



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

INTERNSHIP VACANCY LISTING

Week of May 16, 2022

MEM-252-22 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** for the fall of 2022.

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 “Fall 2022 Legal Internship” in the subject line. Please specify in your cover letter whether you can work full time and when you can start. Please use the following formats to name your resume and cover letter: “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-250-22 Congressional Internship (Washington, D.C. Office)

The office of Congressman Dan Kildee (MI-05) is seeking a highly motivated and detail-oriented paid intern for Fall 2022. Qualified candidates will have demonstrated interest in researching, learning, and writing about policy, legislation and the legislative process; strong writing and analytical skills; and an interest in public service.

This position acts as an all-around helping hand in the congressional office, serving staff and constituents, and is essential to ensuring the office operates efficiently. Michigan ties are a plus.

This position is paid. The ideal candidate will be available from August through December and can work from 9 a.m. – 6 p.m. ET when Congress is in session and from 9 a.m. – 5 p.m. ET when Congress is not in session.

Interested applicants should send a cover letter and resume to Alexandra.Ham@mail.house.gov with the subject line “Fall 2022 Internship” by COB on Friday, June 10th.

RESPONSIBILITIES:

- Oversee the office reception area, greeting constituents and guests in a professional manner;
- Answer incoming telephone calls;
- Assist the Staff Assistant in organizing tours of the U.S. Capitol, White House and other Washington, D.C. landmarks for constituents or stakeholders;
- Assist the Staff Assistant in fulfilling flag requests;
- Assist the legislative staff by researching legislation and policies, attending briefings and drafting cosponsor recommendations and memos;
- Support the constituent mail program by batching constituent messages in IQ, researching and drafting constituent mail;
- Assist in managing office supplies for the Washington office;
- Performs other duties as assigned.

SKILLS AND KNOWLEDGE REQUIRED:

- Excellent organizational and proofreading skills;
- Thoroughness and careful attention to detail;
- Strong oral and written communication skills;
- Knowledge of legislative process and of House organization and procedures;
- Knowledge of local, state, and federal agencies and departments;
- Professional telephone manners;
- Ability to work cooperatively and courteously with others;
- Proficiency in Microsoft Word and Excel.

Congressman Kildee's office is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are made without regard to race, sex, religion or belief, sexual orientation, gender identity, family or parental status, or any other status protected by law.

MEM-249-22 Press/Digital Internship (Washington, D.C. Office)

The Washington, D.C. office of Congressman Dan Kildee (MI-05) is seeking a paid press/digital intern to join a fast-paced communications team for Fall 2022.

Qualified candidates will have a demonstrated interest in press and digital communications as well as strong written, organizational and time management skills. This individual should enjoy taking initiative, solving problems and thinking creatively. Michigan ties are a plus.

This position is paid. The ideal candidate will be available from August through December 2022 to work from 9 a.m. – 6 p.m. when Congress is in session and from 9 a.m. – 5 p.m. when Congress is not in session.

Interested applicants should send a brief cover letter, resume and at least two sample social media posts with graphics to Alexandra.Ham@mail.house.gov with the subject line "Fall 2022 Press/Digital Intern" by COB Friday, June 10th.

RESPONSIBILITIES:

- Compile daily press clips
- Draft social media content for Twitter, Facebook and Instagram
- Create graphics and videos for social media
- Monitor and update the media contacts list
- Conduct research for op-eds, social content and press releases
- Assist the communications team

SKILLS AND KNOWLEDGE REQUIRED:

- Strong written communication skills;
- Excellent organizational and proofreading skills;

- Experience using Adobe Creative Suite, Canva, or equivalent digital products to create graphics, videos, and other digital content;
- Experience drafting social media;
- Experience monitoring media;
- Ability to work cooperatively and courteously with others;
- Thoroughness and careful attention to detail;
- Proficiency in Microsoft Word and Excel and Google Sheets

Congressman Kildee's office is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are made without regard to race, sex, religion or belief, sexual orientation, gender identity, family or parental status, or any other status protected by law.

MEM-233-22 TITLE: Legislative, Press/Digital **Interns**, House Committee on Veterans' Affairs (Majority)

SUMMARY: The Democratic Staff of the House Committee on Veterans' Affairs seeks legislative and press/digital interns. Responsibilities include, but are not limited to, conducting legislative research, managing and responding to constituent correspondence, assisting with Committee events, attending briefings and hearings for staff, compiling press clips, drafting communications materials, and other tasks depending on the needs of the Committee and the intern's interests.

Qualified candidates will have strong oral and written communications skills, be detail-oriented, and have a desire to help veterans and learn about the Committee and the legislative process. In an effort to build a diverse and more inclusive work environment, the Committee strongly encourages veterans, minority, women, people with disabilities, LGBTQ+ candidates, and HBCU and MSI students to apply.

This internship is available as a full-time or part-time position. In-person or remote opportunities are available depending on interns' circumstances.

To apply, fill out the online form and submit a resume and cover letter via the following: [House Veterans' Affairs Committee Democrats Internship Application Form](#). Applicants who apply by May 6 will be prioritized.

Applicants will be contacted if they have been selected for an interview. If applicants have additional questions about the internship, contact Veterans.Internships@Mail.House.Gov.

MEM-215-22 North Carolina Democrat seeks candidates for a communications **fellowship**.

Competitive candidates will possess creativity, excellent writing skills, sound political judgement, and relevant prior experience. Expertise editing video or creating graphics a plus.

Fellowship will require some remote and some in-person work, but can be fully remote to start. Diverse candidates and candidates with North Carolina ties are strongly encouraged to apply. Fellows will be paid a monthly stipend.

To be considered, please submit a resume and 2-3 examples of your work (press release, social media post, op-ed draft, etc) to MacKensie Kvalvik at mackensie.kvalvik@mail.house.gov.