



House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING

Week of September 16, 2019

MEM-442-19 Congressman Denny Heck (WA-10) seeks an experienced **Military Legislative Assistant** to manage his work on the House Permanent Select Committee on Intelligence and oversee a portfolio including defense, veterans, and related appropriations. This portfolio is subject to change. This is not an entry-level position. Strong knowledge of defense issues, the NDAA process, and a minimum of two years of substantive legislative experience are required. Candidates should be team-oriented and share a passion for constituent services. Excellent writing and verbal communication skills are essential. Preference will be given to candidates with an active TS security clearance and Washington State ties.

Responsibilities include drafting hearing statements and questions, working with committee staff, developing legislation, providing vote recommendations and cultivating relationships with organizations, constituents, and other stakeholders including Joint Base Lewis-McChord.

The office considers all applicants without regard to race, color, national origin, religion, sex, gender identity, disability or age. Veterans, women and minority candidates are encouraged to apply.

Qualified applicants should submit a cover letter, resume, and references to

Heck.Resumes@mail.house.gov using “MLA” and their name in the subject line. Please no drop-ins or calls.

MEM-440-19

The Office of Congressman TJ Cox is seeking a full time **Press Secretary** including additional responsibilities supporting the office mail program. An ideal candidate should be an excellent writer in English and Spanish, and will be responsible for drafting press releases, speeches, and social media content; handling press inquiries; editing audio and video; and helping with creative messaging projects. Mail program responsibilities include supporting the legislative correspondent in drafting materials for office’s mail program with a quick turnaround, researching legislative issues, and drafting constituent correspondence.

Ideal candidates should be highly organized, an excellent writer, energetic, a team player capable of thriving in a fast-paced and rapidly changing environment and have an understanding of the legislative process. Since the role is significantly focused on communications, an ideal candidate will also have an interest in generating creative outlets for communicating to the Central Valley of California and moving up in the communications world. California ties and Hill experience are preferred; bilingual in Spanish a requirement.

Qualified candidates should submit a cover letter, resume and writing samples to this form: http://bit.ly/TJC_PressSec by 9/30. Direct questions to CA21hiring@gmail.com. No phone calls or drop-ins please. The office is an equal opportunity employer and does not discriminate on the basis of race, national origin, citizenship status, religion, age, disability status, veteran status, sexual orientation, gender identity, or gender expression.

SKILLS AND KNOWLEDGE REQUIRED:

- Bilingual in Spanish – strong Spanish writing skills;
- Familiarity in using cloud-based tools to organize important information;
- Knowledge of the legislative process;
- Knowledge of the office procedures that apply to legislative correspondents;
- Strong organizational, research, writing and communication skills;
- Thoroughness and attention to detail;
- Ability to perform essential job functions above;
- Ability to work cooperatively and courteously with others;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Knowledge of office computer applications; and
- Proficiency in word processing

MEM-437-19 The Office of Congressman Jimmy Gomez (CA34) seeks an organized, passionate, team-oriented **Staff Assistant** and Driver for the Washington DC office. Responsibilities include: managing the front office, coordinating tour and flag requests, managing DC internship program, driving the Congressman to and from events, and providing additional office support as needed. While this is an entry-level position, candidates should have excellent oral and written communication skills, great attention to detail, strong time management skills, and an ability to work under pressure to meet tight deadlines. A valid driver's license, daily access to an automobile and a good driving record are a necessity.

Please send resume and two writing samples to Gomez.Jobs@mail.house.gov with "Staff Assistant" in the subject line. No calls or drop-ins please. Equal Employment Opportunity Employer.

MEM-436-19 The Office of Congressman Jimmy Gomez (CA34) seeks an organized, passionate, team-oriented **Staff Assistant** for the Los Angeles office. Responsibilities include: managing the front office, coordinating tour and flag requests, managing LA internship program, and providing additional office support as needed. While this is an entry-level position, candidates should have excellent oral and written communication skills, great attention to detail, strong time management skills, and an ability to work under pressure to meet tight deadlines.

Please send resume and two writing samples to Gomez.Jobs@mail.house.gov with "Staff Assistant" in the subject line. No calls or drop-ins please. Equal Employment Opportunity Employer.

MEM-435-19 **LEGISLATIVE ASSISTANT** – Congresswoman Pramila Jayapal (WA-07), Co-Chair of the Congressional Progressive Caucus, seeks an experienced and enthusiastic Legislative Assistant to cover her work on the House Judiciary Committee, including immigration, constitutional issues, criminal justice, and civil rights and civil liberties. The ideal candidate will have 3-5 years of experience, ideally 2-3 on the Hill, as well as a solid grasp of House procedures and a deep understanding of immigration policy. This is not an entry level position. Candidates with graduate training in law, public policy, or social science are preferred.

Excellent writing, verbal and organizational skills are essential along with the ability to be a self-starter while working in a fast paced environment. Job responsibilities will include drafting legislation, writing hearing statements and legislative memos, and preparing briefing materials.

