



House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING

Week of July 27, 2020

MEM-210-20 Congresswoman Yvette D. Clarke is hiring a **Communications Director** to work in her Washington, D.C. office.

Responsibilities include communications planning and press strategy for D.C. and the district; drafting press materials including: remarks, talking points, newsletters, statements, press releases, and media advisories; pitching media events; assisting with the management of the Congresswoman's social media accounts; interview preparation; and overseeing the office's franked mail and digital programs.

The ideal candidate is a strong writer, politically savvy, detail-oriented, flexible, creative, and a self-starter.

Occasional travel to the district and non-traditional hours - including night and weekend work - should be expected. Strong ties to New York press preferred.

Interested candidates should send a cover letter, resume, and three writing samples to ResumeNY@mail.house.gov and include "Communications Director" in the subject line.

MEM-207-20 Representative Spanberger seeks a **Staff Assistant** for her district office in Glen Allen, VA.

Qualified applicants should be motivated self-starters, highly organized, detail-oriented, able to multitask, have exceptional interpersonal skills, and ability to thrive in a fast-paced environment.

Candidates must demonstrate excellent “people skills,” most importantly displaying compassion in all interactions, and a strong commitment to providing outstanding constituent service.

The ideal candidate should: be able to think on their feet, be a problem-solver, show keen attention to detail and an ability to multi-task, demonstrate excellent oral and written skills, maintain a positive demeanor, and demonstrate resilience in a busy environment.

Primary responsibilities include: managing the front office, including answering, appropriately logging, and directing telephone calls; greeting visitors; monitoring office deliveries; distributing hard and electronic mail; and other administrative duties.

The Staff Assistant will also assist district staff with constituent casework; constituent outreach; event scheduling, planning, and execution; among other constituent service duties.

Representative Spanberger’s office is an equal opportunity employer. The office does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identify, national origin, age, genetic information, disability, or uniformed service.

Please submit a resume, cover letter, and a 1-page writing sample to spanberger.inquiries@mail.house.gov with “Staff Assistant” in the subject line.

Applications will be accepted on a rolling basis until August 4.

MEM-206-20 The House Office of Diversity and Inclusion is seeking to hire a **Research and Data Analyst**.

In this capacity the Analyst will be responsible for leading data and research collection and analysis for the Office of Diversity and Inclusion. This individual will lead the development of the required diversity report, maintain key metrics and key performance indicators for the Office, and serve as a resource for external and internal diversity best practices.

This individual will also serve as the project manager for any consultants and/or contractors with whom the Office may engage to support the completion of the diversity report and to develop relevant diversity and inclusion-based training, in collaboration with the Congressional Staff Academy.

Key Responsibilities

- This staffer will assist in the translation of research findings into materials that staff can effectively utilize in their engagements with Members and Member offices.
 - Provide research support on diversity and inclusion studies, techniques and tools.
 - Serve as project manager for the diversity report and, where necessary, direct and coordinate activities of external consultants.
 - Research and study best practices for retention and growth in House employing offices.
 - Lead data tracking and reporting with a focus on performance and results.
 - Prepare regular updates and briefing documents on research that is relevant to House employing offices.
 - Assist with the development and delivery of training sessions and, as needed, conduct presentations at professional conferences and meetings.
- Master's degree in social or behavioral sciences or related field; or equivalent level of experience providing technical assistance, data collections and/or research.
- Must have knowledge and experience in diversity, equity, and inclusion research efforts, ideally with a strong background in curriculum development. Current working knowledge of coalition functioning, evaluation and research.
 - Quantitative and qualitative evaluation and research skills.
 - Expertise using relevant software.
 - Customer-service orientation and ability to work harmoniously with a diverse team.
 - Ability to work under deadline pressure and extra hours if needed on assignment.
 - Demonstrated ability to self-motivate, initiate project activities, and work on multiple assignments simultaneously.
 - Extensive computer skills, including data input.

Interested candidates should apply by following the instructions here:

<https://house.csod.com/ux/ats/careersite/1/home/requisition/86?c=house>

Candidates will be asked to upload a cover letter, resume, and two writing samples.

Salary commensurate with experience.

Women, minority, veterans, people of all political ideologies, and LGBTQ+ candidates are strongly encouraged to apply.

No phone calls or drop-ins please.

MEM-203-20 New York Democrat seeks a **Scheduler/Executive Assistant** for his Washington, D.C. office.

Responsibilities include managing and maintaining the Member's daily and long term calendar in D.C., working with other team members to balance the Member's time between commitments, ensure the Member is provided with briefing materials for each event and meeting, and performing other duties as necessary.

