



U.S. House of Representatives

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INTERNSHIP VACANCY LISTING

Week of October 18, 2021

MEM-420-21 The Office of Representative Andy Harris (MD-01) is seeking full-time and part-time **interns** for the spring 2022 semester in the D.C., Kent Island, and Salisbury offices.

Duties will include but are not limited to answering constituent calls, assisting in sorting and distributing mail, performing research and assisting the legislative team, attending briefings, and administrative work as needed.

Candidates should be interested in public policy and be detail-oriented, motivated, organized, and willing to learn. Candidates of all backgrounds are encouraged to apply. Maryland ties are preferred, but not required.

To apply, please send a resume, cover letter, and writing sample in PDF format to MD01jobopenings@mail.house.gov and include "Harris Internship – Spring 2022" in the subject line. No phone calls please.

MEM-419-21 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 Spring 2022 **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-418-21 The Democratic Staff of the Committee on Science, Space and Technology seeks full-time and part time, paid **interns** for Spring 2022. Interns are asked to work with staff to help prepare for committee hearings and markups and will work on substantive research and oversight projects in addition to press matters.

Furthermore, interns will be critical to the daily operation of the office including tasks such as answering phones, greeting visitors, and filing official documents.

Internship Description/Duties:

This position will be a combination of telework and in-office work as safety and logistics permit. Interns will be given an opportunity to work on substantive projects under the direction of Committee Staff while also serving a general administrative function.

Typical Intern Duties include working closely with staff to complete long-term or short-term projects, preparing research memos on scientific topics, supporting staff in the preparation of Committee hearing materials, and participating in events related to the Committee's jurisdiction.

Qualification/Skills:

Candidate should be detail oriented, possess strong oral and written communication skills, have a strong appreciation for situational awareness, be able to multitask, and be adaptable to a fast-paced environment. An interest in topics relevant to the committee's jurisdiction is preferred.

Interested applicants should visit the Committee's website at <https://science.house.gov/contact/internships>. Please fill out the provided application and attach a resume. No calls or drop-ins please.

MEM-417-21 The Office of Congressman Paul Tonko (NY-20) is seeking candidates for Spring **internships** in our Washington, D.C. and Albany offices.

Interns will work with legislative and casework staff to learn about all operations of a congressional office. Applicants should have strong oral and written communication skills, as well as be passionate about public service, eager to learn, and detail oriented. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

Responsibilities may include:

- Answering phones
- Writing letters to constituents on a variety of policy topics
- Assisting constituents with matters related to federal agencies
- Researching legislation for the Member and staff
- Attending hearings and briefings

Stipends are offered in accordance with availability. Applications will be considered on a rolling basis through Friday, November 19.

To apply for an internship in our Washington, D.C. office, please email a cover letter, resume, 1-3 page writing sample, and dates of availability to Bayley Connors at bayley.connors@mail.house.gov by November 19, 2021 with the subject line, "Spring Internship: DC".

To apply for an internship in our Albany office, please email a cover letter, resume, 1-3 page writing sample, and dates of availability to Bayley Connors at bayley.connors@mail.house.gov by November 19, 2021 with the subject line, "Spring Internship: Albany".

MEM-415-21 The Office of Congressman Mark Pocan (D-WI) is seeking a full-time in-person **intern** in the Washington D.C. office to begin as soon as possible.

The intern will work mainly with D.C.-based staff, performing legislative and administrative work while gaining valuable career and educational experience. Specific duties include drafting and sorting constituent correspondence, attending virtual policy briefings, performing legislative research, producing daily press clips, and supporting staff members on various projects of interest.

Qualified candidates are organized and detail-oriented, responsible, willing to learn, able to work cooperatively, possess strong written communication skills, and are committed to public service. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume, cover letter, and a brief writing sample to Maura.Haydin@mail.house.gov with “Pocan Internship - Fall 2021” in the subject line. Interested applicants should also apply to the scholarship program at: <https://pocan.house.gov/scholarship-program>

MEM-414-21 The Office of Congressman Mark Pocan (D-WI) is seeking full-time in-person **interns** in the Washington D.C. office to begin in January.

