



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING

Week of January 4, 2021

MEM-002-21 **Economist** for Democratic Staff of Congressional Committee – House Budget Committee seeks an economist for public finance/macroeconomics portfolio. The job requires strong skills in written and oral communication, policy analysis, and quantitative analysis, as well as the ability to work effectively under tight deadline.

Responsibilities include persuasive writing; monitoring and explaining economic data; conceiving and executing Congressional hearings on big-picture fiscal and economic issues; and working collaboratively with other analytical staff as needs arise. The ideal candidate will have several years of relevant experience in Congress, a federal agency (such as OMB, CBO, CEA, or Treasury), or a think tank; familiarity with the legislative process; and an advanced degree in economics or a related field.

Interested candidates can email a resume, cover letter, and a brief (3-4 pp.) writing sample with subject line “economist position” to Budget-
Democrat.Jobs@mail.house.gov – no phone calls.

MEM-001-21 The Select Subcommittee on the Coronavirus Crisis in the U.S. House of Representatives conducts investigations to ensure the nation’s response to the coronavirus crisis is efficient, effective, and equitable.

Chairman James E. Clyburn seeks to fill a **Counsel or Professional Staff** position on the Democratic staff. The ideal candidate will be an attorney or policy professional with several years of investigative or litigation experience.

Responsibilities include leading investigations, conducting depositions and transcribed interviews, preparing for hearings, and drafting reports.

Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Candidates must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills.

Please send a resume and cover letter to SSCCJobs@mail.house.gov, with “Counsel / Professional Staff” in the subject line.

MEM-337-20 **Constituent Services Representative**, Stafford — The Office of Congressman Rob Wittman (VA-01) is seeking a Constituent Services Representative to serve as a liaison with federal, state, and/or local agencies and constituent groups, answer casework correspondence, communicate and meet with constituents, and execute district outreach on behalf of the Member.

This position is located in our Stafford District Office but requires travel throughout the Stafford Region for events and meetings. The ideal candidate needs to be self-motivated, work cooperatively and courteously with others, and possess a drive to get things done. Interested applicants should email a cover letter and resume to Joe.Schumacher@mail.house.gov with “Stafford Constituent Services Representative” in the subject line.

Job Description:

CONSTITUENT SERVICES REPRESENTATIVE
OFFICE of CONGRESSMAN ROB WITTMAN
SUMMARY:

This position serves as a constituent services representative for the Member within the Stafford region to constituent groups and associations and acts on behalf of Rep. Wittman’s constituents. Acts as a liaison with federal, state, and/or local agencies for the Member and constituent groups, answers casework correspondence, communicates and meets with constituents, executes district outreach plan.

ESSENTIAL JOB FUNCTIONS:

- *Meets with elected officials and representatives, local groups, and constituents on behalf of the Member;
- *Travels throughout the assigned localities to keep abreast of local concerns holding regular open office hours in selected localities and sends out press releases announcing the scheduled visits;

- *Proactively seeks opportunities to develop community outreach relationships on behalf of the Member;
- *Works closely with the communications department to implement planned outreach events and to suggest new ideas for such events;
- *Staffs the Member at events in the Stafford Region;
- *Represents or speaks on behalf of the Member at events the Member is unable to attend;
- *Refers scheduling items to scheduler in Washington through office scheduling process; suggests scheduling opportunities and advises on scheduling items in geographic areas of responsibility;
- *Stays abreast of local news and issues and communicates those issues to the Congressman, Chief of Staff, and key staff in Washington;
- *Monitors and updates the Member, Chief of Staff, and District Director on district and local issues;
- *Works with communications shop to identify and build contact lists of key constituents and organizations in district;
- *Responds to casework inquiries from constituents; Monitors casework for problems requiring legislative action or communications messaging trends;
- *Supervises interns with regard to legislative issues and constituent responses;
- *Meets attendance requirements as established by the office;
- *Maintains a good working relationship with the Member, staff, and constituents;
- *Accepts performance-based criticism and direction;
- *Works well under pressure and handles stress;
- *Works a flexible schedule including long hours, nights and weekends; and
- *Performs other duties as assigned.

