



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING

Week of June 12, 2023

MEM-299-23 The Washington, D.C. Office of Representative Pramila Jayapal (WA-07), Chair of the Congressional Progressive Caucus, is seeking full-time and part-time paid **interns** for the Fall 2023 term. This is an in-person position.

Interns will work primarily with D.C.-based staff performing legislative and administrative work. Tasks include answering phones, sorting and drafting responses to constituent correspondence, attending briefings/hearings, performing legislative research, and supporting staff members on various projects.

Ideal candidates should be professional and possess excellent communication skills, a strong attention to detail, and a commitment to public service and progressive values. All interns will be paid \$15/hr unless funded by an outside organization.

The Office of Representative Pramila Jayapal is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. State and/or district ties are a plus but not required.

Interested applicants should e-mail a resume, cover letter stating availability, short writing sample, and three references to Jayapal.DCInternships@mail.house.gov with the subject "2023 Fall Internship Application – FirstName LastName" by Sunday, July 16th.

MEM-298-23 DC Digital Production Intern

Congressman Seth Moulton is seeking a driven Digital Production Intern to join a fast-paced communications team for the Fall.

General Information:

The internship is in-person and based out of our Washington, D.C. office.

Preference will go to applicants available to join us full-time. A financial stipend will be provided.

Duties and Expectations:

- Clipping and preparing videos from press hits and hearings
- Assisting in drafting social media graphics, copy, and posts
- Drafting press releases and our biweekly newsletter
- Helping maintain and updating the Congressman's website
- Conducting research and providing staff support for the communications team

Candidates must:

- Be familiar with Adobe Illustrator or Photoshop **(please indicate both or which on your resume)
- Have strong written and oral communications skills
- Have advanced creativity and artistic ability
- Ability to handle multiple tasks on tight deadlines
- Be a team-player

Submission:

Questions about the position and any applications should be emailed to michael.sucheki@mail.house.gov

- Please submit a resume, cover letter, and three or more samples of your digital work
- Please include "Digital Production Intern" in the subject line
- Note that applications will close at 11:59pm July 16, 2023.

Inclusion Statement:

Women, people of color, LGBTQ+ people, and members of other minority or marginalized groups are strongly encouraged to apply. We are an equal-opportunity employer and do not discriminate against candidates on the basis of race, ethnicity, religion, sex, gender, sexual orientation, gender identity, disability status, or veteran status.

MEM-297-23 Team Moulton is seeking exceptional students interested in foreign policy and national security to participate in the Fern Holland International Affairs Fellowship Program.

This is a full-time, paid foreign policy fellowship for Fall 2023. This opportunity is based on financial need and is only open to candidates who are Pell-grant eligible. The fellowship is in our Washington, D.C. office. Recent college

graduates, and students currently enrolled in graduate school are preferred. Under very rare circumstances the office will also hire undergraduate students.

Team Moulton is looking for hard-working individuals who are passionate, driven, and committed to strengthening our democracy. This fully-funded fellowship covers the cost of housing, transportation, and food with a stipend. Women, people of color, and members of other underrepresented communities are especially encouraged to apply.

This fellowship offers an in-depth look into a career of service to our nation. Fellows will be expected to perform rigorous research, advise senior staff and the Congressman on important issues, and craft policies in international affairs and national security, in addition to some regularly assigned intern responsibilities.

To apply, please fill out the internship application form at moulton.house.gov under the 'Services' tab and attach a cover letter and resume, or click the link [HERE](#). If you have trouble accessing the application form, please email kaitlyn.dinh@mail.house.gov.

If selected, you will be required to submit a FAFSA form. We are accepting applications for Fall through July 16, 2023 at midnight. Feel free to call our office with any questions you may have at (202) 225-8020 or email our internship coordinator, Kaitlyn Dinh (kaitlyn.dinh@mail.house.gov)

MEM-296-23 Congressman Moulton is seeking hard-working individuals who are passionate, driven, and committed to public service for an internship in his Salem office and Washington D.C. office in Fall 2023.

Internships are intended for current undergraduate students, recent college graduates, students currently enrolled in graduate school. Under very rare circumstances the office will also host high school students. A financial stipend will be provided.

