



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

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INTERSHIP VACANCY LISTING

Week of December 20, 2021

MEM-584-21 The Office of Congresswoman Lisa McClain (MI-10) is seeking full-time paid Spring **Interns** to start working in the DC office in-person beginning early January.

Ideal candidates are conservative college students or recent college graduates with strong communication and organizational skills. Interns will be present in the office daily, and will assist in a variety of legislative and administrative tasks.

Interns will represent the office through correspondence with constituents, and are expected to have outstanding interpersonal skills. Interns should be regularly following the news, tracking the Congresswoman's official duties and policy positions, and be able to speak confidently on current political issues and the legislative profile of the office.

To apply please email a resume and cover letter
to Bennett.Danforth@mail.house.gov

MEM-581-21 Congresswoman Grace Meng's (NY-06) D.C. Office is seeking **interns** for the upcoming Spring 2022 Semester.

This internship is based in the Washington, DC office and is open to college students. Hours are flexible to accommodate students' course schedules, but generally run 9:00 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to

5:00 p.m. when not in session. Due to the ongoing impact of COVID-19, our office will continue to take precautions, including some remote work.

Interns' responsibilities will vary. Responsibilities include: checking voicemails, researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on various issues before the House. Interns gain an understanding of the legislative process and the many other functions of a congressional office. If eligible, this internship includes a monthly stipend.

To apply, please send a cover letter, resume, and writing sample to [NY06 Intern App@mail.house.gov](mailto:NY06_Intern_App@mail.house.gov) with the subject line "Fall Intern Application" no later than 4:00p on December 23rd, 2021. New York ties are a plus!

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.

MEM-580-21 Conservative Texas member looking for recent college graduates for **internship** opportunity! Flexibility and ability to talk on the phone is a must, experience in DC and with indigov is helpful but not required.

Please reach out to kaela.thompson@mail.house.gov with resumes.

MEM-579-21 Congressman Bill Johnson's office (OH-06) is currently seeking **internship** applicants in the D.C. office for Spring 2022.

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.

MEM-569-21 The Democratic staff for the House Small Business Committee is currently accepting applications for Spring 2022 **interns**.

The hours are flexible to accommodate interns' schedules, but generally run from 9am to 6pm when Congress is in session, and 9am to 5pm when not in session. As an intern with the Committee, you will provide vital support by assisting staff in assignments that include, but not limited to: monitoring supplies, assisting with

Full Committee and Subcommittee hearings, archiving official incoming letters and reports, producing one-page Memos for relevant SBC issues, editing various SBC documents and materials, organizing various Committee excel trackers, administrative support, and special policy-based projects.

All interested applicants please send your resume, and cover letter to tracy.ennesser@mail.house.gov.

MEM-568-21 The majority staff of the House Foreign Affairs Subcommittee on Asia, the Pacific, Central Asia, and Nonproliferation seeks a part-time, paid Asia Policy **Fellow** for Spring 2022.

The Fellow will support the subcommittee staff in researching and preparing materials for subcommittee hearings, preparing for the Chairman's meetings with foreign government officials, and other activities. The Fellow will also assist in developing policy and oversight materials, including but not limited to oversight letters, speech writing, and resolution drafting, as needed. Strong writing and communication skills are required, as well as a familiarity with the Indo-Pacific. A background in U.S. policy toward China is strongly preferred. Candidates should be team players, self-starters, and should thrive in a fast-paced environment.

The position ideally begins in February 2022, with a possible duration of up to four months. The subcommittee seeks candidates who can commit to working a minimum of two full-time days per week. The position is compensated through a weekly stipend. The subcommittee is an equal opportunity employer.

The office does not discriminate on the basis of an individual's race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service. The office is committed to inclusion and encourages all individuals from all backgrounds to apply.

To apply please send a cover letter, resume, and a 2-4 page writing sample to APCANBera.Applications@gmail.com.

MEM-564-21 House Republican office seeks full time interns for spring **internship**. Duties include compiling press clips, answering phones, legislative research, greeting guests, and assisting with audio and video recording equipment. Past Hill experience working on IT projects or within a television, video, or digital media production environment is a plus.

