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**House Vacancy Announcement and Placement Service (HVAPS)**

B-235 Longworth House Office Building  
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202-226-5836

Vacancy Bulletins are available for pick-up in  
Longworth HOB - B-227 (CAO First Call Customer Service Center) or  
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Job Line: 202-226-4504

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**INTERNSHIP VACANCY LISTING**

**Week of June 19, 2017**

**MEM-171-17** The Office of Congressman Glenn Grothman (WI-06) is currently seeking full-time **interns** for fall of 2017 in the Washington D.C. office. Ideal candidates would be professional, dependable and possess strong writing and communication skills. Responsibilities include answering phones, constituent correspondence, Capitol tours and other legislative projects. Internships are unpaid, but serve to provide professional and educational value to participants. The office is flexible in allowing interns to attend hearings and briefings, as well as work with Legislative Assistants on issues of their interest. Candidates must be willing to work in a fast-paced environment and be interested in learning more about the legislative process. Wisconsin ties preferred, but not required.

Interested applicants should send resume, cover letter and availability to [wi06resumes@gmail.com](mailto:wi06resumes@gmail.com).

**MEM-170-17** The Republican Office of the Committee on Science, Space, and Technology seeks energetic and self-motivated undergraduate or graduate-level students, as well as recent graduates, with an interest in government and public policy for a Fall 2017 **internship**. 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. Background in science is a plus. To apply, please send your resume and cover letter to [house.science.committee@mail.house.gov](mailto:house.science.committee@mail.house.gov).

**MEM-164-17** Republican Congressman Rob Wittman (VA-01) is seeking unpaid **interns** for the fall 2017 semester in the Capitol Hill office. Interns will have the opportunity to attend committee hearings and briefings for staff members, assist in the constituent correspondence process, as well as assist with other constituent services.

Responsibilities include: taking phone calls, processing constituent mail, and performing other general office duties. Ideal applicants should be interested in the legislative process, enthusiastic, reliable, and hard-working. Full or part time internships with flexible schedules are available. Ties to Virginia's First Congressional District are preferred but not required. Interested candidates should e-mail their resume and cover letter to [katie.mazzola@mail.house.gov](mailto:katie.mazzola@mail.house.gov) before July 7, 2017.

**MEM-160-17** Republican side of the House Foreign Affairs Committee is seeking a Fall **intern** to handle administrative and some policy duties in the office. Duties will include answering phones, handling logistics for hearings, conducting research, and drafting statements.

Qualified candidates will have a foreign policy background, possess excellent writing and communication skills, and be well-organized, responsible, and detail-oriented.

All interested applicants should e-mail their cover letter, resume, and a 2 - 5 page writing sample to [tnthfac@gmail.com](mailto:tnthfac@gmail.com) by June 23, 2017. Cover letters should include the applicant's anticipated availability for the duration of the internship; writing samples may be excerpts of larger works. No walk-ins or phone calls please.

**MEM-155-17** Illinois Democratic Office has openings for full-time **interns and fellows** to support our administrative, legislative, and communication teams in our Washington Office. Responsibilities include: researching legislative issues, attending legislative briefings and hearings, answering phone calls, processing constituent mail, researching information, and other duties as assigned.

Applicants should be professional, hardworking, reliable and have strong writing and communication skills. Illinois ties are preferred, but not required. Internships are unpaid and are available for the Summer and Fall semesters.

Interested candidates should submit your writing sample and resume to [Illinois.Resume@mail.house.gov](mailto:Illinois.Resume@mail.house.gov). No phone calls or walk-ins please.