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**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  
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Job Line: 202-226-4504

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of January 12, 2015**

**MEM-022-15**

Senior Democratic Member of Congress seeks an energetic, organized, creative, self-starter to join the team of her very active and visible constituent services staff as a **Caseworker**.

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.

Candidate must be able to deal with patience and skill in resolving the problems of constituents and handle multiple tasks and issues effectively while responding to constituent requests and concerns and meeting deadlines. A successful candidate will be able to 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: (202) 225-1129 (fax) or to [dc00.nortonresume@mail.house.gov](mailto:dc00.nortonresume@mail.house.gov). NO PHONE CALLS PLEASE!

This position is open until filled. Salary: based on skill and experience level.

**MEM-020-15**

Senior, Progressive, Democratic Ways and Means Committee Member has an opening for a **Tax and Finance Counsel/ Advisor** to handle tax, pension, financial services, small business, immigration, and homeland security policy.

This is not an entry-level position. Ideal candidates have Congressional experience and substantive tax policy/ legal knowledge. Applicants should be strong writers with the abilities to learn quickly, multi-task, and work independently in a fluid environment. Great interpersonal skills and a good sense of humor are a requisite. Women and minorities are encouraged to apply.

Candidates should be prepared to start as soon as possible. Please email a cover letter, resume, and references to [leg.job@mail.house.gov](mailto:leg.job@mail.house.gov). No phone calls or drop-ins.

**MEM-018-15**

Progressive Democratic Member seeks an organized, energetic and savvy **Legislative Assistant** to handle a broad portfolio focusing on issues concerning our domestic agenda – including health care, the economic development of America’s legacy cities, and immigration. This position requires flexibility and the desire to learn about a number of diverse issues required to push the Member’s goals forward. The selected individual will be joining a fast-paced, team-oriented Washington, D.C. office.

Duties include monitoring legislative developments on the House floor; developing and advancing legislation and other policy priorities of the Member; contributing to floor speeches and other external communications; researching and advising the Member on bills and other issues; representing the Member in meetings; and drafting constituent correspondence. Applicants must have superior organizational skills, strong written and oral communication skills, and strong interpersonal skills. They should also be able to multi-task and thrive in a fast paced environment, and have poise, patience and a sense of humor. Michigan ties a plus.

This is a one year temporary position, but with the potential for permanent placement.

Please email a resume and cover letter to [Michigan05jobs@gmail.com](mailto:Michigan05jobs@gmail.com) with “Legislative Assistant” in the subject line.

**MEM-017-15**

The **Executive Assistant** is responsible for assisting with administrative support for the Member of Congress and general office management of the Washington, DC and Brooklyn, NY office staff. Individual must be a dynamic and seasoned professional who is up to the challenge of being the right hand to a busy Member of Congress. Position requires an organized and flexible individual who is able to juggle multiple priorities. Ideal candidate will be self-motivated, detail-oriented, reliable, energetic and well organized. Position involves exposure to sensitive and confidential information, requiring discretion and professionalism. Must have at least 4 to 6 years of administrative experience. Must work well independently, take initiative on projects, and demonstrate skill in thinking conceptually and analytically. Must have excellent verbal and written communication skills and outstanding customer service skills. Experience using Microsoft Office Suite including Word, Excel, Outlook and PowerPoint. Must be a resourceful self-starter who thrives in a fast paced, professional environment.

**Responsibilities**

- Provides administrative support to the Member of Congress.
- Coordinates and maintains calendar for the Member of Congress. Coordinates all aspects of meetings, travel, trainings and other events. Monitors deadlines, follows up on delegated tasks, and provides appropriate reminders.
- Coordinates any mailings or other distributions of information from the department, both internally and externally.
- Provides meeting prep including printing materials and agendas.
- Prepares briefing materials and nightly legislative updates collected from Senior Staff.
- Initiates telephone calls on the Member of Congress's behalf.
- Greet constituents and coordinate with campaign, district, and Capitol Hill staff.
- Collects, compiles, assembles, reproduces, and distributes materials as needed.
- Schedules, coordinates, and organizes events such as meetings, conferences.
- Provides travel support including booking, monitoring plans, creating binders, completing reimbursements and expense reports.
- Completes and assists with special administrative projects, as needed.

**Requirements :**

- BA/BS degree from an accredited college or university and 4 years of executive assistant experience; OR
- Eight (8) years of relevant work experience

- Proficiency in Microsoft Office Suite.
- Excellent interpersonal and customer service skills
- Flexible work schedule, primary hours of 9am-5pm but occasional telework on nights and weekends

Interested applicants send resumes to: [Bklynny09@gmail.com](mailto:Bklynny09@gmail.com).

**MEM-010-15**

North Carolina Democratic Congresswoman seeks an experienced **Communications Director**. The ideal applicant will be an excellent writer and editor with a proven ability to prioritize and handle multiple tasks in a fast-paced environment, while meeting tight deadlines. Responsibilities include: planning and implementing national and local media strategies, managing social media platforms, writing press releases, talking points, op-eds and other materials. Candidate must build and maintain excellent relationships with members of the national and local media and editorial boards and have on-the-record experience. This is not an entry-level position; Hill experience is highly desired. Please send resume and two writing samples to [NCCongressionalJobs@gmail.com](mailto:NCCongressionalJobs@gmail.com). No phone calls, e-mails or walk-ins, please. Minorities and women encouraged to apply, North Carolina ties preferred.

