Spring 2021 Intern, Congresswoman Abigail Spanberger (VA-07)
House Vacancy Announcement and Placement Service (HVAPS)
Remote/Telecommute
Internship

MEM-319-20

The Office of Congresswoman Abigail Spanberger (VA-07) seeks a driven, detail-oriented, hardworking, and engaged individual to work remotely with her team for a spring internship. The timing of the internship is flexible based on the candidate’s schedule, but could start as early as January and could last up to 12 weeks. The intern would work with her dynamic team to improve the lives of 7th district constituents and communities.

ESSENTIAL DUTIES & RESPONSIBILITIES:

• Constituent services: assist the front office staff with answering constituent questions and draft correspondence;
• Legislative research: work with the legislative team to conduct research on issue areas, write memos, and learn about the legislative process;
• Communications: collaborate with the Communications team on tasks as needed such as compiling news clips and tracking social media accounts; and
• Other duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES: •
Responsible, reliable, punctual
• Has knowledge of the district, its constituents, and its needs
• Able to problem solve, think quickly, adapt, and handle sensitive information

HOURS & COMPENSATION: Flexible based on candidate’s schedule – can either be part time or full time (up to 40 hours per week). This is a PAID internship; the office will pay an hourly rate for applicants not supported by outside fellowships.

TO APPLY:

Please submit a resume and a 1-page cover letter that answers the following questions in one PDF:

• What do you feel is the biggest problem facing VA-07?
• How do you want to impact the community?

Please include a full-time/part-time preference, the dates you are available, and any other scheduling constraints (e.g. mornings or afternoons only) in your application. Email this information to Spanberger.Inquiries@mail.house.gov with the subject line “Spring 2021 Internship.”

DEADLINE: Applications will be considered on a rolling basis until December 31, 2020. The Office of Rep. Abigail Spanberger is an equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.