EDUCATION/EXPERIENCE:

A bachelor's degree or higher education level is preferred, including strong academic credentials. Some period of related experience or training in legislation or equivalent is beneficial.

SKILLS AND KNOWLEDGE REQUIRED:

- *Ability to perform the essential job functions above;
- *Ability to exercise discretion and independent judgment in the formulation and recommendation of policy positions for the Member;
- *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 word processing.

MEM-335-20 The Committee on Oversight and Government Reform is the principal investigative body for the U.S. House of Representatives.

Chairwoman Carolyn Maloney (D-NY) seeks to fill an Environment **Counsel** or **Professional Staff** Member position on the Democratic staff. The ideal candidate will be an attorney or policy professional with several years of investigative or litigation experience working on environmental issues, or with environmental regulatory agencies.

Responsibilities include depositions, transcribed interviews, briefings, and congressional hearings. Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Candidates must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills.

Please send a resume and cover letter to oversightjobs@mail.house.gov, with “Environment” in the subject line.

MEM-334-20 The Committee on Oversight and Government Reform is the principal investigative body for the U.S. House of Representatives.

Chairwoman Carolyn Maloney (D-NY) seeks to fill a **Counsel** position on the Democratic staff. The ideal candidate will be an attorney with several years of investigative or litigation experience.

Responsibilities include depositions, transcribed interviews, briefings, and congressional hearings. Candidates with diverse backgrounds and experiences are strongly encouraged to apply.

Candidates must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Please send a resume and cover letter to oversightjobs@mail.house.gov, with “Counsel” in the subject line.

MEM-333-20 **Financial Disclosure Counsel** (Washington, DC) -- The Committee on Ethics seeks an attorney for the position of counsel in the Financial Disclosure office.

The Committee’s financial disclosure counsel are responsible for reviewing financial statements and providing legal advice on a high volume of financial disclosure issues, education and training to Members of Congress and their staff through frequent telephone calls, in-person meetings, and written work product. This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity.

Candidates must possess outstanding analytical and written and oral communication 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, ethics counseling,

accounting, auditing, investment management, taxation, corporate finance, and securities law. Salary commensurate with experience.

Please email resume, cover letter, and short writing sample to ethicsjobs@mail.house.gov. Please include the phrase “FD Counsel” in the subject line.

MEM-331-20 Investigative Counsel (Washington, DC) -- The Committee on Ethics seeks an attorney for an investigative counsel position.

The Committee’s investigative counsels 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 conduct impartial investigations and refrain from political or partisan activity.

Candidates must possess outstanding analytical and written/oral communications 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; campaign finance; criminal law; employment law, including the laws governing sexual harassment in the workplace; civil litigation; administrative investigations and adjudications; depositions; and financial accounting. Salary commensurate with experience.

Please email resume, cover letter, and short writing sample to ethicsjobs@mail.house.gov. Please include the phrase “Investigative Counsel” in the subject line.

MEM-330-20 The Energy & Commerce Committee, Democratic Staff, seeks a **Legislative Assistant/Junior Professional Staff Member** for the Health Subcommittee to work with the subcommittee staff on issues throughout the subcommittee’s health finance and public health jurisdiction. This is not an entry level position.

Responsibilities including drafting memos and preparing background materials for Members and staff, assisting other Health Subcommittee staff in preparation for hearings and markups, drafting letters, and conducting background research in order to support staff in the drafting of legislation and oversight efforts.

Qualified candidates must have at least 3 years of health policy-related experience and be knowledgeable in health finance issues related to Medicare, Medicaid, and the Affordable Care Act, as well as public health issues related to the Food and Drug Administration (FDA), the Centers for Disease Control and Prevention (CDC), and other public health agencies.