This is a fast-paced office; candidates must have the ability to manage priorities, meet deadlines, and work well within a multi-tasking environment. Current students or recent graduates who can commit to the entire semester are encouraged to apply. This position is paid.

To apply, please email a resume, cover letter, and references to HOUSE PLACEMENT EMAIL or carl.griffin@mail.house.gov indicating job referral number in the subject line.

MEM-563-21 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 Winter/Spring 2022.

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 remote-hybrid position beginning in January 2022. 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, Haitian Creole, or Portuguese proficiency preferred but not required.

Qualified applicants should send a one-page resume and one-page cover letter to WHEMjobs@gmail.com with the subject line “Winter/Spring 2022 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-558-21 The Office of U.S. Representative Anthony G. Brown (MD-04) is currently seeking applicants for a full-time **internship** in our Washington D.C. office during the Spring 2022 session.

Interns will have the opportunity to interact with constituents, give tours of the US Capitol, gain knowledge of the legislative process, engage with the communications team and to see firsthand what it takes for a congressional office to run.

We’re looking for students and recent graduates who are motivated, detail-orientated, and ready to work in a fast-paced setting. The ideal candidate possesses 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 an interest in politics is a must.

Hours are 9:00 AM – 5:00 PM for a minimum of four days a week and the individual must have availability on Wednesday. Monthly stipends are available to full time and part time interns unless they are sponsored by an outside organization or are planning to receive academic credit for the internship.

JOB RESPONSIBILITIES:

Students that are interested in interning our Washington D.C. office will have some of the following duties:

- Answering phone calls
- Data assembly and entry
- Assisting the Legislative Team with projects
- Assisting with the research and writing of constituent correspondence
- Researching issues or agency policies
- Assisting with mailing projects
- Other projects as assigned

If interested, please send a resume, cover letter, short writing sample, and (2) references to Amiri.Hill2@mail.house.gov, and indicate spring 2022 internship in the subject.

If you have any questions about the internship opportunity program at The Office of U.S. Representative Anthony G. Brown (MD-04), please contact Amiri Hill at Amiri.Hill2@mail.house.gov or 202.225.8699.

MEM-555-21 The House Committee on Oversight and Reform Majority Staff seeks a motivated and reliable student to fill a full-time digital **intern** position this spring.

Digital intern responsibilities include, but are not limited to, content creation, graphic design, manual photography, videography, website maintenance, analytics and performing other press and administrative tasks as necessary.

Successful candidates will possess familiarity with programs such as Adobe Premiere Pro, Adobe Photoshop, Adobe InDesign, Canva, OBS Studio, as well as compiling and interpreting social media analytics. Ability to work in a fast-paced, rapid response environment and willingness to learn is a must; sense of humor strongly encouraged. This position reports to the communications director. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume and portfolio to oversightpress@mail.house.gov.

MEM-554-21 The House Committee on Oversight and Reform Majority Staff seeks a motivated, reliable, and detail-oriented student with a passion for communications to fill a full-time press **intern** position this spring.

The ideal candidate should be a strong writer, team player, and able to multi-task in a fast-paced environment. Press intern responsibilities include, but are not limited to, compiling press clips, maintaining press lists, and drafting press releases. This position reports to the communications director and broader communications team. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume to oversightpress@mail.house.gov.

MEM-511-21 Winter Congressional **Internship** Opportunity:

Congressman John Garamendi (D-CA-03) is seeking a highly motivated intern to join his team. Candidates should be collegial, professional, quick learners, and phenomenal team players.

Strong oral and written communication skills and close attention to detail are imperative. Duties include assisting staff with legislative, administrative, and press related projects, writing memos and talking points, attending virtual hearings and meetings, answering constituent phone calls, assisting with scheduling, sorting and distributing mail, and managing tour and flag requests.

Interns are considered an integral part of the team and are given the opportunity to learn and grow through working with us both to achieve the goals of the office and to pursue and develop their areas of interest. First-hand experience in Congressman Garamendi's congressional office provides interns with an unparalleled knowledge and understanding of the development of public policy.

Full-time candidates with California ties and previous internship/work experience are strongly encouraged to apply.

Please e-mail a resume, cover letter, writing sample and dates of availability to Garamendi.Internships@mail.house.gov.