



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 June 10, 2024

MEM-225-24 **LEGISLATIVE INTERNSHIP:** The office of Representative Chrissy Houlihan (D-PA-06) is accepting applications for Fall 2024 legislative interns in our West Chester, Reading, and Washington, D.C. offices. This internship will run from late August through mid-December/early January.

Both full and part time internships are available, and we offer needs-based stipends to students who are Pell Grant eligible. Our internship program has returned to in-person work with flexible telework options.

Ideal applicants are self-starters who bring a customer service mindset and a passion for community service. Applicants must be intellectually curious, willing to spend a lot of time on the phone, and write well.

Responsibilities range from helping constituents, to doing research and drafting memos for our legislative staff, to staffing the Congresswoman in hearings or meetings. We offer interns the opportunity to see Congress up close and from the inside. Prior volunteer, leadership, and work experience are a plus. Ties to PA-06 are also a plus.

Please submit applications through the “Legislative Internship” form our website, Houlihan.house.gov.

This office is an equal opportunity employer and does not discriminate based on

race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ identification, family status, or military status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

Due to a high volume of applicants, you will likely only be contacted if you are selected for an interview. If you have any questions, please reach out to Nirmal Singletary at nirmal.singletary@mail.house.gov

MEM-219-24 The office of Congresswoman Stephanie Bice (OK-05) is seeking applicants for a paid **internship** for the Fall2024 term.

Successful applicants will be motivated, detail-oriented, display a strong work ethic, and interact well with constituents and others. Furthermore, applicants should have a strong interest in the legislative process and the functioning of Congress.

The intern would be expected to handle, sort and/or log incoming calls, mail, and electronic correspondence, lead tours of the Capitol, conduct research, help draft legislative and official correspondence, and assist the D.C. office staff with work as assigned including administrative and logistical support.

Qualified applicants should possess strong and effective communication (both verbal and written), work well in a highly dynamic fast-paced environment, have good time management skills including the ability to prioritize, and track multiple work products, possess attention to detail, and a willingness to learn new skills and tasks and be flexible in supporting the Member and all staff in various roles, both administrative and legislative.

To apply, please email ok05internship@mail.house.gov with a copy of your resume.

MEM-218-24 "The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for full and part-time **interns** for the fall internship session.

The start date would be as early as August 15th (flexible depending on availability) with a flexible end date. Interns are paid a stipend based on availability and have access to transit benefits. 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 nj02internships@mail.house.gov. Please indicate in your cover letter that you're applying for a fall internship and format the files as [Full Name_Resume], [Full Name_Cover Letter]."

MEM-217-24 Congresswoman Suzan DelBene, representing the 1st Congressional District of Washington state, seeks **interns** for her Washington, D.C. and District (Kirkland) offices. Interns will work in a fast-paced congressional office, gaining valuable experience and knowledge of the United States Congress.

Intern responsibilities include greeting constituents and handling constituent phone calls, assisting staff with administrative tasks, conducting research, and assisting with constituent correspondence. Washington, D.C. interns will have the opportunity to lead tours of the U.S. Capitol as well as attend hearings and briefings for the legislative staff.

To apply, please send a cover letter, resume, and short writing sample (1 to 2 pages) to Internship.DelBene@mail.house.gov. In the subject line, please specify whether you are applying for a D.C. or District internship.

In the body of the email, list any start and end date constraints, whether you are interested in a part-time or full-time position, and the number of hours per week you can work.

The deadline for Fall 2024 internship applications is Wednesday, July 3rd at 11:59 PM.

MEM-195-24 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.

Internships are intended for current undergraduate students, current graduate students, and recent college graduates. Interns receive a stipend distributed based on total hours worked.

D.C. RESPONSIBILITIES

- Answering constituent phone calls and greeting constituents at the front desk.
- Categorizing and responding to constituent mail.
- Drafting form letters and cosponsor requests for the Congressman.
- Taking notes at briefings and hearings.
- Conducting tours of the Capitol for constituents.
- Assembling press and news clips.

- Performing a variety of other duties as assigned, such as conducting legislative research.

DISTRICT RESPONSIBILITIES

- Answering constituent phone calls and greeting constituents at the front desk.
- Assisting the Casework Team on a variety of casework requests involving federal agencies.
- Taking notes at briefings and hearings.
- Assembling press and news clips.
- Performing a variety of other duties as assigned, such as conducting legislative research and attending community events.

APPLICATIONS

Applicants can access the application here:

https://docs.google.com/forms/d/e/1FAIpQLSd1NOVxgvmGvGyH_1u4e35RUkweWU24Rmu7gA0Y3HOxKXTkjQ/viewform

Applicants can find more information on the internship portal at moulton.house.gov under the ‘Services’ tab. All applications are due on July 15th, 2024, and will be reviewed after the application period closes.

If you have trouble accessing the application form above or have other questions, please email Bridget Pegg (bridget.pegg@mail.house.gov)