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**MEMBER AND COMMITTEE VACANCY LISTING**  
**Week of December 7, 2020**

**MEM-306-20    Communications Director**  
U.S. Congressman Steven Horsford  
4th District of Nevada

Democrat seeks an experienced Communications Director to implement a focused and innovative communications strategy.

Responsibilities include:

- maintaining relationships with both national and local reporters,
- organizing and replying to inquiries,
- proactively pitching stories;
- drafting and editing press releases,
- developing an aggressive and responsive social media program;
- writing op-eds, talking points, newsletters, mailers, and speeches;
- managing the current press secretary,
- oversee franked communications and a robust 499 program
- working collaboratively with District Office and legislative staff to amplify the office's work.

Candidates should have a minimum of 3-5 years of political communications experience, a strong history of drafting all forms of communications materials,

and a track record of successfully pitching national and local media outlets. Prior experience managing franked communications is a plus. Experience in digital media, including social media and graphic/video design, is a plus.

The ideal candidate is collaborative, creative, energetic, detail-oriented, able to multi-task, politically astute, and willing to work long hours in a fast-paced and demanding setting. Nevada ties are a plus. Professional proficiency in Spanish-language reading, writing, and speech is a plus. Prior Hill experience is preferred.

Candidates should submit a cover letter, resume, three writing samples, and three professional references to [NV04Resume@mail.house.gov](mailto:NV04Resume@mail.house.gov) with “Communications Director” in the subject line. All submissions must be in a single PDF file and received by December 18, 2020, at 3:00 p.m. PST.

The office is an equal opportunity employer and does not discriminate based on race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

**MEM-304-20 COMMUNICATIONS DIRECTOR** – Active Illinois Democrat serving on the House Energy and Commerce Committee, is seeking an experienced and self-motivated Communications Director to manage the office's press and communications operations.

The position will oversee all communications and digital media functions of the office, including pitching and fielding a high volume of press requests; maintaining relationships with national and district media; writing press releases, op-eds, speeches, newsletters, and talking points; leading interview preparation and media relations efforts; manage all social media channels and web content; and manage the work of the District Press Secretary and other staff.

Candidates must possess strong writing skills, creativity, the ability to operate in a fast-paced office under strict deadlines, and be able to work collaboratively with both DC and district staff. Ideal candidates should have previous Capitol Hill experience, established media relationships and on-the record experience, experience working with media bookers and the ability to operate proactively and independently.

This is not an entry level position. Working knowledge of health, gun violence prevention or tech/telecom policy is a plus but not required. Illinois/Chicago ties are also a plus but not required.

Applicants should email a resume, cover letter, and two writing samples, and references to [ILStaffingResumes@gmail.com](mailto:ILStaffingResumes@gmail.com) with “Communications Director” in the subject line. No other phone calls, faxes, emails, or walk-ins, please.

**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](mailto:dc00.nortonresume@mail.house.gov). This position is open until filled. Salary: based on skill and experience level.

**MEM-301-20** The office of U.S. Representative Pramila Jayapal (WA-07), Co-Chair of the Congressional Progressive Caucus, seeks an experienced and creative **digital communications associate** with exceptional writing abilities to lead the office's efforts online. This is not an entry level position.

Reporting to the Communications Director and working in a fast-paced environment, the Digital Communications Associate will be responsible for the development and daily execution of the office's digital strategy—including creating social media posts in the voice of the Congresswoman, compelling graphics, engaging videos, captioned clips, policy-based blog posts, informative newsletters, and well-written video scripts. This individual will also manage the website.

Additionally, they will be expected to closely coordinate with the legislative team, the district office, fellow Capitol Hill offices, and outside groups on events, forums, panels, and other speaking engagements. A crucial element of these events will be helping to draft briefing documents, talking points, and remarks.

Digital Content: Applicants should be proficient in graphic design and video editing. This person will be responsible for proactively pitching and creating

graphics, videos, GIFs, and other digital content that is compelling, engaging, on-brand, and error free. In addition to managing a long-term strategic digital content calendar, they will be expected to create content for rollouts and rapid response opportunities. This includes clipping, captioning, and posting committee remarks, floor speeches, and interviews.

