



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 February 22, 2021**

**MEM-046-21** The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for full and part-time **interns** for the summer internship session. The start date could be as early as May 3rd (flexible depending on availability) with a flexible end date. Internships are paid, and transit benefits will be provided.

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 [JeffVanDrewNJ@gmail.com](mailto:JeffVanDrewNJ@gmail.com). Please indicate in your cover letter that you're applying for a summer internship and format the files as [Full Name\_Resume], [Full Name\_Cover Letter].

**MEM-045-21** Congressman Bill Johnson's office (OH-06) is currently seeking **internship** applicants in the D.C. office for Summer of 2021. Qualified applicants should possess strong communication skills, be interested in learning about the legislative process, and have a willingness to work in our fast-paced office.

Responsibilities would include answering phones, leading tours of the Capitol, attending policy briefings and meetings, and conducting research and additional tasks to assist the Congressman's staff. Ohio ties are preferred but not required.

Interested applicants should send resume, cover letter and availability to [intern.OH06@gmail.com](mailto:intern.OH06@gmail.com)

**MEM-044-21** The Rochester Office of the Representative Joseph Morelle is currently accepting applications for a paid, remote **internship**. Interns will be asked to answer phones, assist the constituent services team, attend virtual events, and aid our press team, Congressman, and legislative staff.

As a result, interns learn about the legislative process and the many other functions of a congressional office. Ideal candidates should possess excellent communication skills, a strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. New York State ties are preferred, but not required.

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability in a PDF format to [Rhyne.Maas@mail.house.gov](mailto:Rhyne.Maas@mail.house.gov) with "NY-25 Summer Internship" in the subject line.

The deadline for applications is March 19th, but students are encouraged to submit their application early.

**MEM-043-21** The D.C. Office of the Representative Joseph Morelle is currently accepting applications for a paid, remote **internship**. Interns will be asked to answer phones, research legislation, attend virtual hearings and briefings, and draft memoranda to the Congressman and legislative staff.

As a result, interns learn about the legislative process and the many other functions of a congressional office. Ideal candidates should possess excellent communication skills, a strong attention to detail, the ability to work in a fast-paced environment, and a good sense of humor. New York State ties are preferred, but not required.

Interested applicants should send a resume, cover letter, a one-page writing sample, and dates of availability in a PDF format to [Elena.Bernstein@mail.house.gov](mailto:Elena.Bernstein@mail.house.gov) with "NY-25 Summer Internship" in the subject line.

The deadline for applications is March 19th, but students are encouraged to submit their application early.

**MEM-041-21** The Office of Congressman Mark Pocan (D-WI) is seeking a Full-time Virtual **Intern** to begin in April. Applicants **MUST** live in Washington, D.C./Virginia/Maryland Metro Area or in the Congressman's Congressional District (WI-02). No Exceptions.

The intern will work mainly with D.C.-based staff, performing legislative and administrative work while gaining valuable career and educational experience. Specific duties include drafting and sorting constituent correspondence, attending virtual policy briefings, performing legislative research, producing daily press clips, and supporting staff members on various projects of interest.

Qualified candidates are organized and detail-oriented, responsible, willing to learn, able to work cooperatively, possess strong written communication skills, and are committed to public service. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume, cover letter, and a brief writing sample to [Sydney.Scott@mail.house.gov](mailto:Sydney.Scott@mail.house.gov) with "Virtual Pocan Internship - Summer 2021" in the subject line. Interested applicants should also apply to the scholarship program at: <https://pocan.house.gov/scholarship-program>

**MEM-040-21** 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](mailto:OversightJobs@mail.house.gov) with “Internship Application” in the subject line. No phone calls or drop-ins please. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

**MEM-039-21** The office of Congresswoman Susie Lee is seeking Summer **interns** for the Washington, D.C. office. This internship will be virtual, with a potential optional return to in-person work depending on public health circumstances.

Responsibilities will include answering phones, managing the front office, assisting legislative staff with research, and other tasks as assigned. Successful candidate will work well under deadlines, is organized, hard-working, detail-oriented, has excellent customer service skills, and is a team player. Nevada ties are strongly preferred.

Nevada residents will be eligible for a monthly stipend. Interested candidates should send a resume and cover letter to [NV03Resumes@gmail.com](mailto:NV03Resumes@gmail.com) with “Summer Intern” in the subject line. No phone calls or walk-ins please.

**MEM-031-21** Congresswoman Lisa McClain (MI-10) is seeking highly motivated, detail-oriented, and energetic applicants for a full-time paid **internship** in Washington, D.C.

Qualified applicants should have strong written and verbal communication skills, the ability to manage multiple tasks, and willingness to learn.

Intern responsibilities include:

- Answering phones;
- Researching legislation;
- Attending virtual hearings and briefings;
- Answering constituent letters on various issues before the House;
- Assisting in various administrative tasks as needed.

As a result, the intern will learn about the legislative process and the many other functions of a congressional office.

Congresswoman McClain supports students requesting credit for their internship through their school or university.

To apply, please email your resume to [jacquelyn.eubanks@mail.house.gov](mailto:jacquelyn.eubanks@mail.house.gov) and include “Internship Application—Summer 2021” or “Internship Application—Fall 2021” in the subject line. NO drop-ins, please.

This is an in-person internship. Applicants must be willing to wear a mask and adhere to strict social distancing and sanitation guidelines. District and Michigan ties are encouraged but not required.

**MEM-028-21** Representative Susie Lee's office seeks a legislative **fellow** to assist with member's work on appropriations committee. An emphasis will be placed on candidates who have experience working on environmental and energy policy.

Responsibilities include working with Legislative Director and Legislative Assistants to develop and implement policy goals and objectives. Specific tasks include monitoring legislative developments, introducing legislation, and staffing the Congresswoman in committee hearings. The fellow will also be responsible for interacting and communicating with outside stakeholder groups within the context of the Congresswoman's legislative agenda. This includes staffing policy-oriented meetings on behalf of the office.

The ideal candidate is collaborative, creative, energetic, detail-oriented, able to multi-task, politically astute, and willing to work in a fast-paced and demanding setting. Applicants should be able to start immediately and commit through May/June.

Candidates should submit a cover letter, resume, two writing samples, and two references to [NV03Resumes@gmail.com](mailto:NV03Resumes@gmail.com) with "Legislative Fellow Application" and the first and last name in the subject line. Please submit the cover letter, resume, and two references as one document.

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, or parental status. This is a paid opportunity.