The intern will work mainly with D.C.-based staff, performing legislative and administrative work while gaining valuable career and educational experience. Specific duties include drafting and sorting constituent correspondence, attending virtual policy briefings, performing legislative research, producing daily press clips, and supporting staff members on various projects of interest.

Qualified candidates are organized and detail-oriented, responsible, willing to learn, able to work cooperatively, possess strong written communication skills, and are committed to public service. Candidates of all backgrounds are encouraged to apply.

To apply, please send a resume, cover letter, and a brief writing sample to Maura.Haydin@mail.house.gov with “Pocan Internship - Spring 2021” in the subject line. Interested applicants should also apply to the scholarship program at: <https://pocan.house.gov/scholarship-program>.

MEM-413-21 The House Foreign Affairs Committee Majority Staff is currently looking for **interns** for the Spring 2022 semester.

Interns will be responsible for providing staff members with policy and administrative support. Duties may include answering phones, compiling press clips, attending staff briefings, performing legislative and policy research, drafting memoranda and other written materials, facilitating committee operations and a variety of other tasks.

Candidates should be team-oriented, resourceful, upbeat people who have skills beyond research and require little supervision. This internship is open to undergraduates (juniors and seniors), recent graduates, and Master’s and law students. Minorities, women, and LGBTQ persons are strongly encouraged to apply.

If you would like to be considered for an internship please submit a one-page resume and cover letter in PDF format to hcfa.democrat@mail.house.gov and include “HFAC Internship Application – Spring 2022” in the subject line of the email.

MEM-412-21 The office of Representative Kai Kahele (HI-02) is currently accepting applications for Spring **interns** in both his Hilo, Hawai‘i and D.C. offices from January to May 2022.

Hawai‘i District Office interns will be asked to answer phones, sort mail, research legislation and stakeholder meetings, assist staff with constituent casework and outreach activities and perform administrative work as assigned. As a result, interns will have the opportunity to learn about constituent services and the functions of a congressional district office.

D.C. Office interns will be asked to answer phones, research legislation, attend virtual hearings and briefings and draft memos for the Congressman and legislative staff. As a result, interns will have the opportunity to learn about the legislative process and the many other functions of a congressional D.C. office.

Ideal candidates should possess excellent communication skills, a strong attention to detail and the ability to work in a fast-paced environment. We highly encourage college students and recent graduates to apply. Students in high school are only eligible to apply for our Summer term. Hawai‘i ties are strongly preferred, but not required.

This 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. Women, people of color, LGBTQIA+, unhoused people, and members of other marginalized communities are encouraged to apply.

Interested candidates should apply on the Congressman’s website at <https://kahele.house.gov/services/internships>. The deadline for applications is Friday, November 26 at 5:00pm EST. Applicants are encouraged to submit their application early. Applications that are incomplete or submitted after the deadline will not be considered.

MEM-407-21 The office of Congresswoman Ann Kirkpatrick is currently accepting **internship** applications for the Spring of 2022 in our DC and Tucson offices. The internship will be paid.

Duties include: Greeting visitors, running errands, opening and sorting mail, leading tours of the Capitol (if tours resume), researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on various issues before the House. Interns will also have the opportunity to assist in various constituent casework cases or work on District-based projects of importance. Some of these duties may be altered due to COVID-19.

Arizona ties are preferred but not required. Women, people of color, and LGBTQ+ persons are encouraged to apply.

All interested applicants should complete this form via the following: <https://kirkpatrick.house.gov/services/internships/> and submit a one-page resume (required) and one page cover letter (optional) by November 1, 2021.

MEM-406-21 Congresswoman Lisa Blunt Rochester is currently seeking energetic and self-motivated **interns** for her Washington, DC and Wilmington offices for the Spring 2022 term. This is a paid internship. This is currently a hybrid in-person/remote position that is subjected to change based on CDC guidelines.

Preferred candidates should possess excellent communication skills, a strong attention to detail, strong writing skills, a passion for public service, and a good sense of humor.

Primary responsibilities include answering phones, researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on various issues before the House of Representatives. Delaware ties are preferred, but not required.

