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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 January 6, 2014**

**MEM-100-14**

**Staff Assistant:** We are seeking a highly energetic, motivated, and organized individual to join the team of a Senior Democratic member of Congress. The candidate will have strong interpersonal skills, be comfortable with managing multiple tasks and work well under pressure.

The staff assistant is responsible for preparing letters of greetings, condolence and congratulations on behalf of the Member; answering the phones; coordinating mail and casework distribution; making room reservations for meetings. Light casework assignments will include post office problems and requests for expedited passports and as assigned by the District Director. The staff assistant also serves as intern coordinator by recruiting training, scheduling and assigning duties.

The ideal candidate will have a bachelor's degree, significant experience interacting with the public, excellent writing and communication skills and a working knowledge of the District of Columbia. **Candidate must be a resident of the District of Columbia or willing to move immediately to D.C., if hired.**

**The closing date for this position is January 15, 2014.** Salary is based on skill and experience level. Interested applicants should send a resume, cover letter, references and two writing samples to: [DC00.NortonResume@mail.house.gov](mailto:DC00.NortonResume@mail.house.gov) or fax to (202) 225-1129. **Absolutely no phone calls will be accepted!**

**MEM-378-13**

Moderate Texas Democrat seeks a **Legislative Assistant** to handle healthcare, social security, Medicare, education, and other issues. Our office is fast-paced with a proactive group of staffers who place a premium on cooperation and teamwork. A successful candidate is an easy-going, self-starter who will be responsible for: (a) quickly learning district priorities, (b) preparing research / analysis for votes, (c) tracking legislation, (d) providing guidance on issues to the communications director and legislative correspondents, and (e) other duties as assigned. We're looking for a fun, relaxed addition to the team who is very driven to take initiative and also has a willingness to keep learning on the job. Unfortunately, this is not an entry level position. Please submit a cover letter, resume, and writing sample (e.g., one page memo or similar) to [TXResume@mail.house.gov](mailto:TXResume@mail.house.gov). No calls or drop-ins, please.

**MEM-376-13**

Press secretary -- Dem member seeks **press secretary** for DC office, Hill experience a plus, not required. Please submit resumes to [DCPRSecCV@gmail.com](mailto:DCPRSecCV@gmail.com)

**MEM-375-13**

Congressman Aaron Schock (IL-18) seeks an experienced **Communications Director** to manage a fast-paced press operation. Strong speech writing skills are a must as duties include: working with the Congressman to help craft talking points, speeches and op-eds; writing press releases and e-newsletters; booking and pitching media outlets nationally and in district; and maintaining and updating the Member's website. The ideal candidate has demonstrated creative writing and speech writing skills. In addition, the job requires one to be innovative and proactive in growing district and national media opportunities for the Congressman. Must have the ability to work with diverse media outlets, write well under a deadline, and have experience working in communications. Qualified applicants should send resume and writing sample to [IL18resumes@gmail.com](mailto:IL18resumes@gmail.com).

**MEM-374-13**

Freshman Democratic Member seeks an organized, energetic and savvy **Legislative Assistant** to handle the Member's work on the House Financial Services Committee, with a focus on economic development, affordable housing

and infrastructure needs of America's legacy cities. The selected candidate will be joining a fast-paced, team-oriented Washington, DC office.

Duties include preparing and staffing the Member for committee hearings and markups, monitoring legislative developments within Committees and on the House floor; developing and advancing legislation and other policy priorities of the Member, contributing to floor speeches and other external communications, researching and advising the Member on bills and other issues, representing the Member in meetings, and drafting constituent correspondence. This legislative portfolio will also include additional issues outside of the HFSC work.

Applicants must have superior organizational skills, strong written and oral communication skills, and strong interpersonal skills, be able to multi-task and thrive in a fast paced environment, and have poise, patience and a sense of humor. Prior experience in economic development and community/urban planning strongly preferred. Michigan ties a plus.

Please email a resume and cover letter to [Michigan05jobs@gmail.com](mailto:Michigan05jobs@gmail.com) with "Legislative Assistant" in the subject line.

#### MEM-373-13

Ohio Republican House Member seeking **press assistant** to join staff. Applicants should be self-starting, hard-working and creative. Must have strong writing and verbal skills and be extremely detail oriented. Job responsibilities include: managing all new media platforms (Facebook, Twitter, You Tube and Instagram), updating the web site, writing press releases and columns, creating videos and graphics, taking photos and running telephone town halls. Experience with new media, HTML, Final Cut Pro, Movie Maker and Photoshop helpful. Possibility of eventual promotion to press secretary a possibility based on job performance over time. Interested applicants should send cover letter, resume and writing sample to [oh.ushouse.job@gmail.com](mailto:oh.ushouse.job@gmail.com).

#### MEM-370-13

**Press Secretary** - Senior Republican seeking press secretary with superior writing skills who is energetic, creative, strategic, and quick-thinking. The successful candidate is a self-starter who is politically astute and can quickly master a range of issues in time-sensitive situations. Responsibilities include, but limited to: drafting/distributing press releases; writing weekly newsletters, Op-Eds; maintaining and updating website content; preparation of talking points and speeches; establishing and maintaining strong relations with district and DC media and executing an aggressive earned local media campaign. New media skills are a must, including knowledge of video, audio and/or photography and editing in those mediums as well as social media. No phone calls. Email resumes to [PA.Resumes@mail.house.gov](mailto:PA.Resumes@mail.house.gov).