Qualified candidates should also have a strong understanding of the Committee process and procedures of the House of Representatives and an ability to perform

under short timelines and in a high-pressure environment while juggling competing priorities. Excellent writing and analytical skills are required.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), gender identity, disability, or age. Please submit a cover letter, resume, short writing sample, and at least two professional references to ecdjobs@mail.house.gov using the subject line Legislative Assistant / Junior PSM Candidate.

MEM-327-20 DC **Scheduler** - California Democrat seeks a highly-organized and detail-oriented Scheduler for Washington, DC office.

Responsibilities include managing and maintaining the Congressman's DC schedule, coordinating travel, handling front office duties, and assisting with office administration.

Qualified candidates should be hard working, possess excellent oral and written communications skills, the ability to multi-task and meet deadlines, and have a positive attitude. Previous scheduling experience preferred. California ties a plus. Equal opportunity employer.

Interested applicants should send cover letter, resume, and references to: CADemocratResumes@gmail.com.

MEM-326-20 Chairwoman of the House Committee on Science, Space, and Technology seeks **professional staff** member for the Committee's Space and Aeronautics Subcommittee.

Duties include staffing hearings; preparing memos, statements, and speeches; outreach to stakeholder groups; and drafting legislation and conducting oversight. Applicant should have familiarity and experience with space policy issues.

Applicant should possess strong writing, organizational, and communications skills, including the ability to articulate technical and policy issues clearly and concisely; the ability to be responsive to and work with Members of the Committee; and the ability to meet tight deadlines. The ideal candidate will have congressional and/or relevant government or industry experience. No calls or drop-ins please.

This is not an entry-level position. Please send a resume and cover letter to SciResumes@mail.house.gov with the subject line SPACE.

This office is an equal opportunity employer; 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. In addition, we are committed to and benefit from a diverse staff and candidates of all backgrounds.

This position will close on January 8, 2021

MEM-325-20 Chairwoman of the House Committee on Science, Space, and Technology seeks senior **professional staff** member for the Committee's Environment Subcommittee.

Duties include staffing hearings; preparing memos, statements, and speeches; outreach to stakeholder groups; and drafting legislation and conducting oversight. Applicant should have familiarity and experience with environmental policy issues.

The Subcommittee jurisdiction includes environmental research and standards; environmental research and development programs at the Environmental Protection Agency; climate change research and development; and activities and programs related to weather and weather services, climate, satellites, and oceanic and atmospheric research at the National Oceanic and Atmospheric Administration. Knowledge of the programs and activities within the Subcommittee's jurisdiction is desirable.

Applicant should possess strong writing, organizational, and communications skills, including the ability to articulate technical and policy issues clearly and concisely; the ability to be responsive to and work with Members of the Committee; and the ability to meet tight deadlines. The ideal candidate will have congressional and/or relevant government or industry experience.

No calls or drop-ins please. This is not an entry-level position and prior Hill experience is strongly preferred. Please send a resume and cover letter to SciResumes@mail.house.gov with the subject line ENVIRONMENT.

This office is an equal opportunity employer; 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. In addition, we are committed to and benefit from a diverse staff and candidates of all backgrounds. This position will close January 8, 2021.

MEM-322-20 The Office of Congresswoman Abigail Spanberger (VA-07) seeks a **Press/Digital Assistant**.

The ideal candidate is an excellent writer, works well in a team, has a keen attention to detail, and can meet tight deadlines under pressure. This position is responsible for drafting social media copy, creating graphics, editing photos and videos, drafting emails and newsletters, assisting with media monitoring, and overseeing clips collection and distribution.

This position may require work outside standard office hours. Rep. Spanberger's office is an equal opportunity employer. The office does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service.

Interested applicants should email a cover letter and resume to spanbergerpressva07@gmail.com. We also recommend applicants submit 1-2 sample writing samples or sample graphics/videos.

MEM-321-20 Fast-paced Committee office seeks an eager and energetic majority **clerk**. Applicant should possess strong organizational and communication skills; proofreading, editing, and writing ability; and an exceptional attention to detail.

