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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 November 7, 2016**

**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 with 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.

**MEM-322-16** U.S. Rep. Lloyd Doggett (D-Texas) seeks a **press secretary** for his Washington office. Spanish skills and Hill experience a plus. Send resume, brief writing sample, and three references to [DoggettJobs@mail.house.gov](mailto:DoggettJobs@mail.house.gov). No drop-ins please.

**MEM-315-16** Senior Member of the Bay Area California Delegation seeks a **Staff Assistant** to assume the responsibilities of managing the front office. Daily tasks include answering telephones; organizing tours; greeting visitors; processing flag requests; assisting legislative staff; and serving as Intern Coordinator. Candidates should be detail-oriented professionals with strong organizational skills and writing abilities, positive attitudes, and pride in their work product. Applicants with ties to the Bay Area are strongly encouraged to apply. Please e-mail cover letter and resume to [StaffAssistantCalifornia@gmail.com](mailto:StaffAssistantCalifornia@gmail.com). No phone calls, e-mails or walk-ins, please.