**Social Media:** The Digital Communications Associate will manage the Congresswoman's social media platforms—including Twitter, Facebook, and Instagram. This individual will be expected to proactively draft content in the voice of the Congresswoman each day in addition to quickly responding to news articles, Capitol Hill developments, and other rapid response moments. Applicants should have a passion for breaking down policy, current events, and news. They will also need to track social media requests from the legislative and district teams.

**Writing:** This position requires strong writing under tight deadlines. In addition to writing social media content, this person will regularly write video scripts, newsletters, and blog posts. The Digital Communications Associate will also help the Communications Director draft briefing documents, talking points, and remarks.

**Interpersonal Communications:** This position requires working in a team setting under pressure. The Digital Communications Associate will not only work with the legislative and district teams but also with outside groups. This individual will track and coordinate speaking engagements, work closely with event organizers on details, and ensure briefings have the information necessary for success.

TO APPLY, please send a résumé, video sample, graphic sample, and writing sample to [Jobs.Pramila@mail.house.gov](mailto:Jobs.Pramila@mail.house.gov) with “Digital Communications Associate” in the subject line.

Our office is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. Applications will be accepted and reviewed on a rolling basis. This position will begin remotely before working out of the Congresswoman's Washington, DC office.

**MEM-300-20** Rep. Abigail Spanberger (VA-7) seeks a **Scheduler**. Applicants should be highly attentive to detail, able to juggle multiple competing priorities, and have a “customer service” mentality. VA-07 ties a plus. Experience working in a Congressional office or on a campaign is preferred, but scheduling or other relevant experience outside of these contexts will be considered.

The office is primarily working remotely during the pandemic, with occasional in-person work that is optional and handled in a socially-distanced, COVID-safe manner. When the office returns to in-person work, this position will be based in

the Congresswoman's Washington, DC office.

To apply, please submit a cover letter that addresses how your skills match the needs of this position, a one-page resume, 2-3 references, and answers to the following three additional questions to [Spanberger.Inquiries@mail.house.gov](mailto:Spanberger.Inquiries@mail.house.gov) with "DC Scheduler" in the subject line. Competitive salary commensurate with experience.

Three additional questions:

- 1.If Rep. Spanberger was taking a meeting with a stakeholder group, what information would you want to make sure she had in advance of that meeting?
- 2.The person in this role may get dozens of requests every day for meetings/events for Rep. Spanberger to attend. What would be your system for tracking/responding to those invitations?
- 3.Do you have a salary requirement or expected salary range?

**MEM-298-20** The House Committee on Education and Labor (Democratic staff) seeks an elementary and secondary education (K-12) **legislative assistant**.

This position will work on the education team, supporting the work of the Professional Staff. Candidates should have familiarity with federal education policy, including the Elementary and Secondary Education Act, General Education Provisions Act, Carl D. Perkins Career and Technical Education Act, and the Individuals with Disabilities Education Act. Knowledge of other statutes and policies within the Committee's jurisdiction and how they impact elementary and secondary education policy is required.

Applicants should have at least two years of policy or legal experience; prior Hill experience is preferred but not necessary. Tasks will include supporting the development of legislation, providing technical assistance to the Committee and Member offices, researching pertinent issues, preparing written materials and legislative analyses, and supporting the execution of committee proceedings and events related to K-12 education.

To apply, applicants must submit a resume, cover letter, and two short writing samples to [E&L.Jobs@mail.house.gov](mailto:E&L.Jobs@mail.house.gov) with "K-12 Education Legislative Assistant" in the subject line.

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation. Candidates of diverse backgrounds are encouraged to apply.

**MEM-296-20** The Energy & Commerce Committee, Democratic Staff, seeks a **Policy Analyst** for the Consumer Protection Subcommittee staff.

The broad jurisdiction of the subcommittee includes consumer protection generally; motor vehicle safety; consumer product safety; regulation of commercial practices, including sports-related matters; consumer privacy and data security; and travel, tourism, and time. The subcommittee oversees the National Highway Traffic Safety Administration, the Consumer Product Safety Commission, and the Federal Trade Commission, among others.

