



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
in the CAO Human Resources Office - Ford HOB 102.

To Subscribe or Unsubscribe to the Vacancy Listserv visit:

<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

MEMBER AND COMMITTEE VACANCY LISTING

Week of August 25, 2014

MEM-295-14

Legislative Correspondent- Republican Member seeks Legislative Correspondent with strong Tennessee ties to manage all aspects of constituent correspondence. In addition, this position works with the scheduler to coordinate Member's schedule in the Washington office. Other duties include: sorting incoming letters and emails, tracking and assigning mail through constituent management software, drafting and sending timely responses. Successful candidates must demonstrate exceptional writing ability, attention to detail, and organizational skills. Hill experience, familiarity with IQ ties are a plus. Send resume and cover letter to TNHousejob@gmail.com

MEM-286-14

Staff Assistant: We are seeking a highly energetic, motivated, and organized individual to join the team of a Senior Democratic member of Congress. The candidate will have strong interpersonal skills, be comfortable with managing multiple tasks and work well under pressure.

The staff assistant is responsible for preparing letters of greetings, condolence and congratulations on behalf of the Member; answering the phones; coordinating mail and casework distribution; making room reservations for

meetings. Light casework assignments will include post office problems and requests for expedited passports and as assigned by the District Director. The staff assistant also serves as intern coordinator by recruiting training, scheduling and assigning duties.

The ideal candidate will have a bachelor's degree, significant experience interacting with the public, excellent writing and communication skills and a working knowledge of the District of Columbia. Candidate must be a resident of the District of Columbia or willing to move immediately to D.C., if hired.

The closing date for this until filled. Salary is based on skill and experience level.

Interested applicants should send a resume, cover letter, references and two writing samples to:

DC00.NortonResume@mail.house.gov or fax to (202) 225-1129

Absolutely no phone calls will be accepted!

MEM-281-14

California Democrat is hiring a **Scheduler/Executive Assistant** for a fast paced and team-oriented Washington, DC office.

Duties of the position include but are not limited to:

- ☐ Coordinating and managing the Member's daily schedule in the Washington DC and district offices.
- ☐ Arranging the Member's travel and all logistical details of his schedule.
- ☐ Booking travel for Washington DC and district staff.
- ☐ Working closely with the Chief of Staff on all schedule and travel arrangements.
- ☐ Regularly communicating with other staff members in the district and in DC about the Member's schedule.
- ☐ Managing all front office operations in the Washington DC office.
- ☐ Assisting with other miscellaneous administrative tasks.

Qualifications and Skills for the position:

- ☐ Exceptional oral and written communication skills, as well as excellent interpersonal skills.
- ☐ All applicants should have superior organizational abilities.
- ☐ Candidates must be able to multi-task in a fast-paced environment.
- ☐ A successful candidate will be discreet, goal oriented, driven, and patient.
- ☐ The ability to successfully interact with all parties in the Capitol and the district while managing the schedule.
- ☐ Prioritize various demands to organize the Member's time and meet the

Member's needs, while being creative.

☐ A sense of humor and the ability to work well as an individual and as a member of a team.

If interested, please email a resume, cover letter, and references to CAJobs@mail.house.gov with "Scheduler/ Executive Assistant" in the subject line. Previous scheduling experience is strongly preferred. Salary will be commensurate with experience. This is not an entry level position.