



House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING

Week of December 15, 2014

MEM-406-14

Progressive Democratic Member of the Judiciary Committee seeks **Legislative Assistant/Counsel**, potentially to fill Legislative Director position, to staff Member on committee matters. Qualified applicants will also be considered for Legislative Director position. Legislative portfolio will include criminal justice and drug policy, civil rights and civil liberties, immigration, and intellectual property. Responsibilities include assisting with management of legislative staff, preparing materials for hearings, drafting legislation, meeting with stakeholders, writing talking points, coordinating with Communications Director and representing the Member at meetings and events. If selected as Legislative Director, will be responsible for directing legislative agenda, managing legislative staff, and editing constituent correspondence and all other written material. Applicants should have strong organizational, writing, and communication skills and be detail oriented. This is not an entry level position. A JD and substantial Hill experience, including thorough knowledge of House rules and legislative process are required. Should also have ability to work in a fast-paced environment while keeping a sense of humor. Management/supervision experience preferred. Tennessee ties are a plus.

Please send a cover letter, resume and two writing samples to cohen.jobs@mail.house.gov. No phone calls or drop-ins.

MEM-401-14

Hawai'i Democratic member seeks a hardworking DC-based **Press Secretary** to join a busy and proactive team. Applicant must have previous speech writing experience; experience working with the media; thrive at multitasking and working long hours; have sound political judgment; and a social media background. Responsibilities include: speech writing, drafting news releases, talking points, and op-eds; preparing the member for television and print interviews; responding to press inquiries in a timely and appropriate manner; oversee compilation of daily news clips; monitoring the news/social media platforms throughout the day; maintaining and growing the office's new media presence; and developing website content. Duties also include: staffing the member at public events; booking interviews and pitching stories; developing relationships with national and Hawai'i reporters; managing and updating official website; and developing and implementing strategic communications plans. Must be a team player and have a good sense of humor.

This is not an entry-level position. Professional communications and on-the-record experience is required. Capitol Hill experience and Hawai'i ties are preferred. Candidates should have knowledge of the legislative process, as well as the ability to identify local and national press opportunities. Please send cover letter, resume, salary requirements, and two writing samples to hi02jobs@gmail.com. Please, no phone calls or drop bys.

MEM-400-14

Liberal Northeastern House full committee chairman seeks a **Staff Assistant/Scheduler** to manage the Members schedule, staff the front desk, greet constituents, and answer telephones and to arrange tours. Qualified applicants should have a very positive attitude, strong organizational skills, orientation to detail, should possess strong verbal and written communication skills, and the ability to multi-task. Responsibilities will include opening and sorting mail and faxes, assisting in data entry and management of the constituent mail system, drafting constituent correspondence and assisting the Member and staff with various projects. The Staff Assistant is also responsible for some office administration, including maintaining office supplies and supervising office interns. Interested parties should email a cover letter and resume to Pa.CongressionalResume@mail.house.gov. No phone calls or walk-ins please. This position opens in early January, 2015.

MEM-397-14

Senior, progressive California member seeks highly proactive, experienced communications professional to serve as district-based **Communications Manager**. Responsibilities include developing and implementing a strategic district – based communications plan, including substantial media and constituent outreach. Potential candidate must have proven track record with traditional and ethnic press, broadcast and digital media, and strong pitching skills. Outstanding writing skills are required for varying mediums including:

remarks for events, press statements, social media, op-eds, and keynote speeches. Demonstrated ability to organize constituencies and stakeholders is also required. Ideal candidates will have political savvy, depth of communications experience, and desire to work long hours in a fast-paced and results- oriented environment. Qualified candidates should submit resume, cover letter, and two writing samples and salary requirements to lee.resumes@mail.house.gov. Minority candidates are strongly encouraged to apply.

OGC-001-14

The Office of General Counsel (“OGC”) of the United States House of Representatives is accepting applications for the position of Paralegal. OGC is a non-partisan office that provides legal advice and representation, without regard to political affiliation, to the House of Representatives as an institution, as well as to Members, committees, officers, and employees of the House on matters related to their official responsibilities. OGC litigates at both the trial and appellate levels in various courts around the country. It also provides day-to-day legal advice on a broad array of legal issues including, but not limited to, constitutional law, the interpretation and application of federal statutes, the construction and application of House rules, contracts, torts, immigration, and intellectual property. For more information about OGC, please see <http://www.ogc.house.gov/>.

OGC’s **Paralegal** will be responsible for formatting, cite checking and proof reading legal pleadings; ensuring that all legal pleadings comply with applicable court rules; filing legal pleadings in federal and state courts; otherwise assisting OGC lawyers as needed, including assisting in preparing them for court appearances; conducting factual research; drafting correspondence; maintaining, managing, and archiving office files; assisting with the management of OGC’s electronic database; assisting with general office management; and performing other tasks that may be assigned from time to time. Normal hours for this position are 9:00 a.m. to 6:00 p.m., although additional hours will be required from time to time.

Minimum Requirements: (1) excellent academic credentials; (2) at least five years’ experience as a litigation paralegal or in a similar position; (3) excellent organizational skills; (4) excellent research skills; (5) excellent computer skills (including familiarity with Westlaw, Word/WordPerfect, Adobe Acrobat, PACER and ECF, document review platforms, and database management applications); (6) strong writing skills; (7) a non-partisan temperament; and (8) the ability to work well with colleagues in a fast-paced environment.

Email resume and cover letter to OGC.Employment@mail.house.gov. Your cover letter should indicate the date you are available to start work.

MEM-395-14

Ohio Democratic Member seeks a hardworking **Press Secretary** to join a busy and proactive team. Applicant must have previous speech writing experience;

thrive at multitasking and working long hours; and, have sound political judgment.

