



House Vacancy Announcement and Placement Service (HVAPS)

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

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Job Line: 202-226-4504

MEMBER AND COMMITTEE VACANCY LISTING

Week of June 11, 2018

- MEM-156-18** Southern Democrat seeks a **Press Secretary** to lead an active communications operation in the Washington, D.C. office. Successful candidates will have superb written and verbal communication skills, be comfortable multi-tasking, have excellent attention to detail, and work well under pressure. Primary responsibilities include, but are not limited to, drafting press releases, speeches, op-eds, and letters to the editor, managing relationships with local and national reporters, proactively engaging in media outreach, curating an active social media presence, managing e-newsletters, and graphic design. The Press Secretary will work collaboratively with the legislative and district staffs and closely with the Member. Candidates must be available nights and weekends as required. The office is an equal opportunity employer and diverse candidates are strongly encouraged to apply at nchousejobs@gmail.com. This is not an entry level position.
- MEM-152-18** Southern Democratic Member seeks an experienced **Legislative Assistant** for D.C. office. This individual will handle a portfolio including healthcare, small business, and housing issues and will staff the Member on two committees. The ideal candidate will represent the Member in meetings with constituents

and interested parties and assist in developing legislative initiatives. Applicants should have excellent written and verbal communication skills, and work well under pressure in a fast-paced environment. This is not an entry level position. Qualified applicants should send a cover letter, resume, and three references to nchousejobs@gmail.com. No drop-ins or phone calls. The office is an equal opportunity employer, and diverse candidates are encouraged to apply.

- MEM-151-18** NC Democrat seeks a **Press Secretary** to join an active communications operation. Successful candidates will have superb written and verbal communication skills, be comfortable multi-tasking, have excellent attention to detail, and work well under pressure. Primary responsibilities include (but not limited to) drafting press releases, speeches, op-eds, and letters to the editor, and other written material for the Member, curating an active social media presence, managing e-newsletters, and graphic design. The Press Secretary will staff the member during press events and other events as needed. Candidates must be available nights and weekends as situations require. The office is an equal opportunity employer and diverse candidates are encouraged to apply at nchousejobs@gmail.com.
- MEM-146-18** North Carolina House Democrat seeks a **Staff Assistant** for Washington, DC office. Duties will include managing the front office, serving as tour coordinator, greeting constituents and meetings, managing a robust internship program, and handling other administrative duties as they arise, including processing mail and faxes. Candidates should have superior time management skills, work well under time constraints, and have excellent communication skills. Multi-tasking, enthusiasm, good sense of humor, and keen attention to detail are necessary. Qualified applicants should send a cover letter, resume, and two brief writing samples along with three references to nchousejobs@gmail.com. The office is an equal opportunity employer.
- MEM-145-18** Representative Tim Walz (MN-01) seeks a **Staff Assistant** to join his Washington, DC staff. The Staff Assistant will be responsible for managing the front office, receiving visitors and telephone calls, supervising interns, completing flag and tour requests, and performing other administrative, legislative, and communications tasks as required. Successful candidates will demonstrate an understanding and adherence to the servant-leader model; a high degree of professionalism; strong writing, organizational, and interpersonal skills; an ability to take initiative in a dynamic, fast-paced environment; and a positive, collegial attitude. Capitol Hill experience and Minnesota ties are not required, but they are preferred. Interested candidates should send a resume, cover letter, writing sample, and three professional references to Walz.Resumes@mail.house.gov. Representative Walz is an equal opportunity employer.

MEM-144-18 The Office of Rep. Justin Amash (R-MI) is seeking a bright, creative, and self-motivated **legislative assistant** with a background in law to join our Washington, DC-based policy team.

The legislative assistant will draft legislation, analyze bills, and meet with constituents concerning policy matters, among other duties. The person will be expected to handle a diverse portfolio of policy issues.

The successful applicant will be a libertarian or classical liberal in the tradition of F.A. Hayek, Henry Hazlitt, and Frédéric Bastiat. The applicant must demonstrate a strong commitment to individual liberty, economic freedom, the Rule of Law, and the Constitution.

