



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**INTERNSHIP VACANCY LISTING**

**Week of August 28, 2023**

**MEM-437-23** The office of Congressman Glenn Grothman (WI-06) is now accepting applicants for Fall Congressional **Internships** in our Washington, DC office.

Successful applicants will be motivated, detail-oriented, display a strong work ethic, and interact well with constituents. In addition, applicants should have a strong interest in the legislative process and the function of Congress. A monthly stipend will be provided to individuals selected for the internship.

Internship duties in the Washington, DC office may include:

- Answering constituent phone calls and directing them appropriately
- Researching legislation for the Member and legislative staff
- Attending congressional hearings and policy briefings
- Answering constituent letters on various issues before the House
- Helping the communications/press team
- Conducting Capitol tours for constituents and other guests
- Other projects as assigned by the staff

To apply, please email your resume to [Wisconsin.resumes@mail.house.gov](mailto:Wisconsin.resumes@mail.house.gov). Ties to the state of Wisconsin are preferred, but not required.

**MEM-432-23** The Office of Congressman Troy Balderson (OH-12) is seeking detail-oriented, highly-organized individuals to take part in the 2023 Fall **Internship** Program in our DC office.

Successful candidates will demonstrate outstanding interpersonal, written, and oral communication skills, and will be able to prioritize and follow through on multiple tasks.

Responsibilities include answering constituent calls, giving U.S. Capitol tours, assisting the front office, performing various research projects, and assisting with the Congressman's events. Candidates must be flexible and comfortable working in a team environment. The internship will run from September – December 2023.

To apply, fill out the application via <https://balderson.house.gov/forms/internships/>

**MEM-429-23** The office of Congressman French Hill (AR02) has full-time paid **internship** positions available for the Fall 2023 term.

Interns will work in a fast-paced environment, gaining valuable exposure and knowledge of the legislative process and the U.S. Congress while helping central Arkansans. Intern responsibilities include answering constituent phone calls, assisting staff with administrative tasks, conducting legislative research, and assisting with correspondence. Interns have a positive attitude, strong work ethic, and excellent written and oral communication skills.

Successful interns will be self-starters, take and listen to direction, and be willing to work both independently and as part of a team. Applicants should have working knowledge of current events and policy topics as well as a willingness to assist with daily office tasks. Arkansas ties strongly preferred.

Internships are open to college and graduate students as well as recent graduates.

To apply, please send a resume and cover letter to [AR02.Applications@mail.house.gov](mailto:AR02.Applications@mail.house.gov). If you have any questions, you can contact the office for additional information at (202) 225-2506.

**MEM-423-23** Fall **internships** in Congressman Blaine Luetkemeyer's office will be held in-person in the Washington, D.C. office. Schedules are flexible to accommodate academic schedules. All interns are paid a stipend.

Interns would have the chance to gain valuable hands-on experience while serving the constituents of Missouri's third district. Interns would be exposed to a wide range of policy areas, including the Congressman's work on the House Financial Services Committee, Small Business Committee, and the Select Committee on the Chinese Communist Party.

Responsibilities would include corresponding with constituents, performing research for staff, giving tours of the Capitol building, attending Congressional hearings, and helping prepare for upcoming hearings.

Interested applicants should send a copy of their resume to [Andrew.Weinstock@mail.house.gov](mailto:Andrew.Weinstock@mail.house.gov). Successful interns have strong attention to detail and communications skills, as well as a strong interest in learning about the legislative process.

**MEM-420-23** Fall **internships** in Congressman Blaine Luetkemeyer's office will be held in-person in the Washington, D.C. office. Schedules are flexible to accommodate academic schedules. All interns are paid a stipend.

Interns would have the chance to gain valuable hands-on experience while serving the constituents of Missouri's third district. Interns would be exposed to a wide range of policy areas, including the Congressman's work on the House Financial Services Committee, Small Business Committee, and the Select Committee on the Chinese Communist Party.

Responsibilities would include corresponding with constituents, performing research for staff, giving tours of the Capitol building, attending Congressional hearings, and helping prepare for upcoming hearings.

Interested applicants should send a copy of their resume to [Andrew.Weinstock@mail.house.gov](mailto:Andrew.Weinstock@mail.house.gov). Successful interns have strong attention to detail and communications skills, as well as a strong interest in learning about the legislative process.

**MEM-418-23** Position: Rep. David Rouzer (NC-07) is seeking paid, in-person **interns** for his Washington, D.C. office for Summer 2023

Description: As an integral part of the team, interns contribute to the daily operations of the office. Daily tasks will include assisting the legislative and communication departments, constituent correspondence, conducting U.S. Capitol Tours, and various designated projects. Ideal candidates should possess strong interpersonal communication skills, excellent writing skills, and a strong work ethic. The ability to keep a positive attitude in a fast-paced everchanging work environment is a must.

Interested applicants should send their resume and a writing sample to [nc07internship@gmail.com](mailto:nc07internship@gmail.com).

Looking for interns to start immediately. Applications will be considered on a rolling basis until positions are filled.

Email to send resume (and other items if requested)  
to: [nc07internship@gmail.com](mailto:nc07internship@gmail.com)

**MEM-412-23** The Office of Congressman Bill Johnson (OH-06) is currently seeking **interns** for our DC office for the Fall 2023 semester.

The internship is expected to run from August to December.

Qualified applicants should possess strong communication skills, be interested in public policy, have a strong work ethic, and be ready to work in a rapid environment. This is a great opportunity to gain hands-on experience and knowledge of the day-to-day happenings within Congress. This internship is an ideal fit for any student that is interested in politics, law, or government – however, any interested student is encouraged to apply.

Job duties include (but are not limited to)

- Leading tours of the Capitol Building
- Attending briefings and meetings
- Conducting congressional research for staffers
- Administrative assistance to staff
- Answering and logging phone calls

Ohio ties are preferred but not required. Current college students and recent graduates are welcome to apply.

Interested candidates should apply through our website <https://billjohnson.house.gov/constituentservices/internships.htm>