



U.S. House of Representatives

CAO

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House Vacancy Announcement and Placement Service (HVAPS)

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INTERNSHIP VACANCY LISTING

Week of April 22, 2024

MEM-176-24 DC Press Internship

Rep. Katie Porter (CA-47) seeks a highly motivated intern for her DC office summer press internship program. This internship is expected to start by June 10 and we are open to end dates in August or September. The ideal candidate is highly organized, creative, able to multitask, has strong written and verbal communication skills, an interest in communications, and able to learn and use Adobe Premiere Pro and Photoshop.

KEY JOB RESPONSIBILITIES

- Compile daily press clips
- Draft social media posts, press releases, and other written materials
- Clip and caption video content for digital platforms
- Design graphics for use across social media platforms
- Research media contacts/reporters and pitch stories to press
- Answer incoming phone calls to log opinions, connect staffers to outside stakeholders, and direct callers to appropriate resources
- Enter and organize incoming constituent messages from mail and voicemail into the IQ database
- Respond to constituent messages through phone calls or emails as needed
- Perform other duties as assigned by the communications staff

The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or

expression, or sexual orientation. Ties to Orange County/Southern California are a plus.

Interns are expected in the office from 9 am to 5 pm, however hours are flexible based on a student's course schedule. Interns will receive a monthly stipend. To apply, send a cover letter, resume, and a small portfolio with a writing sample and 2-3 graphics, videos, or other creative content to CA47.Internship@mail.house.gov with "Summer 2024 Press Internship" in the subject line. The deadline for submission is Monday, May 13, 2024.

MEM-175-24 The Democratic staff of the House Committee on Ways and Means seek a paid Digital **Fellow** to join a fast-paced, committed team for Summer 2024. The Digital Fellow must have video editing experience, enjoy advancing the Committee's priorities, and holding Republicans accountable. Strong technical skills are critical, and scheduling is flexible for candidates with academic commitments.

Essential Job Functions:

- Pitch timely, punchy social media content
- Produce high-quality graphics and videos in conjunction with the team
- Assist the team with managing press lists and website

Minimum Qualifications:

- Prior experience in digital communications, including graphic design and video editing
- Ability to take direction and adapt quickly

Exceptionally Qualified Candidates will have:

- Demonstrated understanding of or familiarity with Ways and Means' jurisdiction

Please send a cover letter, resume, and 2-3 graphic or video samples to dylan.peachey@mail.house.gov with the subject line "DIGITAL FELLOW SUMMER 2024: Last name" by Friday, April 26, 2024. We are an equal opportunity employer and do not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability. Diverse applicants encouraged to apply.

MEM-170-24 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 Summer 2024 term (early-June to August/September).

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, Digital/Creative Assistant, and Legislative Correspondent.

RESPONSIBILITIES:

- Compiling daily press clips
- Creating engaging graphics and editing photos
- Assisting the Digital/Creative 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, writing cosponsor recommendations, 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 early-June to late-August / early-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. This position is primarily in-person with some flexibility for telework. 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, April 26, 2024.

MEM-153-24 DIGITAL AND PRESS INTERN

The House Committee on Oversight and Accountability Democratic Staff seeks a motivated and reliable undergraduate or graduate student to fill a full-time digital media and traditional press intern position this Summer.

The intern responsibilities include, but are not limited to, written content creation, graphic design, video editing, and performing other press and administrative tasks as necessary. Successful candidates will possess familiarity with programs such as Adobe Premiere Pro, Adobe Photoshop, Adobe InDesign, Canva, as well as compiling and interpreting social media analytics. Ability to work in a fast-paced, rapid response environment and willingness to learn are a must. This position reports to the Communications Director. Candidates with diverse backgrounds and experiences are strongly encouraged to apply.

To apply, please send a resume and portfolio to oversightpress@mail.house.gov

MEM-123-24 The Office of Congressman Matt Cartwright (PA-08) seeks motivated, detail-oriented, and energetic individuals for legislative **internships** in Washington, DC for April-June. Please indicate availability in the first sentence of the cover letter.

Qualified applicants should have strong interpersonal skills, the ability to manage multiple tasks, possess strong writing skills, and demonstrate a solid work ethic. Responsibilities include but are not limited to: logging constituent concerns, drafting constituent correspondence on a variety of issues, attending legislative briefings, greeting constituents and visitors when in the office, assisting staff with research and special projects, tracking media coverage, and performing administrative duties. As a result, interns learn about the legislative process and the many other functions of a congressional office.

To apply for an internship in the Office of Congressman Cartwright, please submit an application, including a resume, cover letter, and a short writing sample at the following link: cartwright.house.gov/services/internships

No phone calls or drop-ins please.