This office is an equal opportunity employer. Interested candidates should send a resume, a cover letter that describes why you want to intern for Congresswoman Blunt Rochester, and 2 references to LBR.Internship@mail.house.gov, indicating the office (DC or Wilmington) and the term you are applying for in the subject line. For example: "DC Spring 2020 Internship." Applications are due on November 30th, 2021

MEM-405-21 Congressman Barry Moore (AL-02) is seeking part-time OR full-time **interns** for the Spring 2022 semester in both his Washington, D.C. and District offices.

The internships are based in the Washington, D.C., Andalusia, Wetumpka, and Dothan, Alabama offices. They are open to college students of all majors and designed for undergraduate and graduate students, as well as recent graduates with an interest in public service. Hours are flexible to accommodate course schedules, but generally run from 9:00am to 5:00pm.

Preferred candidates should possess excellent communication skills, a strong attention to detail, a passion for public service, and the ability to work cooperatively and courteously with others.

Intern responsibilities include answering the phones, drafting constituent letters, listening to hearings and briefings, assisting the press & leg team, conducting research, and administrative work as needed. Interns will gain an understanding of the legislative process and the many other functions of a congressional office.

To apply, please send a cover letter, resume, and class schedule/availability to Internships.AL02@mail.house.gov with the subject line “Spring Intern Application 2022 (Office Location).” Please specify in the email and subject line which office you are applying for.

Applications will be considered on a rolling basis. Alabama ties are appreciated, but not required.

MEM-403-21 The Washington, D.C. Office of Congressman Steve Cohen (D-TN-09) is seeking an **intern** for winter 2021. This is a hybrid position—hours can be worked in person and remotely. If the public health situation changes significantly, the position could transition to in-office full-time.

This position offers an opportunity to learn about the U.S. House of Representatives and gain substantive work experience in an exciting and fast-paced office. Internships are offered on a full-time and part-time basis, and stipends are offered based on need and ties to Tennessee’s 9th District. Full-time availability is preferred. Interns will work for 10-16 weeks (December-April). Applications are reviewed on a rolling basis.

Qualifications:

- Demonstrated interest in politics, policy and/or public service.
- Strong communications and writing skills.
- Hard-working, dependable, detail-oriented and professional.
- Self-motivated (especially given that all work is remote).
- Ties to Tennessee’s 9th District are a bonus, but not required.

Responsibilities:

- Assist with constituent correspondence and draft email blasts and other forms of outreach.
- Attend virtual briefings and track virtual hearings.
- Conduct weekly legislative assignments.
- Conduct legislative research on an as-needed basis.

To apply, applicants must complete the form and submit the following materials on <https://cohen.house.gov/services/internships>:

- Resume.
- Cover letter.
- Three references.

About Office of Congressman Steve Cohen

Congressman Cohen is the Representative of Tennessee's 9th District, which includes most of Memphis. He has served in this position since 2007. He is a Democrat.

MEM-398-21 The House Select Subcommittee on the Coronavirus Crisis Majority Staff seeks motivated and reliable students to fill remote digital/press **intern** positions for the fall and the spring. A public health background is a bonus, but not required.

Selected candidates will be responsible for both press and digital duties. Digital and press responsibilities include but are not limited to, developing a social media calendar and crafting daily social media content, clipping videos, designing graphics, manual photography, editing short videos, monitoring social media, compiling press clips, editing and compiling media lists, conducting press research, and performing other press and administrative tasks as necessary, particularly on hearing days.

Successful candidates will possess familiarity with programs such as Adobe Premiere Pro, Adobe Photoshop, Adobe InDesign, Canva, OBS Studio, and Cision, as well as compiling and interpreting social media analytics. Positions require attention to detail, strong writing skills, creativity, and a willingness to learn.

Positions report to the communications director. Candidates of all backgrounds are encouraged to apply. To apply, please send a resume and portfolio to SSCCJobs@mail.house.gov.

MEM-391-21 The Washington D.C. office of Representative Rick Larsen (WA-02) is currently accepting **internship** applications for the Fall of 2021. The internship will be paid.

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. Due to the ongoing spread of COVID-19, some of these duties may be altered. The ideal candidate for this internship will be team- and detail-oriented and have strong written and verbal communication skills.

