



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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

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**INTERSHIP VACANCY LISTING**

**Week of September 4, 2023**

**MEM-461-23** Communications **Intern** – The Office of Congresswoman Cherfilus-McCormick, a permanent member of the House Foreign Affairs Committee (HFAC) and ranking member of the House Veterans' Affairs Subcommittee on Technology Modernization (HVAC) seeks a Communications Intern to support the Member Office's communications efforts.

The Communications Intern will report directly to the Press Secretary/Digital Director to support digital communications and outreach. A successful Communications Intern will use graphics, videos, and engaging messaging to drive growth and communicate with key stakeholders and constituents by supporting the Congresswoman's social media channels, website, email newsletters and other digital platforms. The Communications Intern will also assist with managing press lists, drafting press releases, and creating media advisories.

The ideal candidate is a team player, collaborative creative, strong writer, skilled communicator, problem solver, and is detail-oriented, organized, responsive, accessible, and self-motivated.

**ESSENTIAL JOB FUNCTIONS:**

- Create graphics for traditional and digital mediums that effectively communicate an idea or policy clearly;
- Managing digital platforms, producing videos, photos, and other creative content;

- Developing and updating media lists;
- Drafting written materials including press releases, talking points, newsletters, and social media posts;
- Managing and distributing daily clips and media mentions.

**EDUCATION/EXPERIENCE:**

- Congressional experience, including internships, is preferred. Basic proficiency in Adobe Creative Suite, Canva or an industry-recognized design program required. Candidates with ties to Florida and/or full-time availability are strongly encouraged to apply.

**STIPEND:**

- \$400-800/month depending on availability.

**TO APPLY:**

This is an urgent hire. Applications will be accepted until the position is filled. The office will contact the best qualified candidates to begin the interview process. To apply, please email [kaitlyn.kaufman@mail.house.gov](mailto:kaitlyn.kaufman@mail.house.gov) with “Communications Intern” in the subject line and the following materials: (1) cover letter, (2) resume, (3) 1 writing sample, and (4) 2-3 graphic design samples.

**MEM-460-23** The Office of Congressman Marc Molinaro (NY-19) is seeking applicants for fall **internships** in our Washington, D.C. office.

Candidates should be highly motivated, hardworking, organized, and possess strong writing and interpersonal skills. Duties of the internship include assisting with legislative research and constituent services, conducting tours of the Capitol, and other office administrative tasks. Interns will gain firsthand insight into the workings of Capitol Hill and receive a stipend. District ties or state ties are preferred, but not required.

Interested candidates should email a resume and cover letter to [nick.urbin@mail.house.gov](mailto:nick.urbin@mail.house.gov).

**MEM-459-23** The Office of Congressman Glenn “GT” Thompson (PA-15) is accepting applications for **interns** in his Washington, D.C. office.

Applicants should be self-motivated and detail-oriented, as well as be able to successfully multitask in a fast-paced, professional environment. Duties include, but are not limited to: data entry, attending briefings, assisting with legislative research, and providing aid to staff members with various projects.

A qualified candidate will have strong oral and written communication skills. Pennsylvania ties are preferred, but not required.

Interested applicants should submit their resume and cover letter to Connor Rose ([Connor.Rose@mail.house.gov](mailto:Connor.Rose@mail.house.gov)) with "GT Thompson DC Internship" in the subject line. Please, no phone calls or walk-ins.

**MEM-458-23** Congresswoman Nicole Malliotakis (NY-11) is seeking both full-time & part-time **interns** in her Washington DC office this Fall.

As a Member on the House Committee on Ways and Means, this rewarding experience provides students and recent graduates the opportunity to participate in the day-to-day operations of a Congressional office while gaining a deeper understanding of the federal legislative process. Both legislative and communications internships are available.

Intern responsibilities include, but are not limited to:

- Drafting constituent correspondence and letters.
- Providing US Capitol tours to Constituents and special guests.
- Researching various issues and writing policy memos for the legislative team.
- Sorting constituent mail and answering office phones.
- Attending legislative and policy briefings.
- Collaborating with our Communications Director on news clips, drafting press releases, etc.
- Supporting staff members and handling special projects when assigned.

Requirements: Ideal applicants will be proactive team players, display a genuine interest in politics and public service. Successful candidates must have excellent organizational, written, and oral communication skills. Additionally, an applicant who thrives in fast-paced environments, is self-reliant, and is eager to assist when needed are also highly desired.

Ties to Staten Island, South Brooklyn, or New York City are preferred, but not required.

Office hours operate from 9:00am- 5:00pm on out of session days, and 9:00am-6:00pm in-session. The office is flexible with student class schedules. Those seeking academic credit are strongly encouraged to apply.

Contact: [ny11internship@mail.house.gov](mailto:ny11internship@mail.house.gov)

Materials Required: Applicants should email their resume, cover letter, and two short writing samples no longer than two pages each to [NY11Internship@mail.house.gov](mailto:NY11Internship@mail.house.gov). Applicants interested in communications must submit a sample press release. Include "2023 NY-11 Fall Internship" in the subject line.

**MEM-456-23** The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for full and part-time interns for the fall **internship** session.

The start date would be as early as September 5th (flexible depending on availability) with a flexible end date. Interns are paid a stipend based on availability and have access to transit benefits.

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 reliable, professional manner at all times.

Duties include (but are not limited to): greeting visitors, answering phones, leading tours of the Capitol, opening and sorting mail, attending briefings, performing legislative research, and various other tasks to assist staff. Congressman Van Drew supports students requesting credit for their internship through their university.

If interested, please email a resume and cover letter to [paxton.antonucci@mail.house.gov](mailto:paxton.antonucci@mail.house.gov). Please indicate in your cover letter that you're applying for a fall internship and format the files as [Full Name\_Resume], [Full Name\_Cover Letter].

**MEM-437-23** The office of Congressman Glenn Grothman (WI-06) is now accepting applicants for Fall Congressional **Internships** in our Washington, DC office.

Successful applicants will be motivated, detail-oriented, display a strong work ethic, and interact well with constituents. In addition, applicants should have a strong interest in the legislative process and the function of Congress. A monthly stipend will be provided to individuals selected for the internship.

Internship duties in the Washington, DC office may include:

- Answering constituent phone calls and directing them appropriately
- Researching legislation for the Member and legislative staff
- Attending congressional hearings and policy briefings
- Answering constituent letters on various issues before the House
- Helping the communications/press team
- Conducting Capitol tours for constituents and other guests
- Other projects as assigned by the staff

To apply, please email your resume to [Wisconsin.resumes@mail.house.gov](mailto:Wisconsin.resumes@mail.house.gov). Ties to the state of Wisconsin are preferred, but not required.

**MEM-432-23** The Office of Congressman Troy Balderson (OH-12) is seeking detail-oriented, highly-organized individuals to take part in the 2023 Fall **Internship** Program in our DC office.

Successful candidates will demonstrate outstanding interpersonal, written, and oral communication skills, and will be able to prioritize and follow through on multiple tasks.

Responsibilities include answering constituent calls, giving U.S. Capitol tours, assisting the front office, performing various research projects, and assisting with the Congressman's events. Candidates must be flexible and comfortable working in a team environment. The internship will run from September – December 2023.

To apply, fill out the application  
via <https://balderson.house.gov/forms/internships/>