Equal Employment Opportunity Employer. Women, people of color, new Americans, LGBTQ+ individuals, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. State and/or district ties are a plus.

Qualified candidates should include in their application: resume, cover letter, and references. Please send applications to jobs.pramila@mail.house.gov with “Legislative Assistant” in the subject line. No calls or drop-ins please.

MEM-429-19 The House Rules Committee Majority is looking for a talented, creative, and motivated **Social Media Manager** to join a proactive communications team. Responsibilities include crafting social media posts; designing graphics, GIFs, videos, and other web content; monitoring the committee’s digital channels; updating the website; and compiling daily press clips.

Candidates will ideally have at least 1 year of digital experience, preferably on a campaign or on Capitol Hill, as well as excellent writing and organizational skills and the ability to work under tight deadlines. Experience designing graphics and editing photos and video is required. Fluency in Adobe Creative Suite is preferred.

Must be comfortable working collaboratively to execute a broad communications strategy. This position reports to the Communications Director. The office is an equal opportunity employer and diverse candidates, those with untraditional backgrounds, women, and LGBTQ persons are strongly encouraged to apply.

Qualified candidates should submit a resume, writing sample, and three social content/graphic design samples to DemRules.Jobs@mail.house.gov with “Social Media Manager” in the subject line. No phone calls or drop-bys, please.

MEM-428-19 Email: cademhouseoffice@gmail.com
Position Available: **Senior Staff**
Office/Location: California
Closing Date: Until filled
Salary Level/Range: Commensurate with experience
Proposed Starting Date: Immediate

Job Summary:

Qualified candidates should have a minimum of 2 years’ experience managing a team, possess excellent oral and written communications skills, highly organized, meet deadlines, and manage multiple projects. A flexible schedule and ability to travel throughout the district is required.

Equal opportunity employer. Interested applicants should submit a cover letter, resume, and writing sample to cademhouseoffice@gmail.com please include Senior Staff in the subject line.

MEM-426-19 **Investigator** (Washington, DC) -- The Committee on Ethics seeks an experienced investigative professional for an investigator position. The Committee’s investigator is responsible for assisting the Committee in all aspects of its investigative work, including researching and reviewing public

data sources, forensic research, document review, data collection and analysis, preparing for and participating in witness interviews, and drafting and editing Committee documents.

This is a nonpartisan position which requires the ability to assist with impartial investigations and refrain from political or partisan activity. Candidates must possess outstanding organizational, research, and analytical skills, as well as the sound judgment necessary to evaluate the sensitive matters that arise before the Committee. Experience in one or more of the following areas is desirable: government ethics, criminal law, civil litigation, administrative investigations and adjudications, depositions, or financial accounting. Experience with document review/management platforms and/or online research services (Lexis/Nexis, Westlaw, CLEAR) also preferred.

Salary commensurate with experience. Please email resume, cover letter, and a short writing sample to ethicsjobs@mail.house.gov. Please include the phrase "Investigator" in the subject line.

MEM-425-19 Midwest Republican Member is seeking an experienced **Communications Director** to implement a strategic media plan in a fast-paced and results-driven environment. Candidates should have experience with the various media tools available, including: social media, video creation, website, e-newsletters and surveys, talking points/speechwriting, press releases, on-the-record experience and interview prep, and op-ed preparation. This is not an entry level position. Qualified applicants should send submit their resume, cover letter, and two writing samples to communicationsdirectoropening@gmail.com

MEM-423-19 The Office of U.S. Representative Pramila Jayapal (WA-07) seeks an experienced, creative and highly motivated **Communications Director** to serve on the Congresswoman's senior team.

The Communications Director will:

- Serve as the primary spokesperson for the Congresswoman;
- Develop and maintain strong relationships with reporters, editors, producers, bookers and social media influencers;
- Proactively engage in media outreach, including pitching and fielding press inquiries;
- Manage the development of press releases, speeches and op-eds;
- Oversee an ambitious digital communications program;
- Supervise a Press Secretary and Digital Strategist;
- Prepare and staff the Congresswoman for press events and interviews; and
- Work collaboratively with the District Office to ensure strong local media engagement.

The ideal candidate will be a strong writer and seasoned manager who can

think strategically, work collaboratively, and manage an ambitious communications program in a fast-paced setting under tight deadlines. This is a senior position, and will be compensated accordingly.

Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. State and/or district ties are a plus.

Qualified candidates should include in their application: resume, cover letter, three writing samples (including one speech) and three references.

Please send applications to jobs.pramila@mail.house.gov with “Communications Director” in the subject line. No calls or drop-ins please.

MEM-422-19 The House Committee on Energy and Commerce Democratic Staff (majority) seeks an enthusiastic, motivated, and highly-organized **staff assistant** for fast-paced committee office.

