



House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING

Week of March 19, 2018

MEM-100-18 **Legislative Assistant** – T&I Subcommittee Ranking Member is seeking a highly energetic, motivated and organized lawyer with strong interpersonal and writing skills. The ideal candidate will be able to manage multiple tasks and work well under pressure. The Legislative Assistant works with the Chief Counsel/Legislative Director and with the Chief of Staff to develop and implement the Member's legislative strategy in his/her issue areas; prepares materials for hearings; drafts legislation, amendments, and congressional record statements; and conducts research. Responsibilities include managing and handling the Member's transportation and infrastructure portfolio that includes but is not limited to highways and transit, economic development, aviation, railroads, water resources and emergency management. The ability to write well under tight deadlines is essential.

Candidate must be able to handle multiple tasks and issues effectively while meeting deadlines. A successful candidate will be a results-oriented problem solver and motivated self-starter who can think outside the box. Prior Hill, law firm or similar experience is preferred. **Candidate must possess a law**

degree and be, or be willing to become, a resident of the District of Columbia. Salary based on skill and experience level.

Interested applicants should send a cover letter, resume, references and two writing samples to DC00.NortonResume@mail.house.gov.

MEM-095-18 Rep. Scott Peters of San Diego is seeking an experienced, assertive and creative **press secretary** to join our DC office. The Press Secretary will be part of an aggressive communications team and responsible for assisting with media strategy development and implementation, including: drafting statements, releases, talking points, opinion editorials and responses to reporter queries; generating ideas for press conferences; pitching story ideas; managing coverage of legislative action and events; and serving as an on-the-record spokesperson as necessary. Applicants must be able to generate ideas that produce local and national media coverage that raise awareness of the Congressman's priorities, must have a minimum of two years of experience as communications staff in a political office, and must be a strong writer and needs to either have a strong network of national media reporters or be able to build one. Applicants will be required to perform a long-form writing test. Candidates with political campaign experience and San Diego ties strongly preferred. This is not an entry level position.

Interested applicants must send a resume, three writing samples (one news release, one op ed, and one speech/talking points), along with three professional references to SDRepCommsJob@gmail.com.

MEM-082-18 Conservative Western Republican is seeking a **Legislative Correspondent** in his DC office to manage all aspects of constituent correspondence. Ideal candidates will have knowledge of the legislative process, excellent writing and organizational skills, strong attention to detail, and familiarity with iConstituent. Duties include, but are not limited to, processing incoming correspondence through iConstituent, drafting timely responses, assisting with updating website, creating graphics/images and assisting with projects and events. Western ties are preferred but not required. Email résumé, cover letter and two writing samples to WesternRepublicanJob@yahoo.com.

MEM-078-18 The press office of Rep. Louise Slaughter (NY-25) and the House Rules Committee is seeking a **social media manager & press assistant** to join an aggressive communications team. Responsibilities include managing the congresswoman's digital media channels, including website and social media accounts, developing engaging online content, writing e-newsletters, and taking photos and video. The social media manager & press assistant will also compile press clips, copy-edit press releases and talking points, and other projects as necessary. Must be comfortable working collaboratively to execute a broad communications strategy. Prior press and/or digital experience and familiarity with both graphic design and video editing is preferred. Ideal

candidates must also have strong written and verbal communications skills and be able to work demanding hours in a fast-paced environment.

Interested candidates must submit a resume, cover letter, two writing samples, and two examples of social media or digital media work to digitalpressposting@mail.house.gov. Candidates will be considered on a rolling basis until the position is filled.

MEM-076-18 California Democrat (Rep. Jerry McNerney, CA-09) seeks experienced **legislative director** to develop and advance long-term legislative agenda.

Legislative Director will work closely with the Member, Chief of Staff, Communications Director, District Director, and staff to advance Member's priorities and implement strategic legislative and outreach strategies.

Successful candidate must work well in a collaborative, team-oriented environment and have the ability to oversee an active legislative team in implementing and advancing an expansive legislative agenda.

Legislative Director must be highly organized, detail oriented, and able to manage multiple tasks and projects. Excellent interpersonal skills and written and verbal communication, as well as strong editing and proofreading abilities are required.

Ideal candidate will be politically astute and have a good sense of humor and positive attitude.

Successful candidate must have the ability to thrive in a demanding, fast-paced, deadline-driven environment, and must be able to respond to challenging situations quickly and strategically.

This is not an entry-level position; only candidates with previous Hill experience and a solid knowledge of legislative and political processes will be considered. Prior experience serving as a Legislative Director or working on Energy and Commerce Committee-related policy issues – including energy, environment, and water – is strongly preferred.

California ties, Spanish literacy, and previous supervisory experience are a plus. Minorities and candidates with CA-09 ties are encouraged to apply.

Qualified applicants should submit a cover letter, resume, and two writing samples to: McNerneyResumes@mail.house.gov.

No calls or drop ins, please.

MEM-070-18 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. No drop-ins please.

MEM-064-18 Senior Rocky Mountain Democrat is seeking a **legislative assistant** to manage a very active health care portfolio, including the Member's leadership of two high-profile caucuses. Candidates should have at least three years of experience developing and implementing legislative strategies in a Congressional office. Strong research, writing, and negotiation skills are essential. An advanced degree in a health field is preferred. The ideal candidate will be creative and proactive, possess a strong work ethic, and be able to have fun while maintaining a busy schedule. Interested applicants should send a cover letter and resume to rockymountainhealthla@gmail.com.