The position requires the handling of substantive legislative and administrative tasks, including staffing hearings and markups, conducting oversight, and drafting legislation.

Qualified candidates must have a minimum of 1-2 years of experience in the House of Representatives, strong writing, analytical, and legislative skills; sound political judgment; a proven ability to perform under pressure while juggling multiple tasks with competing priorities; and a willingness to work long hours and weekends. Candidates should have experience working with relevant public interest groups, relevant agencies, Congress, and industry.

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, writing sample, and at least two professional references to [ecdjobs@mail.house.gov](mailto:ecdjobs@mail.house.gov) using the subject line "Consumer Protection PA Candidate [your last name]."

**MEM-292-20** The House Committee on Education and Labor (Democratic staff) seeks a **Professional Staff** member responsible for labor policy legislation, with a dual focus on workforce development programs, and workplace safety and health/mine safety and health.

The successful applicant will work with lead labor policy staff in both areas to organize and prepare materials for legislative hearings, markups and floor activity; track floor and other committees' activities; research, review and draft legislation; solicit input from stakeholders; draft letters, dear colleagues and memos; track regulatory developments; support Member requests for assistance; and coordinate with oversight and communications teams in support of the Committee's agenda.

Applicants should have at least 3 years of experience in Congress, federal agency or advocacy organization working on labor policy issues with in-depth knowledge of federal workforce development programs and/or workplace health and safety. An advanced degree in either area can substitute for experience. This position is writing intensive and requires the ideal candidate to have exceptional writing, communication, and organizational skills. Must demonstrate the ability to successfully manage multiple projects under deadlines; display a collaborative disposition; and a commitment to social justice and expanding economic opportunity.

To apply, applicants must submit a resume, cover letter, 3-5 page writing sample, and 3 professional references to [E&L.Jobs@mail.house.gov](mailto:E&L.Jobs@mail.house.gov) with "Labor Professional Staff" in the subject line.

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation. Candidates of diverse backgrounds are encouraged to apply.

**MEM-280-20** Texas Democrat seeks a **Staff Assistant/Driver** to assist the Washington D.C. Office. The office maintains a state of telework, however this position will need to report to the D.C. office when the House Floor is in session.

Primary duties will include driving the Member to and from events during regular office hours, after hours, and occasional weekends, ensuring the member's schedule is executed according to plan, handling tour and flag requests, helping manage the internship program, managing the incoming calls and voicemails to both offices phone systems, coordinating member correspondence, and assisting the Washington D.C. office with legislative work. Qualified candidates must have an impeccable driving record and a vehicle.

At such time as the COVID-19 pandemic allows, this individual will fulfill the role of the Staff Assistant in the Washington D.C. office. Those responsibilities will include staffing and managing the front office, answering the phone, greeting visitors, and providing additional office support as needed.

Interested candidates should submit a cover letter and resume to [TX29SG.Resumes@mail.house.gov](mailto:TX29SG.Resumes@mail.house.gov). The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or sexual orientation.

**MEM-278-20** The Energy & Commerce Committee, Democratic Staff, seeks a **Counsel/Professional Staff Member** for the Consumer Protection Subcommittee staff to handle portfolio that includes Federal Trade Commission oversight, unfair and deceptive practices, consumer privacy and data security, and technology, among other issues. This is not an entry level position.

Responsibilities include staffing hearings and markups, conducting oversight, drafting legislation, and advising staff and members on legislative and non-legislative matters.

Qualified candidates must have a minimum of 4 years of experience in the U.S. House of Representatives, be knowledgeable of current legislative and non-legislative issues before the subcommittee, and have a thorough understanding of the legislative process and the organization and procedures of the House of Representatives.



Strong writing, analytical, and legislative skills; sound political judgment; a proven ability to perform under pressure while juggling multiple tasks with competing priorities; and a willingness to work long hours and weekends are a must. Candidates should also have experience working with relevant public interest groups, agencies, Congress, and industry stakeholders.

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](mailto:ecdjobs@mail.house.gov) using the subject line Consumer Protection Counsel/PSM Candidate.

**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.