



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.

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Job Line: 202-226-4504

MEMBER AND COMMITTEE VACANCY LISTING

Week of November 27, 2017

MEM-458-17 Outreach and Member Services Coordinator

The Energy and Commerce Democratic Staff seeks an organized and enthusiastic person to coordinate outreach and member services. Responsibilities include planning and executing member, staff and stakeholder meetings on issues before the committee; collaborating with policy staff to plan and organize Democratic Committee Forums; drafting and circulating notifications and communications so members, staff and external organizations are aware of the Committee's actions; and handling other administrative tasks for the Committee. Qualified candidates must have administrative experience; strong writing and organizational skills; a proven ability to perform under pressure while juggling multiple tasks; and sound political judgment. Women and minority candidates are strongly encouraged to apply. This is not an entry level position, and candidates must have at least two years of relevant experience in a paid position. Please submit a cover letter, resume and a short writing sample to ecdjobs@mail.house.gov. Please no walk-ins or phone calls.

MEM-448-17 Congresswoman Tulsi Gabbard's Oahu district office is searching for a full-time **staff assistant**. Job responsibilities include fielding constituent calls, processing mail, coordinating internship program, assisting with casework and constituent requests for information, maintaining a photographic database, drafting correspondence, maintaining office equipment, and other administrative duties. In addition, the staff assistant occasionally represents Congresswoman Gabbard at community events.

Strong ties to the state and organizational skills are a must. To apply for the position, please e-mail your cover letter, resume, two writing samples and contact information for three work references to hi02jobs@gmail.com with the subject line "STAFF ASSISTANT." No calls or "walk-ins" please.

MEM-447-17 The office of Congresswoman Tulsi Gabbard seeks a **Military and Veterans Liaison and Caseworker** with strong organizational and communication skills.

The liaison/caseworker is responsible for helping constituents resolve issues and navigate the services provided by the federal government. This person manages constituent casework, and participates in community projects and events. Responsibilities include monitoring and updating the Congresswoman and Chief of Staff on district and local issues, and acts as a liaison to federal and local agencies for the Congresswoman for the following issue areas: Department of Defense/Military, Homeland Security (Military-related) including U.S. Coast Guard, Intelligence, Veterans, Foreign Affairs, FAA, and FEMA/Disaster Management.

The ideal candidate will possess a can-do attitude and is solutions oriented. He or she will also be a self-starter and will possess the capacity to produce quality work on short deadlines. He or she will also have a demonstrated ability to communicate effectively with colleagues in a dynamic work environment.

The selected applicant will be expected to thrive in a fast-paced office, with the ability to pay close attention to detail and think creatively to find solutions. Non-traditional work hours, and occasional travel are required. Veteran applications are welcome!

Please do not call or drop by the office, qualified applicants may email a cover letter, resume and two writing samples with "Military Liaison" in the email title to: hi02jobs@gmail.com.

MEM-428-17 New Mexico Democrat and CHC Chairwoman seeks **Scheduler/Executive Assistant** for Washington, DC office.

Responsibilities include maintaining the Member's daily and long-term schedules, processing all incoming invitations and meeting requests, coordinating travel arrangements, and communicating with constituents by phone and email to address requests, concerns, and questions. The ideal candidate will be detail-oriented and extremely well-organized. Applicants should have previous scheduling experience (at least one year in a similar position).

Responsibilities also include driving the member (including nights and some weekends). Responsibilities include greeting visitors, answering phones, opening the office, and general assistance to the DC office staff. This position is also responsible for backing up the Staff Assistant and assisting office with administrative duties. New Mexico ties and a sense of humor are a plus. Previous scheduling experience is important.

To apply, please submit resume, cover letter and three references to NM01.Resumes@mail.house.gov with "Scheduler/Executive Assistant" in the subject line. Please submit all application materials in one pdf.

No phone calls please.

MEM-426-17 A Midwest Republican is accepting resumes for a **Health Legislative Assistant** to coordinate the Member's legislative agenda (with the LD) and oversee health and other issues that fit with the applicants skills and interest. An eligible candidate should have at least three years' legislative experience on Capitol Hill, a track record of passing legislation, and knowledge of health care systems and laws. Candidates should possess excellent interpersonal and organizational skills, initiative, and top-notch written and oral skills. An economics background is a plus. Qualified candidates should send a resume with Health Care LA in the subject line and include a cover letter and resume to Congressional.Vacancy@mail.house.gov.

MEM-409-17 California Democrat seeks proactive, experienced **Press Secretary** to help lead an aggressive national communications operation. The ideal applicant will have 4-6 years of experience creating and executing media plans as well as proven success confirming national cable TV interviews. Responsibilities include frequent pitching and reporter/producer engagement; social media platform management; and drafting op-eds, releases and press materials. This role demands creativity, excellent writing and editing skills, and poise under pressure. This is not an entry level position. Diverse candidates are encouraged to apply. Candidates should submit a resume, cover letter, and

two writing samples with the subject line “Press Secretary” to cademhilljobs@gmail.com.

MEM-316-17 The Committee on Oversight and Government Reform is the principal investigative body for the U.S. House of Representatives, and Ranking Member Elijah Cummings seeks to fill a **Counsel** position on the Democratic staff. The ideal candidate will be a junior attorney (fewer than five years of experience) with a background or strong interest in investigations. Responsibilities include depositions, transcribed interviews, briefings, and congressional hearings. Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Candidates must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Please send a resume and cover letter to oversightjobs@mail.house.gov, with “Counsel” in the subject line.