Responsibilities include tasks associated with a front office such as receptionist duties, answering phones, greeting visitors, ensuring that office and meeting rooms are kept in order; supporting staff in preparations for committee events such as hearings, markups, meetings, and events; delivering documents and obtaining signatures on letters; training and supervising interns; handling and sorting incoming mail, maintaining both digital and paper records and files, maintaining office supplies and mastering basic equipment operations; assisting other staff with research, work product, web content, special projects, and other duties as assigned.

Qualified applicants must possess excellent written and oral communication skills, attention to detail, professionalism, superior time management skills, and an ability to work collaboratively. Hill experience preferred but not required. Please submit a cover letter, resume, and a short writing sample to ecdjobs@mail.house.gov

MEM-419-19 **Constituent Liaison:** Senior Democratic Member of Congress seeks a bilingual English/Spanish speaker who is an energetic, organized, creative, self-starter to join the District Office of her very active and visible constituent services staff.

Constituent Services staff assists the Member in responding to constituent issues and problems with federal agencies, staying on top of everyday events in the Member’s district, and keeping the community connected to the Member’s work. Importantly, constituent services staff also assist with neighborhood events and visits community groups in the district.

Candidate must be able to work with patience and skill in resolving the problems of constituents and in handling multiple tasks and issues effectively while making sure federal agencies respond in a timely manner and assuring our office responds promptly to constituent requests and concerns while meeting deadlines. A successful candidate will be able to communicate fluently in Spanish and English, work independently, and think outside the box about various constituent issues and community events. Prior community or casework experience is helpful.

The ideal candidate will have significant experience interacting with the public, excellent writing and communication skills and a working knowledge or strong interest in the District of Columbia and its local government. Candidate must possess a bachelor's degree and be, or be willing to become, a resident of the District of Columbia.

Interested applicants should send a cover letter, resume, two writing samples and references to: dc00.nortonresume@mail.house.gov

MEM-419-19 Senior Democratic Member seeks **Policy Advisor** to serve in personal office and on Committee staff. Position will develop and implement legislative initiatives, conduct oversight and investigations, write floor speeches and committee statements, and handle meetings with constituents and interest groups on behalf of Member.

Portfolio will include financial services, housing, education, small business and tax issues. Prior Hill experience is strongly preferred. Law degree is strongly preferred but will consider other advanced degrees with significant Hill experience.

To apply, please email a cover letter and resume with the words "Policy Advisor" in the subject line to job_09@live.com. Please paste your cover letter in the body of the email – do not send letter as an attachment.

MEM-412-19 California office seeks an energetic and organized **Staff Assistant/Legislative Correspondent** to join the Washington, DC office.

The position is responsible for answering constituent mail and e-mail and will coordinate with legislative staff to prepare responses. The staffer will organize and sort all incoming constituent inquiries and will ensure that outgoing responses are sent in a timely manner. This position also monitors all incoming correspondence, analyzes trends, and reports findings to senior staff and the Member.

Additional responsibilities include greeting visitors, answering the telephone, responding to constituent requests for general information, and handling other

inquiries. This position also assists with miscellaneous administrative and legislative duties at the request of staff or the Member.

Any interested candidate must be an excellent writer, have a demonstrated interest in legislative issues, be detail-oriented, able to manage multiple and competing tasks, have excellent organizational and proofreading skills, an affinity for multi-tasking, and a good sense of humor.

California ties, Capitol Hill experience, Spanish language fluency, and experience using Intranet Quorum (IQ) are strongly preferred, but not required. Women and minorities are strongly encouraged to apply. If interested, please email a resume, cover letter, two writing samples, and references to CAJobs@mail.house.gov with “Staff Assistant/Legislative Correspondent” in the subject line. Salary will be commensurate with experience.

MEM-402-19 Southern California Member of Congress seeks an experienced **Office Manager and Scheduling Assistant** to be based out of the district office. The Office Manager & Scheduling Assistant will assist the District Director with tracking office expenses, certificate requests, canopy requests, and Congressional Record statement requests.

The position will also work closely with the DC Scheduler to respond to scheduling requests and invitations, maintain the district requests list, and gather the necessary logistical details for events in the district. This person will also staff the Congressman at events and will be required to take photos and videos as well.

The position also entails working with the district staff to plan various events and constituent engagement opportunities throughout the district and around the Congresswoman’s goals, such as health care, climate change and the environment. This person will help the District Director and Scheduler to develop a long- term, local scheduling plan, will work with the district staff to target priority communities, and will balance the Congresswoman’s public appearances in each area of the district and with key constituencies. This position will also oversee the office’s event planning checklist, and assist with the franked mail program.

Please e-mail a resume and cover letter, including salary requirements, to Resume.Inbox7@mail.house.gov

MEM-252-19 The Office of Rep. Justin Amash (MI-03) is seeking a bright, creative, and self-motivated legislative counsel to join our Washington, DC-based policy team.

The **legislative counsel** 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 counsel applicant" in the subject line. No walk-in applicants or phone interviews.