Ideal applicant will have previous Congressional experience, a working knowledge of the legislative process, and familiarity with legislative documents including the Congressional Record.

This is not a legislative-track position. To apply, send letter of interest and resume to committeejobs@gmail.com

Duties include:

- *Track bills and maintain bill files
- *Markup organization, including amendment tracking and distribution; document compilation and preparation; keeping minutes; and assembling and filing legislative reports
- *Ensure compliance with Committee's required submissions to House Document Repository for hearings, financial disclosures, and markups
- *An understanding of Committee jurisdiction and ability to assist general counsel and parliamentary team with bill referrals and reporting requirements
- *Maintain official voting records and rosters
- *Produce Committee legislative calendar and maintain official record of Committee activity
- *Compile and publish Compilations of Selected Acts in coordination with the House Office of the Legislative Counsel
- *Maintain Committee's official letterhead, Franked envelopes and official listings with the Clerk of the House and Government Publications Office
- *Complete compilation and binding of Committee prints, hearings, reports, and public laws and maintain Committee's library
- *Maintain, organize, and transmit official records at the end each Congress

Additionally, applicant should be proficient in Microsoft Office Suite, Adobe Acrobat, and internet research using legislative resources.

MEM-320-20 **District Representative** for California's 49th Congressional District

Description: The staff member in this position acts as a liaison to federal, district, and local agencies for the Member of Congress and constituents. The District Representative is charged with helping constituents with casework and engaging the Small Business community including planning meetings and events with the Member of Congress. The person in this role is also responsible for building and maintaining relationships with communities of color, diverse local stakeholder groups, and other minority or historically underrepresented groups, including but not limited to Black, Hispanic/Latino, and Asian American and Pacific Islander communities.

Responsibilities: Handling constituent casework with the Internal Revenue Service, Small Business Association, and additional agencies, as needed. Planning and staffing in-district events, meetings, and site visits. Working closely with the District Office and Washington, DC staff on local and assigned policy issues and areas. Establishing relationships with local groups to include attendance at key meetings and ensuring the office is tracking events and functions to facilitate his attendance.

Qualifications: Successful applicants should have a thorough knowledge of California's 49th district, fluency in the Spanish language, a service-oriented attitude, strong organizational skills, proficiency at prioritizing and managing multiple projects at one time, a capacity to work both independently and as part of a team, and strong written and oral communications skills.

Preference may be given to residents of the 49th District. This 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 and encourage candidates from diverse backgrounds to apply, including women, people of color, and members of the LGBTQIA community.

To Apply: Please send resume, cover letter, three professional references, and writing sample to ca49.applications@mail.house.gov

MEM-318-20 The Office of Congressional Ethics (OCE), an independent, non-partisan investigative entity established by the United States House of Representatives, seeks an attorney with 2-4 years experience to serve as **Investigative Counsel**.

The Investigative Counsel reports to the Staff Director and Chief Counsel and will be responsible for conducting sensitive inquiries into allegations of possible violations of ethical standards of conduct by current Members, Officers and staff of the House of Representatives and advising the Staff Director and Chief Counsel on legal and policy matters.

Core Responsibilities:

- Review information received by OCE, discern possible violations and identify facts requiring further investigation;
- Plan, organize and conduct investigations regarding allegations and advise the Staff Director and Chief Counsel regarding appropriate evaluation of cases;
- Advise the Staff Director and Chief Counsel on legal issues in matters under investigation and on broad legal and policy issues involved in the operations of OCE; and
- Prepare detailed reports containing investigative findings.