Washington ties are preferred but not required. Women, people of color, and LGBTQ+ persons are encouraged to apply.

All interested applicants should e-mail their resume and cover letter to Libby Otto at libby.otto@mail.house.gov with the subject line “Fall 2021 Internship.” Applications will be reviewed on a rolling basis. The anticipated start and end dates will be determined based on individual circumstances.

MEM-382-21 The Washington D.C. office of Congressman Ken Buck (CO-04) is currently accepting **internship** applications for the Fall of 2021.

Typical duties include answering phones, leading Capitol tours, researching legislation for the Member and legislative staff, attending hearings and briefings, and answering constituent letters on a variety of issues. Due to the ongoing spread of COVID-19, some of these duties may be significantly altered. The ideal candidate for this paid internship will be team- and detail-oriented and have strong written and verbal communication skills.

Students and recent graduates interested in learning more about our country's legislative process are encouraged to apply. The Congressman sits on the Judiciary Committee and the Foreign Affairs Committee, making this an ideal opportunity for those interested in law and/or foreign policy. Colorado ties are preferred but by no means required.

All interested applicants should e-mail their resume and cover letter to Allie Woodward at internships.co04@mail.house.gov with the subject line "Fall 2021 Internship." Please send all attachments as PDFs. Additionally, applicants should include their availability as a part- or full-time intern (if part-time, please be as specific as possible).

Applications will be reviewed on a rolling basis. The anticipated start and end dates will be determined based on individual circumstances.

MEM-381-21 The Democratic staff of the House Committee on Oversight and Reform, Subcommittee on Government Operations, is seeking an energetic and self-motivated graduate student for a full-time **internship** through December 2021.

The position offers the opportunity to gain substantive experience on an exciting and fast-paced Subcommittee, while participating directly in the oversight process and learning about the day-to-day operations of the House of Representatives.

Responsibilities include, but are not limited to, assisting staff in preparing for congressional hearings, writing floor speeches, conducting legal and factual research, drafting memoranda, and attending various briefings and meetings with Executive Branch and private sector officials. Interns play a key role in the office and will work closely with Committee counsel and staff.

Background: The Committee on Oversight and Reform is the primary investigative committee of the U.S. House of Representatives, with jurisdiction to investigate any matter at any time. The Subcommittee on Government Operations has jurisdiction over issues related to the federal civil service, whistleblower protections, the U.S. Postal Service; government management and accounting measures; the economy, efficiency, and management of government operations and activities; government reorganization; intergovernmental affairs, including state and local governments; federal information technology security, acquisition policy, and management; and federal property.

Qualifications: Applicants should have (i) an interest in public service; (ii) a desire to learn; and (iii) exceptional analytic skills. They also must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Applicants must be pursuing an advanced degree to be eligible for this internship. Applicants should be willing to work full time.

Applications: Interested applicants should apply to this position by emailing their resume and cover letter in one PDF titled “last name, first name, Internship GovOps” to Government.Operations@mail.house.gov with “2021 Internship Application” in the subject line. No phone calls or drop-ins please. Only applicants who are selected for an interview will receive a response.

MEM-380-21 The office of Congressman Jeff Van Drew (NJ-02) is currently accepting applications for full and part-time **interns** for the spring internship session. The start date would be as early as Dec 10 (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 JeffVanDrewNJ@gmail.com. Please indicate in your cover letter that you’re applying for a spring internship and format the files as [Full Name_Resume], [Full Name_Cover Letter].

MEM-377-21 The Democratic staff of the House Committee on Oversight and Reform is seeking energetic 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 and private sector officials for the purpose of taking notes.

Law students play a key role in the office and will work closely with Committee counsel and staff. Background: The Oversight and Reform Committee is the primary investigative committee of the U.S. House of Representatives, with jurisdiction to investigate any matter at any time.

Qualifications: Applicants should have (i) an interest in public service and (ii) 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.

Applications: Interested applicants should apply to this position by emailing a cover letter and resume to oversightjobs@mail.house.gov, with “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 phone calls or drop-ins please.

The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.