Responsibilities include, but may not be limited to, speech writing, drafting news releases, talking points, and op-eds; responding to press inquiries in a timely and appropriate manner; early daily news clips; monitoring the news/ social media platforms throughout the day; and supervising the development of website and social media content. Duties also include: booking interviews and pitching stories; developing relationships with reporters; organizing events; and developing and implementing media, communications, and public relations strategies. The successful applicant must be a team player, and will work closely with the Chief of Staff, Communications Director, and D.C./ District team.

This is not an entry-level position. Professional communications and on-the-record experience is required. Hill experience and familiarity with Ohio, especially Northeastern Ohio, is strongly preferred. Candidates should have knowledge of the legislative process, as well as the ability to identify local and national press opportunities. Salary is commensurate with experience. Please send cover letter, resume, and three original writing samples to District1Resumes@mail.house.gov with "PRESS SECRETARY" in the subject line. No walk-ins or phone calls

MEM-393-14

Florida Democrat seeks a highly-organized, detail-oriented **Deputy Scheduler/Office Manager** for the Washington, D.C. office. Responsibilities include organizing and tracking invitations, speaking engagements and scheduling requests for the Member; travel reservations; and coordinating with district office. Additionally, the Deputy Scheduler/Office Manager will work closely with the Chief of Staff to ensure efficient and seamless office operations. Ideal candidates are nimble, can work under pressure, be a team player, and are able to navigate competing demands. Candidates must be on call and available to assist the Member after regular business hours. Applicants must also have excellent organizational skills, strong written and verbal communication skills, strong interpersonal skills, savvy political instincts, poise and ability to thrive in a fast paced environment. This is not an entry-level position. Previous Capitol Hill operational and/or scheduling experience is required. Florida ties preferred. No phone calls, emails or drop-bys. Please submit resume to FL23Resume@mail.house.gov

MEM-389-14

Republican Committee seeks **Executive Assistant** for full committee Chief of Staff. Executive Assistant will work closely with Chief of Staff, assisting with projects, managing daily schedule, and various other tasks as needed. Ideal candidate will be incredibly well organized, be able to anticipate issues and needs, and have the initiative to identify problems and come up with solutions to address them. A positive attitude is essential. Capitol Hill experience is a plus but new graduates are encouraged to apply. Interested applicants should send resume and cover letter to GOPcommittee@gmail.com.

MEM-378-14

Senior Republican seeks to interview candidates for the position of **Communications Director** for a fast-paced office. The successful candidate will have excellent written and verbal skills as well as the proven ability to manage multiple communications projects. She/he will be responsible for developing, managing and coordinating all communications activities, including writing press releases, op-eds, mail pieces, talking points, organizing press events, maintaining the official website including design, implementing social media strategy including Facebook, Twitter, etc., maintaining press database, writing e-newsletters & coordinating Tele-town halls. Duties will also include early daily news clips, briefing the Member for radio interviews, writing and implementing PSA's from the Member, interacting with the press as the Member's principal spokesperson and coordinating the Member's overall press relations. The ideal candidate will have Hill experience and familiarity with New Jersey. Must be able to work extended hours and under time pressure. Please email a resume, cover letter, and two writing samples to pressopportunity2014@gmail.com.

MEM-369-14

The Office of Representative Donna F. Edwards is seeking a **Scheduler/Executive Assistant** to maintain the Member's official schedule, travel plans, and related records.

Scheduling Duties

- prepares the daily schedule for the Member, and distributes copies to the Washington, DC, and district offices;
- prepares detailed itineraries for the Member, including important numbers, location and contact names;
- prepares monthly projected schedules for the Member;
- briefs the Member on all scheduling activities of the Washington, DC, and district offices and makes recommendations on proposed future meetings;
- schedules all staff meetings and briefings;
- coordinates scheduling of press, interviews, radio and T.V. time with the Press Secretary; and
- coordinates photo opportunities with constituents.

Travel Duties

- makes reservations for the Member's air travel, ground transportation, and lodging; and

Mail/Invitations Duties

- reviews the Member's invitations;
- responds to all invitations, either by written correspondence or by personal telephone call;
- maintains files of invitations that have been declined, accepted, or that are tentative/pending; and
- ensures that the Member is provided with briefing materials for each event.

Administrative Duties

- maintains the Member's files, including notes, correspondence, and all information relating to travel;
- organizes documentation and materials for the Member's annual financial disclosure report;
- acts as a liaison for constituents and other visitors that drop by to see the Member;
- acts as a liaison between the Member and other Members, committee staff, White House, and government offices and agencies to arrange for the Member's attendance at meetings or to coordinate travel plans; and
- performs other duties as assigned.

Qualifications:

- at least 2 years of office experience;
- strong telephone skills;
- strong oral and written communication skills;
- ability to exercise discretion and independent judgment with respect to prioritization of and recommendations on Member appointments;
- proficiency in word processing;
- strong organizational and filing skills;
- thoroughness and careful attention to detail;
- experience making travel reservations and arrangements;
- ability to work cooperatively and courteously with others;
- temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner; and
- availability to work long hours and at night.

Please email resume to ResumeService@mail.house.gov with MEM-369-14 in the subject line.

MEM-368-14

The House Committee on Science, Space and Technology Majority is seeking an experienced and proactive **Professional Staff Member** for its Research and Technology Subcommittee. Applicants should have relevant experience on Capitol Hill (preferably managing a Committee portfolio for a Member), in federal or state government, or the science and technology field. Qualified candidates should possess in-depth knowledge of federally-supported academic research and federal programs to support commercialization of new technology issues. The ideal candidate will have a graduate degree and experience in science and tech policy. Interested applicants should send a cover letter and resume to: HouseScienceOpenings@gmail.com. No telephone calls, faxes, or drop-ins.