



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 December 14, 2015

MEM-440-15

Congressman French Hill (AR-02) is seeking a **Staff Assistant** in his Washington, D.C. office beginning immediately. General responsibilities include greeting constituents, answering constituent phone calls, opening and sorting mail, guiding U.S. Capitol building tours, processing flag requests, organizing supplies and inventory, and assisting staff with administrative and legislative tasks.

Candidates will have a positive attitude, strong work ethic, and excellent written and oral communication skills. Social media and other communications experience a strong plus. Successful candidates will be self-starters, take and listen to direction, and be able to work both independently and as part of a team.

Applicants should have working knowledge of current events and policy topics as well as a willingness to assist with daily office tasks. Arkansas ties strongly preferred. Those interested please send your resume and cover letter to ar02.applications@mail.house.gov.

MEM-438-15 Committee on Ethics has an opening for a **Staff Assistant**. Duties include: answering telephones; assisting with the tracking and processing of committee correspondence; providing administrative support in setting up committee meetings; and entering data and navigating databases with accuracy. This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Applicants must have excellent organizational skills and a professional telephone manner; good computer skills; proficiency in Microsoft Word and Excel; ability to work cooperatively and courteously with others; ability to use good judgment in responding to inquiries and requests; and flexibility in assisting with daily tasks and projects. Please email cover letter and resume with “Staff Assistant” in the subject line to ethicsjobs@mail.house.gov
NO PHONE CALLS PLEASE

MEM-430-15 Senior Democrat seeks motivated, detail-oriented, and energetic individual with excellent oral and written communication skills for a **Staff Assistant** position in the Washington, DC office. Individuals should demonstrate strong interpersonal skills, be comfortable with managing multiple tasks, and have a strong work ethic. Responsibilities include managing the front office, answering and screening telephone calls, greeting visitors, coordinating tour requests for visiting constituents, managing flag requests, supervising and coordinating the intern program, and assisting staff. Capitol Hill experience preferred. Women and minorities are encouraged to apply. Email cover letter and resume to employ@mail.house.gov.

MEM-418-15 Congressman Dan Kildee (MI-05) is seeking a **Communications Assistant** in Washington, D.C., to assist with the Member’s external communications efforts. Responsibilities will include drafting media advisories and press releases; collating daily press clips and morning headlines; creating content for the Member’s social media accounts; graphic design projects; drafting constituent mail and managing the constituent mail program.

The ideal candidate will be creative, have excellent written and oral communication skills, be strongly proficient with digital and social media platforms, be an energetic and a detail-oriented team player able to multi-task and produce high-quality work on tight deadlines. Graphic and/or video editing skills are highly preferred. Michiganders are strongly encouraged to apply.

Please e-mail resume, cover letter and two writing samples (no more than 1-page each) to michigan05jobs@gmail.com (subject line should read: Communications Assistant Application). No telephone calls, emails or walk-ins, please.

MEM-368-15

New England Democrat seeks an enthusiastic, motivated, and highly-organized **Staff Assistant** for Washington, DC office. Responsibilities include managing front office operations, overseeing intern program, serving as confidential assistant to Chief of Staff and Member, driving Member to meetings and appointments, supporting Member's daily activities, providing assistance to scheduling and legislative teams, and other tasks as assigned. Access to a vehicle and a clean driving record is required. New England ties preferred. Applicants should submit cover letter, resume, and brief writing sample to hill.jobs@mail.house.gov. No phone calls or drop-bys.

MEM-331-15

House Committee Democratic staff seeks a detail-oriented **Committee Clerk/Administrator** to handle committee legislative clerk responsibilities as well as office administrator/payroll work. Hill experience strictly required, preferably 2+ years -- this is not an entry-level position. Committee legislative clerk, hearing coordination, or similar experience strongly preferred, familiarity with Congressional payroll and Hill office administrative work a strong plus. Please e-mail your résumé and cover letter to demcommitteejob@mail.house.gov. No phone calls, please.