



House Vacancy Announcement and Placement Service (HVAPS)

B-235 Longworth House Office Building
Washington, D.C. 20515
202-226-5836

Vacancy Bulletins are available for pick-up in
Longworth HOB - B-227 (CAO First Call Customer Service Center) or
in the CAO Human Resources Office - Ford HOB 102

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<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

INTERNSHIP VACANCY LISTING

Week of June 5, 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 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. No phone calls or walk-ins please.

MEM-146-17 The Office of Congresswoman Debbie Wasserman Schultz (D-FL) has openings for full-time and part-time **interns** to support our administrative, legislative, and press teams. Responsibilities include: researching legislative issues, attending legislative briefings and hearings, answering phone calls, processing constituent mail, giving Capitol tours, assisting with communications and media materials.

Applicants should be enthusiastic, reliable, professional, hardworking, and have strong writing and communication skills. South Florida ties are preferred, but not required. Internships begin in early September and run through December 15th. These positions are unpaid. Interested candidates should submit a resume, cover letter, and one-page writing sample to RepDWSresumes@gmail.com by June 30, 2017. Location: Washington, DC.