Responsibilities also include reviewing meeting requests, arranging travel to/from Washington, DC, general administrative tasks and assisting on some legislative issues. Capitol Hill and/or executive assistant experience for an elected official preferred. New York ties are a plus.

The ideal candidate would be a self-starter, detail-oriented, able to juggle multiple tasks at once, have excellent oral, written and interpersonal skills, be a problem solver, and most importantly have a sense of humor. Position can involve work at night and on weekends.

Interested candidates should email a cover letter and resume to ny03.resumes@gmail.com and list "Scheduler" in the subject.

MEM-200-20 North Bay Democratic Member of Congress seeks a motivated, organized, and affable person to serve as a **field representative/caseworker** in the Representative's main district office.

This position acts as a liaison to federal, district, and local agencies for the Congressman and constituents and answers casework correspondence and verbal communications with constituents.

Candidates must be comfortable working with the public, have excellent oral and written communication skills, problem solving abilities, and have completed a bachelor's degree or equivalent. Work experience is preferred and strong academic credentials are required.

ESSENTIAL JOB FUNCTIONS:

*Acts as the representative for the Congressman within his or her area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies;

*Informs the Congressman and the District Director of all happenings in his or her assigned issue areas by screening district media sources and interacting with constituents;

- *Handles casework assignments;
- *Acts as a liaison to local, state and federal officials and other persons or groups to form effective relationships for the Congressman;
- *Assesses casework for problems requiring legislative action and makes recommendations to the District Director and Scheduler;
- *Monitors scheduled district meetings for the Congressman with constituents;
- *Works well under pressure and handles stress;
- *Works a flexible schedule including long hours, nights and weekends; and
- *Performs other duties as assigned.

EDUCATION (OR EQUIVALENT EXPERIENCE):

- *Full-time experience preferred; strong academic credentials required; extensive community relationships desired.
- *Bilingual: English/ Spanish is preferred but not required

SKILLS AND KNOWLEDGE REQUIRED:

- *Strong oral and written communication skills;
- *Thorough knowledge of local, state and federal agencies and departments;
- *Knowledge of all issues and events in the district in which the Congressman is involved;
- *Ability to work cooperatively and courteously with others;
- *Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- *Thoroughness and careful attention to detail;
- *Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;
- *Knowledge of office policies, practices, procedures, and computer applications.

WORKING CONDITIONS:

- *Work is mainly performed in an office environment, but the Field Representative will often need to attend and participate in meetings and public functions out of the office including evenings and weekend events. Noise levels are usually moderate; and
- *Ability to work in a small work station without an expectation of privacy.
- *Work is currently remote due to COVID-19

E-mail a resume and cover letter to CA02.Requests@mail.house.gov with the subject line "CA02 Field Representative/Caseworker."

MEM-199-20 The Democratic staff of the House Judiciary Committee seeks a **Staff Assistant**.

Candidates should have excellent organizational skills and strong research, writing, and communication skills. Responsibilities include overseeing Committee hearing and markup logistics -- which often include being

physically present, serving as assistant clerk during markups, providing administrative and research support to Chief of Staff and Staff Director/Chief Counsel, coordinating Staff Director/Chief Counsel's calendar and the Committee calendar, co-managing the intern program, and managing Committee administrative needs.

The Committee strives to ensure that our staff reflects the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply.

The Committee does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

Please send a resume and cover letter to JDEM.job@mail.house.gov and include "Staff Assistant" in the subject line.

MEM-198-20 Rep. Katie Porter (CA-45) seeks a highly organized, detail-oriented, and resourceful individual to serve as **Staff Assistant** in the DC office.

The applicant must be able to multi-task effectively in a fast-paced environment and have strong interpersonal skills. This position part of the legislative team.

KEY JOB RESPONSIBILITIES

- Answer incoming phone calls to log opinions, to connect staffers to outside stakeholders, and to direct callers to appropriate resources
- Enter incoming constituent messages from mail and voicemail into the database (IQ)
- Organize incoming digital messages in IQ into batches
- Draft form letters responding to constituent concerns
- Manage incoming student letters for the Congresswoman to reply to with personalized responses
- Respond to constituent messages through phone calls, emails, or handwritten notes as needed
- Assist legislative team with researching data and information
- Draft co-sponsor requests, meeting memos, talking points, and remarks for the Congresswoman as needed by legislative team.
- Manage the office's flag request program
- Coordinate with the district office to distribute books to schools through the Library of Congress Surplus Books Program

The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation. We strongly value the diversity of our employees.

