



House Vacancy Announcement and Placement Service (HVAPS)

B-235 Longworth House Office Building
Washington, D.C. 20515
202-226-5836

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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 June 25, 2018

MEM-177-18 The Democratic Staff of the House Committee on Oversight and Government Reform seeks an active and reliable **Digital Press Secretary**.

- Responsibilities include managing the website, crafting content for social media channels, developing graphics and videos, covering hearings and press events, and working with our press team to identify new ways to engage our followers.
- Successful candidates will have at least 1 to 2 years of communications and digital experience. Candidates with diverse backgrounds are strongly encouraged to apply.
- Ideal candidates will be proficient in Adobe programs (Photoshop, Illustrator, LightRoom, Premiere Pro, Audition, and After Effects), CMS, CSS, HTML, manual photography, analytics, and enjoy working in a fast-paced, rapid response environment.

- Candidates should submit a resume and portfolio with the subject line “Digital Press Secretary” to Oversightpress@mail.house.gov. Please, no phone calls or drop-ins.

MEM-174-18 West Coast Democrat seeks an innovative and self-directed **Press Aide/Press Secretary** to work in his Washington, DC office.

Duties of the position include but are not limited to:

- Coordinating and managing all district and national communications operations.
- Developing and executing a proactive press strategy.
- Drafting written materials including press releases, op-eds, and talking points.
- Planning and coordinating press conferences and other media events.
- Pitching and booking interviews with local and national media outlets. Oversee all social media platforms and website content.
- Build and maintain excellent relationships with members of the district and national and media and act as a spokesperson for the Member.

Qualifications and Skills for the position:

- Exceptional oral and written communication skills, as well as excellent interpersonal skills.
- Excellent writing skills with a strong attention to detail.
- The ability to multi-task in a fast-paced environment.
- Applicants should have superior organizational abilities.
- A successful candidate will be discreet, goal oriented, and driven.
- A sense of humor and the ability to work well as an individual and as a member of a team.
- Spanish fluency is required.

If interested, please email a resume, cover letter, references, and salary history to CAJobs@mail.house.gov with “Press Aide/Press Secretary” in the subject line. Relevant press experience is required. Salary will be commensurate with experience.

MEM-173-18 **CASEWORKER POSITION in DISTRICT OFFICE IN FLORIDA**

SUMMARY:

The Caseworker acts as a liaison to federal agencies for constituents and answers casework correspondence and verbal communications with constituents.

ESSENTIAL JOB FUNCTIONS:

- Acts as the representative for the Congressman within his or her area of responsibility including answering casework correspondence,

meeting with constituents, verbal communications with constituents, and serving as a liaison with federal agencies;

- Handles casework assignments at the direction of the Director of Casework;
- Assesses casework for problems requiring legislative action and makes recommendations to the Director of Casework, District Director.
- Continually screens active cases and acts as liaison with constituents to ensure that their cases are handled in a responsive manner;
- Maintains up-to-date files on all cases and categories of information of importance to said cases;
- Meets attendance requirements as established by the office;
- Maintains a good working relationship with the congressional staff, and constituents;
- Accepts performance-based criticism and direction;
- Works well under pressure and handles stress;
- Performs other duties as assigned.

EDUCATION (OR EQUIVALENT EXPERIENCE):

At least 2 years of experience; strong academic credentials. Alternatively, 2 years of related experience or training in customer/constituent relations or equivalent experience.

SKILLS AND KNOWLEDGE REQUIRED:

- Bilingual speaking preferred but not required.
- Strong oral and written communication skills;
- Thorough knowledge of federal agencies and departments;
- Professional telephone manner;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.
- Ability to perform the essential job functions above;
- Ability to work cooperatively and courteously with others;
- Thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;
- Knowledge of office policies, practices, and confidentiality procedures
- Knowledge of office computer applications; and
- Proficiency in word processing.

Applicants should send resume and cover letter to
fl.conservativerrep@gmail.com.

- MEM-169-18** Senior Democratic Member seeks **Policy Advisor** to serve in personal office and on Committee staff. Position will develop and implement legislative initiatives, conduct oversight and investigations, write floor speeches and committee statements, and handle meetings with constituents and interest groups on behalf of Member. Portfolio will cover housing/foreclosure, financial services, banking, economic development, consumer protection, and other issues and special projects as necessary. Extensive background in housing and financial policy issues, exceptional writing ability, and an advanced degree (JD, MPA etc.) required; Hill experience strongly preferred. To apply, please email a cover letter and resume with the words "Policy Advisor" in the subject line to job_09@live.com.
- MEM-162-18** The U.S.-China Economic and Security Review Commission is seeking a **Policy Analyst** on the Economics and Trade Team. The individual will be part of a group of analysts responsible for monitoring developments in economics and trade pertaining to China, Taiwan, and the Asia-Pacific region, as well as writing research papers and portions of the Commission's Annual Report to Congress. Further responsibilities, qualification requirements, and information on how to apply can be found [here](#). All application materials are due July 6, 2018 at 5:00 pm.
- MEM-156-18** Southern Democrat seeks a **Press Secretary** to lead an active communications operation in the Washington, D.C. office. Successful candidates will have superb written and verbal communication skills, be comfortable multi-tasking, have excellent attention to detail, and work well under pressure. Primary responsibilities include, but are not limited to, drafting press releases, speeches, op-eds, and letters to the editor, managing relationships with local and national reporters, proactively engaging in media outreach, curating an active social media presence, managing e-newsletters, and graphic design. The Press Secretary will work collaboratively with the legislative and district staffs and closely with the Member. Candidates must be available nights and weekends as required. The office is an equal opportunity employer and diverse candidates are strongly encouraged to apply at nchousejobs@gmail.com. This is not an entry level position.