



U.S. House of Representatives

CAO

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INTERNSHIP VACANCY LISTING

Week of May 15, 2023

MEM-268-23 The Office of Congressman Greg Casar (TX-35) is currently seeking candidates for paid **internship** for the 2023 Summer term. Internships are full-time and in-person in our Washington, DC office. Current college students and recent graduates are welcome to apply. Texas ties, district ties, and Spanish language fluency are preferred but not required.

The summer internship program runs June 5 to early August. Internships in our office are paid \$15/hour at the close of each month. A summer internship is 30-40 hours per week, five days a week from 9:00AM to 5:00PM ET. Schedule is flexible to accommodate students enrolled in summer semester courses.

DUTIES

The internship provides a valuable opportunity to contribute to the daily operations of a congressional office and gain first-hand experience with the legislative process.

Interns are critical to the operations of a congressional office. Various intern responsibilities may include but are not limited to: greeting guests, answering phones, logging constituent phone calls, email inbox, opening and sorting mail, drafting constituent letters, performing legislative research, leading Capitol tours, assisting staff with events, meetings, communications tasks, and various day-to-day office tasks.

QUALIFIED APPLICANT REQUIREMENTS

The ideal candidate will be dependable, professional, detail-oriented, an efficient

multitasker, a proactive problem-solver, be comfortable interacting and speaking on the phone with the public. Successful internship candidates should:

- Be at least 18 years of age
- Be a current undergraduate, graduate student, or have recently graduated.
- Demonstrate an interest in politics, policy, and/or public service.
- Possess a professional demeanor and an upbeat disposition while interacting with visitors, constituents, and staff members in a fast-paced, highly dynamic environment.
- Possess effective skills for verbal and written communications.
- Possess effective teamwork skills, flexibility, willingness to learn new skills, and the ability to support the needs of multiple team members and leaders in the office.
- Possess time management skills including the ability to prioritize and track work status.

HOW TO APPLY

Our office is committed to building a team with diverse lived experiences that equips our team to serve the Texas 35th district. Candidates are encouraged to apply and describe in their cover letter how their experience translates to the role and needs of the office. Application deadline is Monday, May 22, 2023, at 12 midnight ET/ 11 pm CT. Interested applicants should:

1. Fill out an application via the Link: <https://airtable.com/shrz5snMYiwQ9eiTr>
2. Email one combined PDF of a resume, cover letter, contact information of 2-3 references, and one-page writing sample to tx35gcscheduler@mail.house.gov with a subject line “INTERN Summer 2023 - [Full Name]”

Due to the large volume of applicants, only applicants selected for interviews will be contacted.

The Office of Congressman Greg Casar is an equal opportunity employer; we do not discriminate based on race, color, religion, sex, gender identity or expression, national origin, age, disability, military status, parental status, marital status, sexual orientation, or any other factor or basis prohibited by applicable federal law. Applicants with disabilities who require a reasonable accommodation to participate in the application or hiring processes are encouraged to request an accommodation at any time during those processes. Proof of COVID-19 vaccination and A booster will be requested.

MEM-262-23 The Office of Congressman Salud Carbajal (CA-24) is seeking a highly motivated and creative Digital/Press **Intern** to assist with a fast-paced communications operation based in his Washington, D.C. office for the 2023 Summer Term.

The Digital/Press Intern will help build out the Congressman’s digital and social media footprint, with heavy emphasis on creating engaging social media content

and graphics. Qualified candidates should have strong writing, editing, and social media skills to assist with time sensitive assignments, as well as basic familiarity with graphic design/video editing software. Candidates with experience in a press or digital media role (including internships) are preferred but not required. California or Central Coast ties and Spanish literacy are a plus. The intern will work closely with the Communications Director and the Digital Director.