Qualifications:

- Demonstrated ability to conduct and direct complex legal research and present the results in a clear, precise, and persuasive manner;
- Thoroughness and careful attention to detail;
- Strong oral and written communication skills;
- Strong legal judgment and demonstrated professional integrity;
- Experience conducting interviews or depositions;
- Experience auditing large sets of data or evidence and providing detailed analysis;
- Ability to:
 - oWork independently or as part of an investigative team;
 - oManage multiple tasks and projects;
 - oWork well under pressure and tight time deadlines; and
 - oExercise discretion and independent judgment.
- Desirable but not required:
 - oInvestigative experience with high-profile and sensitive matters;
 - oExperience with investigations involving public officials;
 - oExperience with campaign finance or ethics law;
 - oExperience writing public reports and legal documents;
 - oAccounting, finance, or data analytics experience; and
 - oAdvanced proficiency in development and use of electronic databases, and other computer skills including knowledge of current information technology tools related to investigations.

Duties:

- Developing investigative strategies and implementing investigative plans;
- Reviewing evidence and data in order to analyze, develop and provide detailed written and oral reports of findings;
- Identifying information to substantiate or disprove allegations and assessing the likely sources of that information;
- Collecting and reviewing documents, electronic media and physical evidence;
- Interviewing witnesses and subjects; and
- Performing other duties as assigned.

Requirements:

- Ability to pass Security Background Investigation to obtain Top Secret clearance
- Graduation from an ABA accredited law school and active bar membership

Applicant Instructions:

Please send cover letter and resume (electronic submissions strongly preferred) to:

Omar S. Ashmawy
Staff Director and Chief Counsel
Office of Congressional Ethics
United States House of Representatives
P.O. Box 895
Washington, DC 20515-0895
OCEJOB@mail.house.gov

MEM-312-20 The Office of Congressman Kweisi Mfume seeks a **Staff Assistant** for its Washington, DC office.

The ideal candidate is highly-organized, passionate, friendly, and has noteworthy experience. Responsibilities include greeting and screening visitors; responding to constituent requests for information; maintaining handout literature regarding the district and the House; hosting Capitol tours; and performing general administrative duties, including answering the telephone and answering constituent requests for general information, tours, and other inquiries.

The position requires an incredible attention to detail. The 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.

Women, men, people of color, and LGBTQ candidates are strongly encouraged to apply. Maryland ties are a plus. Due to COVID-19 work is often from home.

Applicants should send a resume and cover letter to MD07employment@mail.house.gov on a rolling basis but no later than January 12, 2021. No phone calls, faxes, or emails.

MEM-311-20 The Office of Congressman Kweisi Mfume seeks a **Legislative Correspondent** for its Washington, DC office.

The ideal candidate is highly-organized, passionate, friendly, and has noteworthy experience. Responsibilities include providing research for and responding to letters from constituents and other interested parties. The position requires an incredible attention to detail.

The 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.

Women, men, people of color, and LGBTQ candidates are strongly encouraged to apply. Maryland ties are a plus. Due to COVID-19 work is often from home.

Applicants should send a resume and cover letter to MD07employment@mail.house.gov on a rolling basis but no later than January 12, 2021. No phone calls, faxes, or emails.

MEM-310-20 The Office of Congressman Kweisi Mfume seeks a **Legislative Assistant** for its Washington, DC office.

The ideal candidate is highly-organized, passionate, friendly, and has noteworthy experience. Responsibilities include tracking legislation, executive action, administrative action, and other governmental developments; drafting constituent correspondence for the Member; preparing for committee meetings and hearings; answering constituent letters; and helping constituents with federal matters.

The position requires an incredible attention to detail. The 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.

Women, men, people of color, and LGBTQ candidates are strongly encouraged to apply. Maryland ties are a plus. Due to COVID-19 work is often from home.

Applicants should send a resume and cover letter to MD07employment@mail.house.gov on a rolling basis but no later than January 12, 2021. No phone calls, faxes, or emails.

MEM-302-20 **Constituent Liaison:** Senior Democratic Member of Congress seeks 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. In addition, constituent services staff also help with neighborhood events.

Candidate must be able to work with patience and skill in resolving the problems of constituents and handle multiple tasks and issues effectively while making sure agencies respond in a timely manner and assuring our office responds to constituent requests and concerns while 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: dc00.nortonresume@mail.house.gov.

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

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.