



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

INTERSHIP VACANCY LISTING

Week of August 26, 2024

MEM-367-24 Rep. Troy Nehls (TX-22) Seeks full time **Interns** for Fall 2024

Congressman Troy E. Nehls' (TX-22) Washington, D.C office is currently seeking qualified individuals to serve in his Washington, D.C. office for the Fall of 2024. This internship provides students with a firsthand understanding of our nation's legislative process. Interns will contribute to the daily operations of the office. Duties include (but are not limited to): greeting visitors, answering phones, leading tours of the Capitol, attending briefings and hearings, performing legislative research, and assisting both legislative and communications staff.

Those interested should send their resume to jacqueline.camuy@mail.house.gov with "Fall 2024 Internship" in the subject line. Applications are reviewed on a rolling basis.

Hours:

Full-time interns will work 9:00 AM to 5:00PM when out of session, 8:30 AM – 6:00 PM when in session Monday through Friday in order to meet the full-time rate.

Stipend:

This is a paid internship. Please include availability, previous experience (if any), and information about yourself and your education.

Transportation Accommodations:

Interns will be able to use the Metro and will be reimbursed for their commutes to and from the office.

Contact: Jacqueline Camuy, jacqueline.camuy@mail.house.gov

MEM-354-24 Fall **internships** in Congresswoman Michelle Steel's office will be held in-person in the Washington, D.C. office. Schedules are flexible to accommodate academic schedules. Interns are paid on an hourly basis.

Interns would have the chance to gain valuable hands-on experience while serving the constituents of California's 45th district. Interns would be exposed to a wide range of policy areas, including the Congresswoman's work on the House Ways and Means Committee, Education and Workforce Committee, AI Task Force, and the Select Committee on the Chinese Communist Party. Responsibilities would include corresponding with constituents, performing research for staff, giving tours of the Capitol building, attending Congressional hearings, and helping prepare for upcoming hearings.

Interested applicants should send a copy of their resume to Andrew.Weinstock@mail.house.gov. Successful interns have strong attention to detail and communications skills, as well as a strong interest in learning about the legislative process.

MEM-344-24 The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for part and full-time **interns** for the fall internship session. The start date would be as early as September 2nd (flexible depending on availability) with a flexible end date. This is an un-paid internship due to the U.S. House of Representatives being on recess for all of October.

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 U.S. Capitol, opening and sorting mail, attending briefings, performing legislative research, and various other tasks to assist staff.

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-340-24 Congressman Cory Mills' (FL-07) Washington, D.C. office is currently seeking qualified individuals to serve in his Washington, D.C. office for the Fall of 2024.

Interns will observe the inner workings of a Congressional office, while gaining firsthand knowledge of the legislative process. Responsibilities include leading Capitol tours , answering phones, greeting constituents, assisting staff with legislative projects and attending briefings and hearings.

Ideal candidates possess 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 interest in politics is a must. This is a paid internship.

Please send resumes and cover letter to Milka.jurado2@mail.house.gov.

MEM-339-24 The Washington, D.C. office of Congressman Dan Kildee is seeking a highly-motivated and detail-oriented paid **interns** for the fall 2024 semester. Qualified candidates will have demonstrated interest in research projects and learning about the legislative process. Candidates should have strong writing and analytical skills; and an interest in public service. Paid interns are all-around helping hands in the congressional office and will get the opportunity to work on a variety of different projects. Michigan ties are a plus.

Internships are paid. The ideal candidate will be available from September through November 2024.

Applicants interested in interning in the Washington, D.C. office should send a cover letter and resume to Danielle.Stewart3@mail.house.gov with the subject line “Fall 2024 Legislative Internship”.

RESPONSIBILITIES:

- Oversee the front office, 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, 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;
- Professionalism in interacting with constituents in person and on the telephone;
- Ability to work cooperatively and courteously with others;
- Proficient 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-338-24 The Flint and Midland offices of Congressman Dan Kildee are seeking a highly motivated and detail-oriented paid **interns** for the fall 2024 semester. Qualified candidates will have demonstrated interest in research projects and interacting with constituents on the telephone, in person and at community outreach events. Paid interns are all-around helping hands in the congressional office and will get the opportunity to work on a variety of different projects. Michigan ties are a plus.

Internships are paid. The ideal candidate will be available from September through December 2024.

Applicants interested in interning in the Flint office should send a cover letter and resume to Zach.Neithercut@mail.house.gov with the subject line "Fall 2024 Internship".

Applicants interested in interning in the Midland office should send a cover letter and resume to Jacob.Sinclair@mail.house.gov with the subject line "Fall 2024 Internship".

RESPONSIBILITIES:

- Oversee the front office, greeting constituents and guests in a professional manner;
- Answer incoming telephone calls;
- Assist the District staff in conducting casework intake and directing constituents to office resources;
- Support the field work team in drafting memos and conducting background work for events in the community;
- Assist the Staff Assistant in drafting letters of support and Proclamations for members in the community;
- Support the constituent mail program by batching constituent messages, 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;
- Professionalism in interacting with constituents in person and on the telephone;
- 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-337-24 The Office of Congresswoman Emilia Sykes (OH-13) is seeking a paid **Legislative Fellow** to assist the legislative team with work in the Washington, D.C. office. This position is full time, Monday through Friday, and pays \$3,000 a month. The position lasts from mid-August through mid-December.

The ideal candidate is hardworking and motivated; organized, detail-oriented and resilient in the face of a fast-paced and ever-changing environment. The ideal candidate is also proactive and comfortable working with diverse staff, community members, and constituents. Our team values professionalism, positivity, strategic thinking, and good humor.

The Office is an equal opportunity employer; women, people of color, members of the LGBTQ+ community, and members of other traditionally underrepresented communities are encouraged to apply.

Interested applicants should send an email to JoinTeamSykes@mail.house.gov with their resume and cover letter in a single PDF. Please include last name and position in the email subject line, e.g. "Legislative Fellow- [Last Name]." No drop-ins, emails, or social media invitations please. Applications will be accepted on a rolling basis.