



House Vacancy Announcement and Placement Service (HVAPS)

B-235 Longworth House Office Building
Washington, D.C. 20515
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Job Line: 202-226-4504

MEMBER AND COMMITTEE VACANCY LISTING

Week of November 2, 2015

MEM-354-15

Investigator (Washington, DC) -- The Committee on Ethics seeks an experienced investigative professional for an investigator position. The Committee's investigator is responsible for assisting the Committee in all aspects of its investigative work, including researching and reviewing public data sources, forensic research, document review, data collection and analysis, and preparing for and participating in witness interviews. This is a nonpartisan position which requires the ability to assist with impartial investigations and refrain from political or partisan activity. Candidates must possess outstanding organizational, research, and analytical skills, as well as the sound judgment necessary to evaluate the sensitive matters that arise before the Committee. Experience in one or more of the following areas is desirable: government ethics, criminal law, civil litigation, administrative investigations and adjudications, depositions, investigative journalism, or financial accounting. Experience with document review/management platforms and/or online research services (Lexis/Nexis, Westlaw, CLEAR) also preferred. Salary commensurate with experience. Please email resume, cover letter, and a short writing sample to ethicsjobs@mail.house.gov. Please include the phrase "Investigator" in the subject line.

MEM-351-15

The **Scheduler/Executive Assistant** maintains the Congresswoman's official schedule, travel plans, and related records. This position also acts as a liaison for the Congresswoman with the staff, public and other Members of Congress.

ESSENTIAL JOB FUNCTIONS:

- Prepares the daily schedule for the Member and distributes copies to the Washington, D.C. and district offices;
- Prepares detailed itineraries for the Member, including important numbers, locations and contact names;
- Prepares monthly projected schedules for the Member;
- Briefs the Member on all scheduling activities and requests of the Washington, D.C. and district offices;
- Schedules all staff meetings and briefings involving the Member;
- Coordinates scheduling of press, interviews, radio and television time with the Press Secretary;
- Coordinates photo opportunities with constituents;
- Makes reservations for the Members air travel, ground transportation, and lodging;
- Submits vouchers for travel and expense reimbursement to the staff member responsible for submitting office bills for payment;
- Reviews the Members mail and invitations;
- Responds to all invitations, either by written correspondence or by personal telephone call;
- Maintains files of invitations that have been declined, accepted, or that are tentative/pending;
- Ensures that the Member is provided with briefing materials for each event by coordinating with event participants and the appropriate legislative and/or district staff;
- Monitors the Members incoming telephone calls, takes messages, and returns calls as requested;
- Places outgoing calls for the Member and maintains a record of calls;
- Maintains the Members files, including notes, correspondence, and all information relating to travel;
- Organizes documentation and materials for the Members annual financial disclosure report;
- Acts as a liaison for constituents and other individuals when they visit the Member;
- Acts as a liaison between the Member and her colleagues, committee staff, White House, and government offices and agencies to arrange for the Members attendance at meetings or to coordinate travel plans;
- Maintains a good working relationship with the Member, staff and constituents;
- Manages the internship program for the office including the following:
 - Compiles applications for consideration by the Member;

- Trains and orients new interns;
 - Together with the legislative staff, assigns daily duties to interns;
 - Drafts letters verifying internship experience;
 - Provides written intern agreements and necessary documentation or reports to interns' schools;
 - Ensures that interns are provided with work related educational opportunities;
 - Maintains files on all past and present interns;
- Coordinates Page applications;
 - Accepts performance-based criticism and direction;
 - Meets attendance requirements as established by the office;
 - Works well under pressure and handles stress;
 - Works a flexible schedule including long hours, nights, and weekends; and
 - Performs other duties as assigned.

EDUCATION/EXPERIENCE:

Associate degree in applied business with an executive secretary major is preferred with least two years of office experience. At least one year working in a congressional office is beneficial; Experience making travel reservations and arrangements. Alternatively, three to five years of related work experience.

SKILLS AND KNOWLEDGE REQUIRED:

- Strong telephone skills;
- Strong oral and written communication skills;
- Ability to exercise discretion and independent judgment with respect to prioritization of and recommendations on appointments;
- Proficiency in word processing;
- Types a minimum rate of 60 words per minute;
- Strong organizational and filing skills;
- Thoroughness and careful attention to detail;
- Ability to perform essential job functions above;
- Ability to work cooperatively and courteously with others;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Thorough knowledge of office administration, policies, practices, and procedures;
- Thorough knowledge of office computer applications;
- Thorough knowledge of office equipment & machines; and
- Thorough proficiency in word processing and keyboarding;

WORKING CONDITIONS:

- Work is mainly performed in an office environment. Noise levels are usually moderate; and
- Ability to work in a small work station without an expectation of privacy.

Please send a resume and writing sample to ResumeNY@mail.house.gov.