RESPONSIBILITIES

- Answering constituent phone calls and greeting constituents at the front desk
- Taking notes at briefings and hearings
- Categorizing and responding to constituent mail
- Conducting tours of the Capitol for constituents
- Drafting form letters and cosponsor requests for the Congressman
- Assembling press and news clips
- Performing a variety of other duties as assigned, such as conducting legislative research

APPLICATIONS

Applicants can access the application here. or they can apply through the internship portal at moulton.house.gov, under the 'Services' tab. If you have

trouble accessing the application form, please email kaitlyn.dinh@mail.house.gov.

You will need a cover letter and resume to apply, in addition to filling out the online application. We will review applications on a rolling basis, if you are selected for an interview, a staff member will contact you. The application deadline is July 16 at 11:59pm ET.

MEM-294-23 The Committee on House Administration Republican Office seeks energetic and self-motivated individuals with an interest in government and public policy, to apply for its paid, full-time Fall 2023 **internship** program.

The Committee on House Administration maintains jurisdiction of federal election policy and manages the day-to-day operations of the House of Representatives with oversight of several offices within the Capitol Complex, including the Chief Administrative Officer, Architect of the Capitol, Clerk of the House, House Inspector General, Sergeant at Arms, U.S. Capitol Police, and other legislative branch entities like the Library of Congress, Government Publishing Office, and the Smithsonian Institution.

Working closely with Committee staff, interns will have the opportunity to gain first-hand knowledge of the inner-workings of a congressional committee and learn about the day-to-day administrative operations of the House of Representatives. Interns are responsible for assisting Committee staff with official proceedings (hearings/markups), oversight, research, assisting with phones, and providing support to all Committee staff.

Responsibilities:

Interns are responsible for both administrative and legislative duties. Administrative tasks include answering phones, greeting visitors, sorting mail, entering data, and drafting correspondence. Legislative support includes performing research, drafting public statements, prepping materials for hearings, attending hearings and briefings, reaching out to agencies and other congressional offices, and a host of various special projects.

Please send a resume, cover letter, and availability to CHAInternGOP@mail.house.gov

MEM-292-23 The office of Congressman Dan Kildee is seeking a highly motivated and detail-oriented paid **intern** for Fall 2023.

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/ September through December 2023 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.

Applicants interested in interning in the DC office should send a cover letter and resume to Elizabeth.Virga@mail.house.gov with the subject line “Fall 2023 Legislative Internship” by COB on Monday, June 26th.

Applicants interested in interning in the Flint office should send a cover letter and resume to Bill.Wickes@mail.house.gov with the subject line “Fall 2023 Legislative Internship” by COB on Monday, June 26th.

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;
- *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-281-23 The Office of Congressman Bill Johnson (OH-06) is currently seeking **interns** for our DC office for the Fall 2023 semester. The internship is expected to run from August to December.

Qualified applicants should possess strong communication skills, be interested in public policy, have a strong work ethic, and be ready to work in a rapid environment. This is a great opportunity to gain hands-on experience and knowledge of the day-to-day happenings within Congress. This internship is an ideal fit for any student that is interested in politics, law, or government – however, any interested student is encouraged to apply.

Job duties include (but are not limited to)

- Leading tours of the Capitol Building
- Attending briefings and meetings
- Conducting congressional research for staffers
- Administrative assistance to staff
- Answering and logging phone calls

Ohio ties are preferred but not required. Current college students and recent graduates are welcome to apply.

Interested candidates should apply through our website <https://billjohnson.house.gov/constituentservices/internships.htm>

MEM-278-23 Congressman Jason Smith (MO-08) is currently seeking full or part-time **interns** to work in his Washington, DC office for the Fall 2023 term.

Intern responsibilities include corresponding and communicating with constituents, researching policy, legislative analysis, guiding Capitol building tours and assisting staff with administrative tasks. Interns also will have the opportunity to conduct legislative research as well as attend Capitol Hill briefings, congressional hearings, and press events.

Ideal candidates have a positive attitude, strong work ethic, and excellent written and oral communication skills.

Those interested should send their resume and cover letter to grayson.donnellan@mail.house.gov. Applications are reviewed on a rolling basis, so there is currently no deadline to apply. Hours are flexible and can be adjusted to accommodate other work/class schedules.

This is a paid position and is competitive with that of other offices. Rate of pay will depend on hours worked and duration of internship. State ties preferred but not required.

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.