The person also must be an excellent writer and clear thinker willing to take on the most serious impediments to a freer, more prosperous America. An individual who prefers staid and steady work or who avoids challenges (and the occasional failure) may be more comfortable elsewhere.

Applicants must have a JD or equivalent. Two years of relevant policy experience is preferred, although Hill experience is not required.

To apply, please send a résumé, cover letter, and two writing samples to applydc@amash.com. Please include "legislative assistant applicant" in the subject line. No walk-in applicants or phone interviews.

MEM-143-18 The Office of Rep. Justin Amash (R-MI) is seeking a professional and dynamic **executive assistant** to join our Washington, DC-based team.

The executive assistant will be responsible for efficient and accurate management of all aspects of the member's daily and long-term schedule, meeting logistics, maintaining files and drafting correspondence, greeting visitors, answering phones, and contributing to other miscellaneous projects as needed. The person also will be involved in scheduling staff meetings and briefings, and helping constituents with their visits to Washington, DC, among other duties.

The successful applicant will be personable, organized, flexible, and calm under pressure. The applicant must possess excellent communication and time-management skills, a sense of urgency and the ability to work independently with sound judgment and minimal direction, and the ability to work cooperatively and courteously with others.

Applicants must have a BA or equivalent. Two years of experience in an administrative or scheduling role is preferred, although Hill experience is not required.

To apply, please send a résumé, cover letter, and two writing samples to applydc@amash.com. Please include "executive assistant applicant" in the subject line. No walk-in applicants or phone interviews.

MEM-142-18 The office of Representative Debbie Wasserman Schultz is seeking a **Legislative Assistant** to handle health care, women, seniors, and other related issues. Responsibilities include but are not limited to advising the Member on all matters in the issue portfolio; developing and advancing policy proposals; drafting vote recommendations and talking points for related floor and committee proceedings; staffing the Member in relevant meetings; and representing the Member before constituents and stakeholders. The ideal candidate will have previous work expertise in the issue areas, prior experience advising a Member of Congress and advancing policy proposals; excellent written and verbal communication skills; and an eagerness to work in a fast-paced, collaborative environment. Florida ties are a plus.

Interested parties should e-mail a cover letter and resume to FL23Resume@mail.house.gov with the subject line "Legislative Assistant."

Please save cover letter and resume in a single file (pdf preferred) and name the file "Last name, First name." This office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity or expression.

Application materials must be received by 12:00 pm ET on June 15, 2018.

MEM-139-18 Senior Democrat seeks **Legislative Assistant, or Senior Legislative Assistant** depending on qualifications, to handle work on the Financial Services Committee and other issues. Candidates should have substantial experience with financial services issues and substantial Congressional experience. The successful applicant will possess strong writing and oral communication skills, work well with others, be comfortable in a fast-paced environment, and understand the legislative process. To apply, please e-mail a cover letter, resume, and three writing samples to financeservicesla@gmail.com. No phone calls or drop-ins please.

MEM-138-18 Member of Democratic Leadership Seeks Exceptional **Press Assistant/Digital Director**

Candidates must be meticulous, measured and savvy enough to excel in a fast-paced press operation. Must have prior experience in a political office or public relations agency. Campaign experience is a plus.

Required

- Remarkable video editing skills (should know Photoshop, Illustrator, Gimp or Canva)
- Strong storytelling ability
- Superior research skills
- Ability to write with exceptional grammar and syntax

Duties

- Compiling daily clips and briefing materials
- Assisting with drafting press releases, advisories, talking points, op-eds, speeches and other materials
- Building out and managing press lists
- Creating compelling social media content (videos, graphics)
- Maintaining the office's website social media pages
- Creating/editing issue-specific videos
- Monitoring the Congressman's presence and interactions on social media, keeping press staff up-to-date on trends and important conversations happening online
- Taking photos/video at events and assisting with the production of livestreamed events

Contact

Please submit your resume, one writing sample and one digital sample to newyork08resumes@gmail.com with "Press Assistant/Digital Director" in the subject line.