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INTERNSHIP VACANCY LISTING
Week of July 29, 2013

MEM-256-13
The Congressional Black Caucus is accepting applications for internship positions available for fall 2013. This unpaid internship will provide valuable hands on experience in developing and executing initiatives for a Congressional Caucus and will provide an understanding the Caucus’s role in the legislative process. This is an excellent opportunity for college students and recent graduates seeking Capitol Hill experience. All majors are encouraged to apply. Interested applicants should e-mail a resume, and a cover letter to Latrice.Powell@mail.house.gov with “fall 2013 Internship” in the subject. Please also include dates of availability.

MEM-255-13
The Republican office of the Committee on House Administration seeks energetic and self-motivated undergraduate or graduate level students as well as recent graduates with an interest in government and public policy to apply for its fall 2013 internships. 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 phone inquiries and providing support to all Committee staff. Unlike most House internships, this is a paid internship. To apply, please send a cover letter and resume to CHARep.Intern@mail.house.gov.

MEM-254-13

The office of Congressman Ami Bera, D-CA-7, is seeking unpaid full-time and part-time interns for the Washington, DC office with availability beginning late August or early September and ending in December. Intern responsibilities include correspondence with constituents, leading tours of the Capitol, assisting with projects including press and legislative research, and administrative duties as needed. Interns will have the opportunity to attend briefings and hearings on the Hill as well as network and learn from senior staff. Candidates should be detail oriented, possess strong oral and written communication skills, and have an ability to multitask and be flexible in a fast-paced environment. Please e-mail a resume, cover letter, and any questions to bera.resume@mail.house.gov by July 31st.

MEM-252-13

A conservative Midwestern Republican Congressman is seeking qualified candidates to intern in our Washington, D.C. office for the Fall 2013 semester. We are interested in candidates of all academic disciplines. Interns will assist the staff with a variety of tasks, including office administration, legislative research, constituent correspondence, and other duties as assigned. Administration will include daily tasks such as welcoming guests, being aware of the Congressman’s and staff’s schedules, answering phones, constituent tours, mail administration, and other duties. Legislative research and constituent correspondence will include being aware of current and pending legislation, researching legislation for constituent correspondence, attending briefings, and other duties.

Candidates should have excellent writing and communication skills, strong organizational abilities, a good work ethic, an ability to work independently, and the drive to take the initiative in a fast-paced environment. If candidates have any questions or wish to apply, please send resume, writing samples, and references to Erin.Adams@mail.house.gov.

MEM-251-13

North West Congressman is seeking a press intern to start immediately in his Washington, DC office. Responsibilities include but are not limited to compiling press clips, monitoring and updating social media, drafting statements, and assisting the communications director with daily operations. Candidates should be strong writers, proactive, detail-oriented, enthusiastic, and able to multi-task.
Experience with video and sound editing software a plus. If interested, please send a cover letter, resume, and two short writing samples to hilleajob@gmail.com.

MEM-248-13

Description: Congressman John Lewis, Representative for the 5th district of Georgia, seeks full-time fall interns for his Washington, DC office. **Interns** will work in a fast-paced setting and gain valuable experience and knowledge of the United States Congress. Interns will gain practical experience while assisting Congressional staff and have the opportunity to acquire a working knowledge of the day-to-day operations of the Legislative branch.

Requirements: Greeting constituents, handling phone calls, supporting staff with administrative tasks, conducting legislative research, communications, and assisting with special projects and assignments.

**TO APPLY**

If you would like to receive more information or apply to our internship program, please complete the application, which may be found at [http://johnlewis.house.gov/](http://johnlewis.house.gov/). For immediate consideration, please complete the application, resume, and writing sample to David.Bowman@mail.house.gov.

**CONTACT**

Mr. David Bowman
Office of Congressman John Lewis
Internship Program
343 Cannon House Office Building
Washington, DC 20515

MEM-247-13

Michigan’s 4th Congressional District proudly covers 14 counties which includes much of mid-Michigan. It stretches from Saginaw in the east to Big Rapids in the west and from the lower end of Clinton County in the south to the top of Wexford County in the north.

Unpaid Positions are available in the Washington, D. C. Office for Full/Part-time Fall Internships.

**QUALIFICATIONS:** Applicants must be highly motivated, have excellent oral and written communications skills, be able to accomplish a variety of tasks and pitch in where needed, and be responsible, dependable, and eager to learn.

**JOB DESCRIPTION:** Interns are expected to carry out any task assigned to them. Tasks include and are not limited to the following: Researching legislative issues, preparing constituent correspondence, data entry, and helping maintain the efficient day-to-day operations of an active Congressional office.
In addition, interns are encouraged to conduct their own research projects on legislative issues, using the vast resources of the U.S. House of Representatives and the Library of Congress.

If interested, please send resume and letters of recommendation to:
CONGRESSMAN DAVE CAMP
341 CANNON HOUSE OFFICE BUILDING
WASHINGTON, D.C. 20515
ATTN: INTERN COORDINATOR
Or contact Nate Zimmer, Intern Coordinator, at (202) 225-3561 or email nate.zimmer@mail.house.gov
For more information on Congressman Dave Camp and Michigan’s 4th Congressional District, please visit our website at www.camp.house.gov.

MEM-246-13
The Washington DC office of Congressman Patrick Meehan is currently accepting applications for the FALL SEMESTER. Intern responsibilities include researching legislation for the Member and legislative staff, attending hearings and briefings, answering phones, running errands, and answering constituent letters on various issues before the House of Representatives. As a result, interns learn about the legislative process and the many other functions of a congressional office.
The hours are flexible to accommodate students’ hectic course schedules, but generally run 8:30 AM – 5:30 PM when Congress is in session, and 9:00 AM to 5:00 PM when not in session. Interested applicants should submit a resume and cover letter to MeehanDCIntern@gmail.com. The deadline to apply is Monday, July 29, 2013. Ties to Pennsylvania’s 7th Congressional District are preferred, but not required.

