jobs@mail.house.gov with "Legal Fellowship" in the subject line. Please, no calls or walk-ins.

MEM-347-21 The office of Congresswoman Cori Bush (MO-01) is seeking a Press/Digital **intern** to join a dynamic team intent on doing the most for everyone in St. Louis, starting with those who have the very least.

The Press/Digital Intern will build press lists, draft social media posts for the Member's official social media pages (including Facebook, Twitter, and Instagram), assist with press clips, design graphics, and create short video clips as needed. The intern will be an integral part of the communications team, generating engaging content for the Member and supplying creative ideas throughout the week. Ideal applicants will have a background the Adobe creative suite.

Women, people of color, LGBTQIA+, unhoused people, formerly incarcerated individuals, and members of other marginalized communities are encouraged to apply. 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, criminal history or parental status.

LOCATION: St. Louis District office or Remote
COMPENSATION: \$15/hr (15 to 20 hours per week)
START DATE: September 6, 2021*
END DATE: December 17, 2021 *
*Dates subject to change/availability
To apply, please visit: <https://forms.gle/my6ZvfPjnvicQ3Gi7>

MEM-346-21 Fiscally and Socially Conservative Midwestern member of the House seeks motivated, detail-oriented, and energetic professionals for **internships** in Washington, DC.

Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic. Missouri/Midwestern ties preferred but not required.

Please send all applicant resumes to Madelyn.derks@mail.house.gov

MEM-344-21 Congressman Jeff Fortenberry's office (NE-01) is looking for fall **interns**. The internship is for the Member's Washington, DC office and will run through the fall semester. General hours are 9am - 5pm when out of session and 9am – 6pm in session.

The internship is a great way to learn about the inner workings of Capitol Hill, gain an introductory knowledge of the legislative process, and network with others. Duties include: answering phones and talking with constituents, researching various topics to assist the legislative/policy team, running errands, helping to craft letters and general office support.

Please email your resume and cover letter to will.burger@mail.house.gov

MEM-339-21 The Office of Congressman Sam Graves (MO-06) is seeking a full OR part time paid **intern** for Fall 2021 in his Washington, D.C. office.

Responsibilities include aiding in constituent services (drafting letters and answering phone calls), researching legislation, attending hearings and lecture series, and leading tours of the U.S. Capitol.

This opportunity is open to college students who are at least 18 years of age. Applicants should have a strong interest in U.S. politics, a desire to serve the public, excellent customer service skills, and a positive attitude. Connections to the district or Missouri are preferred but not required.

Interested applicants should send their resume, availability, and a brief cover letter to Chase.Hite@mail.house.gov with the subject line: Fall 2021 Internship.

MEM-338-21 U.S. Representative David N. Cicilline is seeking part-time, remote legal **interns** for the fall 2021 semester to work with his legislative team.

Interns will work closely with the office's Legislative Counsel and other staff, and duties will entail conducting legal research, drafting materials related to hearings and votes, and providing other assistance as needed. Issue areas will include constitutional law, oversight over federal agencies, criminal justice, gun violence prevention, voting rights, immigration, intellectual property, privacy, financial services, and women's issues/reproductive rights.

This internship is open to current 2L and 3L law students in good academic standing. Students must be able to receive academic credit for the internship and are expected to work 2-3 days per week. This position will be completely remote but will entail frequent communication and collaboration with Legislative Counsel and other staff.

Women, people of color, LGBTQ+ individuals, individuals with disabilities, and those with Rhode Island ties are strongly encouraged to apply.

To apply, please email a (1) resume, (2) cover letter, (3) three-to-five-page writing sample, (4) unofficial law school transcript, and (5) list of three references with email contacts to RI01LegalInterns@gmail.com.

Please send all application documents in a single PDF file and include "Legal Intern Application" in the subject line.

MEM-307-21 The House Judiciary Committee Democratic staff are looking for **interns** for the spring semester.

The House Committee on the Judiciary's staff internship program offers undergraduate students, law students, graduate students, and recent graduates an opportunity to experience the operation of a congressional committee firsthand and learn about the important role that our Committee plays in the legislative process.

The Judiciary Committee has jurisdiction over a wide range of legislative and oversight issues, including oversight of the U.S. Department of Justice, constitutional law, federal criminal law, voting rights, immigration and naturalization, intellectual property law, and antitrust law. Stipends will be available to spring interns.

Intern assignments will vary depending on the work of the Judiciary Committee each semester.

Examples of potential responsibilities include:

- Researching policy issues under the committee's jurisdiction

- Conducting legal research
- Attending briefings and hearings on the Hill
- Drafting memos
- Supporting committee counsels
- Supporting committee clerks and professional staff members
- Providing administrative support, including answering calls, delivering correspondence, and setting up the hearing room.

The Committee strives to ensure that our internship class reflects the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply. The Committee does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

The deadline to apply for the spring semester is October 1, 2021.

This internship is based in Washington, DC. To learn more and apply, please visit judiciary.house.gov/about/internship-opportunities.htm