To apply, send a cover letter and resume; to ResumesCA45@mail.house.gov with “Staff Assistant” in the subject line.

MEM-197-20 Rep. Katie Porter (CA-45) seeks a highly organized, detail-oriented, and resourceful individual to serve as a **Scheduler** in the DC office.

The applicant must be able to multi-task effectively in a fast-paced environment and possess strong interpersonal skills.

The Scheduler will manage all aspects of the Member’s daily and long-term schedule in DC, coordinate the Member’s travel, serve as a staff liaison with the Member, and assist with administrative office functions as assigned.

KEY JOB RESPONSIBILITIES

- Adding approved events to the calendar to create balanced and prioritized days
- Managing the Congresswoman’s calendar with relevant details and information
- Coordinating with staff to ensure memos, talking points, and relevant documents are provided for events and meetings
- Booking all travel arrangements for the Congresswoman
- Creating and sending daily tick tocks to give the collective team Congresswoman’s next day schedule
- Compiling all documents into the nightly Book
- Tracking documents that need to be reviewed and approved by the Congresswoman
- Managing incoming scheduling requests, collecting relevant info, and staff input and then presenting to the Congresswoman for final decision
- Collecting and processing the Congresswoman’s expense reimbursements
- Making sure any office or equipment issues are resolved for the Congresswoman

The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation. We strongly value the diversity of our employees.

To apply, send a cover letter and resume; to ResumesCA45@mail.house.gov with “Scheduler” in the subject line.

MEM-194-20 The District Office of Congresswoman Katherine M. Clark (MA-5) is currently accepting applications for the position of **Staff Assistant**.

The Staff Assistant greets visitors, answers the telephone, processes mail, assists with constituent casework, drafts correspondence, and performs other

administrative duties as needed. The Staff Assistant will also be responsible for overseeing a robust internship program, including recruiting, interviewing, hiring, and supervising interns.

This role requires impeccable judgment and the ability to prioritize myriad tasks. The ideal candidate should be personable, organized, and detail-oriented. Applicants must possess excellent verbal and written communication skills and the ability to work cooperatively with others.

This is a full-time position. Office staff are currently working remotely to mitigate the spread of COVID-19.

This office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

Diverse candidates, women, and LGBTQ+ persons are strongly encouraged to apply.

Essential Job Functions:

- Manages the office intern program ensuring smooth front office operational duties
- Works with constituent services representatives to ensure efficient casework intake using the office's internal database
- Assists persons who have appointments with the Member or other staff Members and works closely with the District Director to ensure that the Members' appointments are on time
- Maintains literature regarding the district and House offices for distribution to visitors
- Coordinates the filing and indexing of all correspondence
- Signs for deliveries and forwards all materials delivered to the office to appropriate staff members in a timely matter
- Provides orientation and training for new staff
- Supervises the reception desk, mail operations, and the administrative files
- Assumes responsibility for overall office appearance and layout
- Maintains the office answering machine or voice mail
- Screens and refers cases, when appropriate, to other district offices
- Logs in all incoming and outgoing mail and incoming telephone calls relating to casework
- Performs other duties as assigned

Interested applicants should submit a cover letter, resume, & 2 writing samples to Jobs.MA05@mail.house.gov.

All materials will be reviewed on a rolling basis.

MEM-191-20 The **Communications Director** manages and coordinates the messaging and communications activities, including media contacts, for the Member and the office. Traditional and digital communications including emails, social media posts, and website updates fall within the management of the Communications Director. The position reports to the Member and Chief of Staff.

ESSENTIAL JOB FUNCTIONS REQUIRED:

- *Acts as the formal spokesperson and media liaison for the Member;
- *Develops and implements media, communications, and public relations strategy for the Member;
- *Remains abreast of current legislative and non-legislative issues about which the Member may speak or be questioned;
- *Evaluates current events and media reports in the District and the nation for their impact on the Member;
- *Provides ideas and advice on the effect, in the media, of the Member's actions and legislative activities;
- *Writes speeches for the Member;
- *Meets attendance requirements as established by the office;
- *Maintains a good working relationship with the Member, staff, media, and constituents;
- *Works well under pressure and handles stress;
- *Accepts performance-based criticism and direction;
- *Works a flexible schedule including long hours, nights, and weekends; and
- *Performs other duties as assigned.

EDUCATION/EXPERIENCE:

Bachelor's degree in journalism, public relations, or a closely related field; strong academic credentials; and at least 5 years of professional media experience. Graduate degree preferred. Alternatively, 15 years of related experience or training may suffice.