RESPONSIBILITIES:

- Compiling daily press clips
- Creating engaging graphics and editing photos
- Assisting the Digital Press Assistant with social media content, website content and digital newsletters
- Clipping, editing, and captioning videos
- Assisting Communications Director with drafting press releases, op-eds, advisories, and other written materials
- Creating and maintaining press lists
- Compiling regular comms reports on press and social media results
- Additional responsibilities include assisting the Legislative Correspondent with administrative tasks (e.g. answering phone calls, greeting visitors, etc.) and legislative tasks (e.g. batching incoming messages on Fireside, drafting constituent letters, etc.)

PREFERRED EXPERIENCE:

A qualified candidate will possess strong social media and graphic design skills. Past experiences with Canva, Photoshop, and other digital/graphic/video design platforms are a major plus.

TO APPLY:

The internship will run from mid-June to September. The hours are roughly 32 hours a week and are flexible to accommodate schedules and time zones, but generally run 9a.m. to 6p.m. ET when Congress is in session and 9a.m. to 5p.m. ET when Congress is out of session.

Interested applicants should email a resume, cover letter, writing sample, two digital samples, and dates/hours of availability to Tommy.Vo@mail.house.gov with the subject line “(First Name) (Last Name) – Digital/Press Intern.”

This is a full-time, limited term position and offers a monthly stipend from the office of Congressman Carbajal’s unless the intern is already receiving credit/stipend through a third party. No phone calls, or walk-ins, please. This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Deadline to apply is Friday, May 19th.

MEM-233-23 "The office of Congresswoman Yvette D. Clarke (NY-09) is seeking a Washington D.C. based, in-person, full-time, paid Digital Press **Intern** for the upcoming Summer 2023 session. Team Clarke expects the ideal candidate to be driven, team-orientated, and interested in diving into the inner workings of Capitol Hill.

This position requires applicants to have the ability to multitask, strong organizational skills, and possess high degrees of professionalism and diligence. Responsibilities include compiling daily press clips, answering telephones, and working alongside the communications team to draft social media collateral, including copy, graphics, and other materials. Applicants may hold interests in or have previous experience working with policy areas such as environmental sustainability, racial justice, cybersecurity, immigration, infrastructure, affordable housing, Caribbean issues, and health care.

Interested applicants should send their resume and two writing samples to clarke.comms@mail.house.gov with the subject line "Clarke Digital Internship." New York ties strongly preferred.

This office is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity. Women, people of color, and candidates from diverse backgrounds are strongly encouraged to apply. Deadline to apply is May 26, 2023. Due to the large volume of applicants, only those applicants who are selected for interviews will be contacted."

MEM-232-23 The Democratic staff of the Select Subcommittee on the Coronavirus Pandemic is seeking passionate 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 officials and stakeholders for the purpose of taking notes. Law students play a key role in the office and will work closely with Committee counsel and staff.

Applicants should have an interest in public service and 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. Women, LGBTQI+, and BIPOC candidates are strongly encouraged to apply.

Please send a resume and cover letter as PDFs to SSCPJobs@mail.house.gov, with “Summer 2023 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 unsolicited calls, emails, or drop-ins, please.

The Select Subcommittee on the Coronavirus Pandemic is authorized to investigate a broad range of matters pertaining to the coronavirus pandemic under H. Res. 5. The Select Subcommittee was established within the Committee on Oversight and Accountability, which is the primary investigative committee of the United States House of Representatives, with jurisdiction to investigate “any matter” at “any time” under House Rule X.

MEM-597-22 House Democrat seeks a paid Legislative **Fellow** to assist senior legislative staff with a wide variety of legislative topics and tasks. The Legislative Fellow will gain experience in preparing for committee hearings and markups; developing and advancing legislation; drafting speeches; and meeting with constituents and other stakeholders.

The ideal candidate will possess superb written and oral communication skills; have some policy experience; and will enjoy collaborating with others in a fast-paced environment.

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.

Interested applicants should send a cover letter, resume, and brief writing sample to housedemjobs@gmail.com with “Legislative Fellow” in the subject line.