MEM-244-13
In the Washington, DC office, internships run throughout the fall, spring or summer semesters for college students. Students gain invaluable work experience. The hours are flexible to accommodate students' hectic course schedules, but generally run 9:00 a.m. to 6:00 p.m. when Congress is in session, and 9:00 a.m. to 5:30 p.m. when not in session.

In Washington, interns' responsibilities will vary. They will be asked to answer phones, run errands, research legislation for the Member and legislative staff, attend hearings and briefings and answer constituent letters on various issues.
before the House. As a result, interns learn about the legislative process and the many other functions of a congressional office.


MEM-243-13

Interns in Congressman Larson's Washington DC office will learn and gain vital professional skills while enhancing their knowledge of the legislative process. Roles and responsibilities for a prospective intern include, but are not limited to:

- Assisting in legislative research for the Congressman, staff, and constituents
- Attending briefings for staff members and writing a policy memo
- Helping with data entry of constituent letters
- Assisting in answering constituent mail, which includes research and letter writing
- Helping process Flag and Tour Requests; conducting tours of the U.S. Capitol

Interns are strongly encouraged to pursue their interests and to take advantage of the many seminars and unique opportunities that present themselves during their stay in Washington. _Priority consideration will be given to candidates with CT ties and/or those who can work full-time hours._

If you are interested in an internship: please send a resume, cover letter, and short writing sample along with your expected start/end dates to Congressman Larson's Washington D.C. office at Sylvia.lee@mail.house.gov. NO CALLS or DROP-BYS, PLEASE.

MEM-242-13

Democratic Member of Congress seeks a responsible, focused, self-motivated, enthusiastic, and organized Intern. Positions are available starting in August, and applications will be considered on a rolling basis. Although internships are unpaid positions, interns are treated as full participants in the Congressional office. Duties will include, but are not limited to: answering phones, processing mail, researching issues, drafting correspondence, attending hearings and briefings, and maintaining a professional atmosphere. Strong writing and effective communication skills, as well as the ability to multi-task, are necessary. Current students are especially encouraged to apply. If you are interested, e-mail a cover letter, resume, short writing sample, and contact info for three references to Parker Low at Parker.Low@mail.house.gov.

MEM-241-13

The Office of Congressman Steven Horsford (NV-4) seeks motivated, organized, and reliable college students or recent graduates wishing to gain Capitol Hill experience for full/part-time, 10-week, UNPAID internships. Duties include
assisting the legislative, communications, and administrative staff with day-to-day operations including attending briefings, answering phones, conducting Capitol Tours, drafting constituent response letters and performing legislative research. Students/recent graduates with ties to Nevada’s 4th Congressional District or a diverse background are strongly encouraged to apply, though these are not requirements for qualification. Applications will be accepted on a rolling basis.

Please send a single PDF file containing your resume, cover letter, and a brief writing sample to NV04internships@gmail.com.

MEM-240-13

Congressman John Garamendi (CA-03) is seeking a highly motivated intern to join his Washington, DC office. Candidates should be collegial, professional, quick learners, and phenomenal team players. Strong oral and written communication skills and close attention to detail are imperative. Duties include assisting staff with legislative, administrative, and press related projects, writing memos and talking points, attending hearings and meetings, answering constituent phone calls, leading tours of the US Capitol, assisting with scheduling, sorting and distributing mail, and managing tour and flag requests. Full-time candidates with California ties and previous internship/work experience are strongly encouraged to apply. Please e-mail a resume, cover letter and dates of availability to Garamendi.Internships@mail.house.gov.

MEM-238-13

Southern conservative seeking full time, unpaid interns for the fall semester (August-December). Responsibilities include, but are not limited to: answering phones, corresponding with constituents, conducting tours of the U.S. Capitol, attending briefings, researching legislation, and assisting with general administrative tasks. Applicants should be friendly and detail oriented with the ability to multi-task in a fast-paced environment. Strong written and oral communication skills are required. Arkansas ties are preferred. Candidates should email a resume, cover letter, and letter of recommendation to congressional.interns@gmail.com.

MEM-237-13

Democratic Congressman seeks applicants for fall internship. Intern will conduct legislative research, draft memos, assist with front office duties, and perform basic administrative tasks. Candidates must exhibit strong writing and communication skills. Maryland residents or strong ties to Maryland are preferred. Please send a resume, cover letter and writing sample.
MEM-236-13
The office of Congressman Ted Poe (TX-02) is looking for full-time, unpaid Fall 2013 interns in his Washington, D.C. office. Interested candidates must be professional, reliable, self-motivated, flexible, and able to exercise good judgment. Responsibilities include answering phones, drafting letters, researching legislative issues, attending meetings and hearings as needed, giving tours of the Capitol to visiting Second District constituents and some administrative duties. If interested, please send your resume and cover letter to tx02internships@gmail.com with “Fall Internship” in the subject line. Internships begin in early August.

MEM-232-13
Internships – Congressman Benishek from Michigan’s First District seeks unpaid Interns to fill positions for fall 2013/winter 2013-2014. Will need applicants to fill slots for September through December, and January through May. Main responsibilities include answering phones, processing mail, drafting constituent correspondence letters, researching legislative issues, attending meetings/hearings as needed. There will also be opportunities to attend receptions and seminars that interest you. Candidates should be self-motivated, enthusiastic, flexible, and computer-literate (with a good understanding of MS Office). This is a great opportunity for college students seeking academic credit. Michigan ties are preferred. Please e-mail your cover letter, resume, and references to Samuel Grossman at samuel.grossman@mail.house.gov.