SKILLS AND KNOWLEDGE REQUIRED:

- *Strong writing, editing, and proofreading skills;
- *Strong communication skills;
- *Thorough understanding of digital, print, social and broadcast media;
- *Thorough knowledge of the legislative process, procedures, and organization of the House;
- *Knowledge of current issues and events in which the Member is involved;
- *Ability to exercise discretion and independent judgment in the representation of the Member's position on policy issues;
- *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 policies, practices, and procedures;

- *Knowledge of office computer applications; and
- *Proficiency in Microsoft Word, Power Point, Access, and Excel.

WORKING CONDITIONS:

- *Work is mainly performed in a normal office environment. Noise levels are usually moderate; and
- *Works in small a workstation without an expectation of privacy.

To apply, please send resume, cover letter, and two writing samples to MD07employment@mail.house.gov

MEM-190-20 The **Legislative Director** advises the Member on all legislative areas. This position assists in the development of policy positions and legislative initiatives and manages and supervises the office's legislative staff. The position reports to the Member and Chief of Staff.

ESSENTIAL JOB FUNCTIONS REQUIRED:

- *Ensures that the legislative staff is properly focused on carrying out the Member's legislative goals and works to formulate positions on legislative issues;
- *Monitors legislative activity on the House floor and handles long-term and short-term legislative planning for the Member and oversees the progression of bills with which the Member is involved as they move from Committee to the floor;
- *Recommends strategies and tactics on bills and positions;
- *Assigns legislative staff areas of responsibility, monitors and evaluates the work of legislative staff, trains and supervises legislative staff, and ensures that legislative staff complies with office policies, practices, and procedures;
- *Schedules and directs legislative staff meetings and meets with groups of constituents or other office visitors, as necessary;
- *Recommends co-sponsorships of legislation to the Member, writes and reviews legislative memos, and recommends hiring of legislative staff, with approval of the Chief of Staff and the Member, when necessary;
- *Oversees activities of the D.C. office in the absence of the Chief of Staff/Administrative Assistant;
- *Maintains up-to-date status reports on all legislation affecting the District, legislation in which the Member is a principal sponsor, or legislation on which the Member is a cosponsor;
- *Monitors and reports on Floor action to the Member and the Chief of Staff;
- *Coordinates responses to all legislative mail and assists organizations and constituents in the District with federal matters;
- *Maintains a good working relationship with the Member, staff and constituents and accepts performance-based criticism;
- *Works a flexible schedule including long hours, nights, and weekends and meets attendance requirements as established by the office;

*Works well under pressure and handles stress; performs other duties as assigned.

Supervisory: Directly supervises between 2 and 4 legislative employees. Responsibilities include interviewing, hiring, and training legislative staff; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems.

EDUCATION/EXPERIENCE:

Bachelor's degree; strong academic credentials; graduate degree preferred. Alternatively, 10 years of related experience or training in management and/or legislation or equivalent similar experience.

SKILLS AND KNOWLEDGE REQUIRED:

- *Thorough knowledge of legislative process and of House organization and procedures;
- *Thorough knowledge of Members' Congressional Handbook and House Rules;
- *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;
- *Provides necessary organization, supervisory, leadership and motivation to supervise the legislative staff;
- *Possesses excellent oral and written communication skills along with knowledge of office policies, practices, and procedures; knowledge of office computer applications including proficiency in Microsoft Word, Power Point, Access, and Excel.

WORKING CONDITIONS:

- *Work is mainly performed in an office environment. Noise levels are usually moderate; and
- *Ability to work in a small workstation without an expectation of privacy.

To apply, please submit resume, cover, letter, and two writing samples to MD07employment@mail.house.gov

MEM-187-20 The House Democratic Policy and Communications Committee (DPCC) seeks a **Digital Director** to help design and execute a proactive digital messaging strategy for the DPCC and assist with the digital reach of House Democratic offices.

Strong video editing skills required. Responsibilities include but are not limited to: creating graphics and custom videos on a regular basis; managing relationships with digital media outlets and identifying new audiences for House Democrats to reach online; managing all digital platforms of the

DPCC; drafting sample digital content to be used by other Democratic offices; maintaining and updating websites; tracking analytics; and offering new, proactive ideas for growing the DPCC's digital presence and supporting House Democrats.

Successful candidates will be creative, proactive, team players, who are able to successfully manage multiple tasks at once. They will have previous experience and passion for creating video and graphic content and familiarity with Adobe Creative Suite (Photoshop, Premiere, Illustrator), Final Cut Pro or other comparable tools. HTML/CSS knowledge a plus.

