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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.

To Subscribe or Unsubscribe to the Vacancy Listserv visit:

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

Job Line: 202-226-4504

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of September 22, 2014**

- MEM-325-14** Republican Congressman seeks **Staff Assistant/Legislative Correspondent** to manage all aspects of constituent correspondence and general day-to-day office operations. Duties will include sorting and tracking incoming mail, emails, and phone calls, and responding to mail using constituent management software to ensure timely responses. In addition, the position is responsible for front office reception duties, answering phone calls, greeting visitors, and other constituent services, such as flag and tour requests. Successful candidates must demonstrate strong writing ability, exceptional organization skills, attention to detail and be able to work quickly in a fast paced environment. Previous Capitol Hill experience is required. Proficiency in Fireside and California ties are a plus. Please send resume, cover letter, and two one-page writing samples to [cagopjobs@gmail.com](mailto:cagopjobs@gmail.com).
- MEM-321-14** Texas Republican seeking to fill **Legislative Correspondent** position. Candidate must be an extremely strong writer, display a high degree of attention to detail, be familiar with digital media trends and be willing to assist on special projects. Primary responsibilities will include processing the incoming mail and assisting our communication team with proof reading,

writing and updates to the website and newsletter. Hill experience and knowledge of Fireside is preferred, but not required. If interested, please submit a cover letter and resume to [txgopjobs2@gmail.com](mailto:txgopjobs2@gmail.com)

**MEM-319-14**

**COUNSEL.** The Republican staff of the Committee on House Administration seeks an entry-to-mid level counsel. The counsel will assist the senior counsel with parliamentary and legislative matters under the Committee's jurisdiction including election and campaign finance legislation, contested elections, and administrative legal issues. Please email resume, cover letter and short writing sample to [chajobs@mail.house.gov](mailto:chajobs@mail.house.gov) and include "Counsel" in the subject line.

**MEM-318-14**

**Legislative Assistant:** Texas Democrat seeks a hard-working and experienced legislative staffer to handle various legislative areas. A bachelor's degree with at least 4 years of legislative experience on the Hill is required. Potential candidates should have excellent writing and verbal skills coupled with some knowledge of social media. The ideal candidate will have experience working under pressure, working as part of a team, a sense of humor and the ability to work flexible hours. Experience with iConstituent is a plus, but not required. Please send cover letter, resume and a writing sample to [TXResumeInbox@mail.house.gov](mailto:TXResumeInbox@mail.house.gov). No phone calls or walk-ins please.

**MEM-313-14**

**Analyst for Democratic Staff of Congressional Committee** - Congressional committee seeks experienced analyst for health policy 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. The ideal candidate will have several years of experience in federal budgeting, familiarity with the legislative process, background in federal health care policy, and a master's degree in public policy or related field. Email resume, two brief writing samples, and cover letter with subject line "analyst position" to [Health.Analyst@mail.house.gov](mailto:Health.Analyst@mail.house.gov) – no phone calls or walk-ins.

**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](mailto:TNHousejob@gmail.com)