- MEM-349-15** Conservative southeastern member seeks **Legislative Assistant** to handle issue areas, assist in drafting legislation, provide policy research, and liaise with constituent groups and stakeholders. Superior writing skill and ideological fit are an absolute must. Successful candidates will have a fluid style, a strong knowledge of English usage, and a passion for the details of written communication. Must be able to produce on deadline. Hill experience preferred but not necessary. Nontraditional resumes welcome. Please send a resume and writing samples of varied forms to semember3@gmail.com. No calls, faxes, or drop-ins please.
- MEM-347-15** Congressman Mark DeSaulnier (CA-11) is seeking a **District Representative** to conduct community outreach; attend meetings and events; monitor district and local issues; act as a liaison to federal, district and local agencies; answer casework correspondence; and ensure constituents receive a timely response. Candidates should be hard working and possess strong oral and written communications skills, knowledge of the district, a professional and positive demeanor, the ability to multi-task, meet deadlines, and produce a quality work product. A flexible schedule and ability to travel throughout the district is required, but position will be based in Walnut Creek or Richmond. Please submit a cover letter, resume and writing sample by November 2nd to Californial1Resumes@gmail.com.
- MEM-331-15** House Committee Democratic staff seeks a detail-oriented **Committee Clerk/Administrator** to handle committee legislative clerk responsibilities as well as office administrator/payroll work. Hill experience strictly required, preferably 2+ years -- this is not an entry-level position. Committee legislative clerk, hearing coordination, or similar experience strongly preferred, familiarity with Congressional payroll and Hill office administrative work a strong plus. Please e-mail your résumé and cover letter to demcommitteejob@mail.house.gov. No phone calls, please.
- MEM-330-15** Rep. Cheri Bustos (D-IL) seeks a **Press Assistant/Speechwriter** for an aggressive media operation. This position will require strong writing skills, attention to detail and a willingness to be flexible. Primary responsibilities will include drafting remarks, op-eds, press releases, talking points, social media, e-newsletters, compiling media clips and franked communication. Capitol Hill or campaign experience is preferred, but not a requirement, as are ties to Illinois. The Office is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment. Diverse candidates are strongly encouraged to apply. To be considered, please send a cover letter, two writing samples and resume to illinois17job@gmail.com with the subject line "Press Assistant/Speechwriter". No phone calls or drop-bys, please.

MEM-316-15

Senior Midwest Appropriator seeks a **Legislative Correspondent** to handle issue-specific constituent communications and legislative research. Responsibilities include, but are not limited to, drafting constituent correspondence, tracking legislation, meeting with constituents and interest groups, briefing the Congressman, and generally supporting the legislative and front office operations. Candidate must be highly dependable, flexible, value responsiveness to constituents, and have superior organizational and writing skills. Knowledge of the legislative process and Indiana ties a plus. Please send a cover letter, resume, and a short writing sample to in01.resume@mail.house.gov with “Legislative Correspondent” in the subject line. No calls, faxes, or drop-ins please.

MEM-302-15

Congresswoman Norma J. Torres is seeking an energetic, community-oriented individual for the position of **District Representative**. The position will be based in the Ontario, CA District Office.

The District Representative will act as a liaison between constituent groups and Congresswoman Torres, in addition to initiating community outreach projects. The District Representative will respond to in-person, written and telephone inquiries from constituents, as well as make legislative and ceremonial presentations on behalf of Congresswoman Torres. The District Representative will also maintain an awareness and involvement in district affairs, representing the Congresswoman at public events in the district. In addition, the District Representative will work with the Press Secretary to maintain Congresswoman Torres’ social media accounts.

Necessary qualifications:

- Strong public speaking skills
- Flexible schedule; the ability to attend early morning, evening and weekend events
- The ability to handle difficult situations with courtesy, tact and compassion
- Strong writing skills
- Problem solving abilities
- The ability to exercise a high degree of initiative
- The ability to work independently and use good judgment
- The ability to maintain confidentiality
- Knowledge of the cities, communities and issues of concern to the 35th Congressional District

Bilingual candidates are encouraged to apply.

Qualified candidates should send a cover letter and resume to caldemresumes@gmail.com with “District Representative” in the subject. No phone calls please.

- MEM-297-15** Conservative western republican seeks motivated and aggressive **Communications Director** to work placement of stories in local district media. Must have demonstrated experience working with various forms of media, pitching stories, and solid verbal and writing skills. Understanding of policy issues and ability to critically think of district implications a must. Send resume and cover letter to western.jobs@mail.house.gov.
- MEM-292-15** Progressive Tennessee Member seeks experienced, media-savvy, proactive **Communications Director** to manage a fast-paced communications operation. Responsibilities include developing and implementing a coordinated and strategic communications plan; identifying emerging press opportunities; writing press releases, talking points, speeches and op-eds; pitching stories and responding to press inquiries; booking interviews on radio and television; scheduling and organizing press events; managing congressional website, Facebook and Twitter accounts; producing a comprehensive weekly e-newsletter and regular print mailings to constituents; and fostering strong relationships with reporters to secure local and national coverage of the member's work.
- Must work closely with DC and district staff to quickly grasp legislative and local issues and communicate them effectively. Additionally, CD will be responsible for portions of the office's mail operation. Strong political judgment, good sense of humor and ability to work under short deadlines in a rapidly changing environment is required. Must be comfortable with and show good judgment speaking on the record with press. Ideal candidate will have an existing network of press contacts, strong writing skills, political savvy and ability to strategically connect DC policy with district press opportunities.
- Ideal candidate will have at least 3 years' experience in media relations or in journalism. Hill experience and Tennessee ties are a plus, as are knowledge of Judiciary and Transportation issues. Interested parties should send a cover letter, resume and 2 writing samples to cohen.jobs@mail.house.gov.
- MEM-276-15** Colorado Republican seeking **Legislative Correspondent/Press Assistant** with strong writing skills. Responsibilities include: management of constituent mail and social media accounts; execution of 499 program; drafting op-eds, press releases, and talking points; coordinating media efforts; and working directly with the Communications Director. Applicants should be able to write quickly and effectively in a fast paced environment. Colorado ties and Hill experience a plus.
- Please send a cover letter, writing sample, and resume to ColoradoRepublican06@gmail.com.