**MEM-009-15**

Senior Democrat seeks candidates for the position of **Communications Director/Policy Advisor** for a fast-paced and highly engaged office. The successful candidate will have excellent written and verbal skills, the proven ability to manage multiple communications projects, and the ability to exercise discretion and independent judgment in the representation of the Member's position on policy issues. S/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, implementing social media strategy, maintaining press database, writing e-newsletters & coordinating Tele-town halls. Duties will also include briefing the Member for interviews, writing and implementing PSAs, 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, a depth of legislative and policy knowledge including that of the appropriations process, and Ohio connections of benefit. Candidates must be able to work extended hours and under time pressure, while maintaining a positive attitude and demeanor. Please submit resume, cover letter, two writing samples, and salary requirements to [Midwestern.Resume@mail.house.gov](mailto:Midwestern.Resume@mail.house.gov) with "Communication Director/Policy Advisor" in the subject line. No walk-ins or phone calls.

**MEM-007-15**

Progressive Senior Appropriator seeks a **Legislative Director** to lead staff in a team-oriented office and serve as liaison to DHS appropriations subcommittee.

Responsibilities: supervise day to day activity of legislative staff; contribute to office communications plan; proactively promote the office legislative agenda; manage a personal legislative issue portfolio which may include homeland security, defense, civil rights, judiciary, trade and foreign affairs among others; and perform other related duties as assigned.

Candidates should possess thorough knowledge of the legislative process and House procedures; previous supervisory experience; excellent organizational and communication skills; ability to work under pressure and meet deadlines; flexibility with priorities and ever changing deadlines; detail orientation; and ability to meet attendance requirements including a varied and often unpredictable work schedule.

Pluses include knowledge of immigration/DHS issues, California ties and Spanish proficiency. People of color, women and LGBT persons strongly encouraged to apply.

Interested applicants should submit via email the following documents: cover letter, resume and one writing sample. Care should be taken to include each document as a separate attachment in the same email to: [SoCalDCstaffOpening@mail.house.gov](mailto:SoCalDCstaffOpening@mail.house.gov).

**MEM-414-14**

The Committee on Ethics seeks an experienced attorney to serve as the **Director of Investigations** for the Committee. The Director will manage the Committee's nonpartisan staff of attorneys and other professionals who are responsible for conducting investigations and adjudicatory and disciplinary proceedings regarding Members and staff of the U.S. House of Representatives. This is a nonpartisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Candidates must possess a minimum of 5 years of experience with complex investigations, outstanding analytical and written and oral communication skills, and the sound judgment necessary to evaluate the sensitive matters that arise before the Committee. Experience in one or more of the following areas is also desirable: government ethics, criminal law, civil litigation, administrative investigations and adjudications, depositions, and familiarity with Congress and its unique institutional prerogatives. Previous management experience preferred. Salary commensurate with experience. Please email resume, cover letter, and short writing sample to [ethicsjobs@mail.house.gov](mailto:ethicsjobs@mail.house.gov). Please include the phrase "Director of Investigations" in the subject line.

**MEM-409-14**

Congressman Xavier Becerra is seeking to immediately fill a full-time job opening for a **Senior Field Deputy** position in his district office. The Senior Field Deputy serves as the congressman's liaison with the community, local organizations and government agencies; staff and/or represent the congressman at events; advise the congressman about local issues; help

organize community based meetings and events; implement proactive constituent outreach program; prepare Member for speeches and Meetings; draft correspondence. Supervise field team and district activities. This position may require work hours beyond the normal 8-hour work day and may also include work on weekends and holidays.

#### Qualifications

- Strong written, communication, analytical, and organization skills; an ability to relate well with individuals of diverse backgrounds; impeccable customer service manners; and superior public speaking skills.
- Prefer four years of experience working directly with the community at large. Supervisorial experience required.
- Good computer skills, including proficiency and experience with Microsoft Word, Excel, Outlook, Publisher and Power Point.
- Bachelor's degree preferred.
- Candidate must have a thorough understanding of government agencies and structure (county, state and federal).
- Must be able to work efficiently and effectively as a member of a team, be able to meet strict deadlines, balance multiple projects simultaneously and work under pressure. Attention to detail and accuracy is essential.
- Candidate should demonstrate a positive attitude, commitment to excellence, upbeat demeanor and flexibility.
- Candidate should expect weekend, some holidays, and after-hours assignments.
- Salary will depend on the experience of the applicant.

All interested individuals should email or fax a cover letter, resume (including salary history) to: [Resume.California@mail.house.gov](mailto:Resume.California@mail.house.gov) or fax (213) 481-1429. No phone calls please.

#### **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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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 [District11Resumes@mail.house.gov](mailto:District11Resumes@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](mailto:FL23Resume@mail.house.gov).