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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  
in the CAO Human Resources Office - Ford HOB 102.

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Job Line: 202-226-4504

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of November 21, 2016**

**MEM-367-16** Multi-term Southern Republican House Member seeks **Communications Director** with previous Capitol Hill experience

**CORE RESPONSIBILITIES:**

- to manage and coordinate all communications activities, including media contacts, for the Member and the office

**QUALIFICATIONS:**

- at least 2 years of congressional experience and one year of experience as a Communications Director or Press Secretary
- strong academic credentials
- strong writing, editing, and proofreading skills
- strong oral communication skills
- understanding of print and broadcast media with a current working list of Washington and national media contacts
- thorough knowledge of legislative process
- 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 positions on policy issues

- availability to work long hours
- ability to work well under pressure
- ability to work cooperatively and courteously with office staff, constituents, and media.

**DUTIES:**

- acts as the formal spokesperson and media liaison for the Member
- develops and implements media and communications strategy for the Member
- remains abreast of current legislative and non-legislative issues about which the Member may 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
- supervises Press Assistant and online/social media presence

[USHouseStaffJob@gmail.com](mailto:USHouseStaffJob@gmail.com)

**MEM-365-16**

House Leadership Democrat seeks highly motivated and experienced **Communications Director** to handle press inquiries, speech-writing, social media, and message development and strategy for both Washington and the District. The Communications Director will be working with our communications team to coordinate and execute the Member's overall communication efforts.

Candidates must have excellent writing skills, on-the-record press experience, strong political instincts, and new media experience.

Candidates must thrive in a fast-moving, aggressive communications environment; be team-oriented, nimble, creative and strategic; and have a positive, can-do attitude.

This position provides an opportunity to work for a highly engaged, energetic Member of Congress and who has a successful record of improving the lives of women, children, seniors and fighting for the middle-class. Equal opportunity employer. Salary commensurate with experience. Hill experience and Spanish literacy is a positive. Please send resume and to:

[FL23Resume@mail.house.gov](mailto:FL23Resume@mail.house.gov). NO PHONE CALLS PLEASE.

**MEM-361-16**

A Western Republican member of Congress seeks a **Legislative Assistant** for his Washington, D.C. office. The Assistant's primary areas of focus are Armed Services and Veteran's Affairs. Additional assignments may include Foreign Affairs and Space/Aerospace. For the assigned subject matter, the Assistant is expected to:

- Support the Representative's legislative priorities through legislative research, the drafting of legislation, acting as the liaison to the relevant committees, work with the Congressional Research Service, and identifying strategies to advance those legislative priorities;

- Prepare the member for committee hearings, staff those hearings and monitor/report to the Representative at times when he is unable to attend the meeting;
- Assist the Representative in preparing for interviews, meetings with constituents and interest groups, as well as note taking at such meetings and follow up action items;
- Draft answers or prepare outlines of responses to constituent mail;
- Draft speeches, statements and correspondence with the appropriate executive agencies for review by the Legislative Director, Chief of Staff, and the Representative;
- Develop and justify co-sponsorship and vote recommendations for review by the Legislative Director and Chief of Staff and for consideration by the Representative for bills in committee, mark up and on the floor in assigned areas of responsibility.

All interested applicants should send resume and cover letter to [WesternRepublicanJobs@gmail.com](mailto:WesternRepublicanJobs@gmail.com).

**MEM-358-16** Senior Appropriations Democrat seeks candidates for the position of **Press Secretary** 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 coordinating with the legislative team to develop, manage and organize 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, under time pressure, and in a strongly collaborative office, 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) within the subject line. No walk-ins or phone calls.

**MEM-352-16** The Committee on Oversight and Government Reform is the primary investigative committee of the U.S. House of Representatives. Rep. Elijah E. Cummings, the Ranking Member, is seeking an **Investigative Counsel** to join the Democratic staff to participate in all matters under the Committee's jurisdiction, including investigations, hearings, depositions, transcribed interviews, and briefings. The ideal candidate will be an attorney with 2-5 years of investigative or litigation experience. Candidates must have superior

attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Please send a resume and cover letter to [oversightjobs@mail.house.gov](mailto:oversightjobs@mail.house.gov), with “Investigative Counsel” in the subject line.

- MEM-351-16** NYC Member of Congress seeks **Community Coordinator** for the Lower East Side of Manhattan. Individual will develop strategies to increase outreach to LES and represent the office at public meetings. Ideal candidate should have strong knowledge of LES community. Excellent verbal/written communication skills a plus. E-mail resume to: [ny20515@yahoo.com](mailto:ny20515@yahoo.com).
- MEM-350-16** Democratic Staff of the House Committee on Small Business seeks a **professional staff member** to handle matters including but not limited to agency oversight, procurement, financial services, health, and/or technology. Previous legislative experience is not necessary but preferred. The candidate must possess superior writing and analytic abilities, including strong organizational and interpersonal skills. Primary responsibilities include hearing preparation and legislative development. To apply, please email cover letter and resume to [vacancy\\_employment@yahoo.com](mailto:vacancy_employment@yahoo.com). No phone calls or drop-ins please.
- MEM-347-16** Senior California Democrat seeks a **Staff Assistant** for Washington, D.C. office. Responsibilities include greeting visitors, answering the telephone, scheduling tours and responding to constituent requests for general information and other inquiries. This position also monitors delivery and pickup of materials, maintains the front office, and assists with various administrative duties. The Staff Assistant must maintain a good relationship with the Member, staff and constituents, accept performance based criticism and direction, and work well under pressure. The applicant must be prepared to work a flexible schedule. Salary is commensurate with experience. Previous Hill experience preferred but not required. Please send cover letter and resume to [castaffassistant1996@gmail.com](mailto:castaffassistant1996@gmail.com). No phone calls or drop-ins please.
- MEM-333-16** Congressman Raul Ruiz, M.D. (CA-36) is seeking applicants for a **District Director**. The District Director will oversee management and operation of two District offices, serve as a key liaison to local organizations and elected officials, and develop and implement long-term strategic plans. Qualified candidates will demonstrate significant management experience, strong oral and written communications skills, self-motivation and outreach experience to local and state organizations. In addition, qualified candidates will have prior experience in coalition building, a thorough understanding of the federal legislative process and in-depth knowledge of Southern CA. The position requires the ability to multi-task, work well under pressure and the flexibility to work long hours, including nights and weekends. Ties to California's 36th

Congressional District are preferred and the position is based in Palm Desert, CA.

To apply for the District Director position, please send cover letter and resume to [CA36DistrictDirectorposition@mail.house.gov](mailto:CA36DistrictDirectorposition@mail.house.gov) with “District Director” in the subject line. Salary commensurate with experience. This is NOT an entry-level position. No phone calls, drop-ins or faxes.

The office is an equal opportunity employer.