They will have a strong understanding of the digital media landscape and the latest digital trends and the ability to identify opportunities to reach new audiences online. Existing relationships with digital media outlets, podcasts, YouTube shows and influencers is a plus.

The position will report to the executive director of the DPCC and work collaboratively with Chair and Co-Chair staff and other leadership staff. Non-traditional work hours are expected.

This is not an entry-level position.

We are equal opportunity employers; 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.

Qualified applicants should email a cover letter, resume, an original video, and an original graphic they are proud of to DPCC@mail.house.gov with "Digital Director" in the subject line.

MEM-185-20 "Democratic Leadership office seeks an energetic, highly motivated individual to serve as a **Press Assistant** in a fast-paced environment.

The job primarily involves distributing daily press clips, managing the press internship program, drafting preparation materials for media hits and serving as a logistical point of contact for press conferences.

The Press Assistant will report directly to the Deputy Press Secretary. Candidates must be proactive project supervisors, excellent writers, diligent organizers and have great attention to detail. Candidates with proficiency in Spanish are strongly encouraged to apply.

This office is an equal opportunity employer committed to a diverse and inclusive workforce and does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity or disability.

Women and minority applicants are encouraged to apply.

To apply, please send PDFs of your resume, cover letter, one writing sample and three professional references to DemCaucus.Jobs@mail.house.gov with your name and “2020 Press Assistant Application” in the subject line.

Absolutely no phone calls or drop-ins please.”

MEM-181-20 Congresswoman Diana DeGette (D-CO) seeks a **Communications Assistant** with extensive digital experience.

The position reports directly to the Communications Director and is responsible for assisting in all aspects of the press shop’s day-to-day responsibilities, including: daily media monitoring, drafting and editing news releases and newsletters, and pitching media events.

The position is also responsible for maintaining the Congresswoman’s website, managing her various social media accounts and coming up with creative new ways to enhance her new media presence.

This is not an entry-level position; ideal candidate will have 2-3 years of experience working with various digital platforms, developing websites, editing videos and managing social media accounts for a political candidate or elected official.

Previous Capitol Hill or campaign experience is preferred.

Qualified candidates should submit a cover letter, resume and two writing samples to Ryan.Brown@mail.house.gov.

Please put “Communications Assistant” in the subject line.

MEM-179-20 Midwestern Republican office is looking for a **Legislative Assistant**.

Responsibilities will include drafting and advancing legislation; preparing talking points, vote recommendations, and other legislative materials; monitoring and analyzing legislative developments, committee proceedings; and representing the Member in meetings with constituents and stakeholders.

Portfolio of issues will include Healthcare, Education, Second Amendment, Homeland Security, Oversight and Government Reform, and others as needed.

Successful candidates must be proactive, possess exceptional organizational skills and attention to detail, and be interested in working in a fast-paced

office environment. Candidate must be professional and able to protect the integrity of personal and confidential information.

Candidates should have at least one year of policy experience. Interested applicants should email a resume and cover letter with Legislative Assistant in the subject line to RepJobResume@gmail.com.

No phone calls or drop-ins.

MEM-178-20 Rep. Robert C. “Bobby” Scott (VA-03) seeks a **Staff Assistant/Legislative Correspondent** for his personal office, to assume the responsibilities of managing the front office, greeting visitors and managing the mail program.

Daily tasks include answering telephones, conducting and organizing tours, processing flag requests and performing other administrative tasks as required.

Management of the mail program will include answering constituent correspondence, conducting any research necessary to formulate an adequate response, developing and maintaining a collection of prepared text for use in responding to constituent mail, drafting and updating form letters to respond to a large number of letters on the same issue, as well as providing assistance and training to interns as needed.

Successful candidates will be given the opportunity to oversee a small legislative portfolio.

Applicants should be highly-motivated, detail-oriented professionals with strong organizational and time-management skills, as well as having a positive attitude, and take pride in their work.

Applicants with ties to the 3rd Congressional District of Virginia are strongly encouraged to apply. Hill Experience and proficiency in Intranet Quorum (IQ) preferred.

Please e-mail cover letter and resume to jobs.va03@mail.house.gov.

Absolutely no phone calls, e-mails or walk-ins, please.

The Office of Representative Robert C. “Bobby” Scott is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment.

MEM-512-19 Southern Republican seeks an experienced and enthusiastic **Legislative Assistant** to cover their work on Homeland Security Committee issues, among others.

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 relevant policy. This is not an entry level position.

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.

Qualified candidates should include in their application a resume and professional references.

Please send applications to congressionaljobs2805@gmail.com with "Legislative Assistant" in the subject line.