



House Vacancy Announcement and Placement Service (HVAPS)

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

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Job Line: 202-226-4504

MEMBER AND COMMITTEE VACANCY LISTING

Week of March 27, 2017

MEM-102-17 New Jersey Democrat is seeking a highly motivated and organized **staff assistant** with excellent oral and written communication skills for the Washington, D.C. office. Responsibilities include managing front desk operations, answering telephones, greeting visitors, coordinating tours for visiting guests, processing flag requests, reviewing, sorting, and responding to incoming constituent correspondence, addressing constituent matters, and assisting the Member and legislative staff, as needed. Additional duties include management of the website and social media activities, including official Facebook and Twitter accounts.

Please e-mail cover letter, resume and two brief writing samples to nj08jobs@gmail.com. Please no calls or drop-ins.

MEM-095-17 The House Veterans' Affairs Committee Minority staff seeks a Subcommittee **Staff Director** for the Health Subcommittee with expertise in veterans' policy and knowledge of the legislative process. The ideal candidate would have proven knowledge of the Veterans Health Administration and the Department

of Veterans Affairs (VA) care in the community programs. Experience in establishing and managing relationships with the veterans service organization community, Members of the House Veterans' Affairs Committee and other Members of Congress, as well as the VA is a plus. An excellent collaborative leader and inspired self-starter, the ideal candidate will have a proficient and relevant understanding of the dynamics of both the Republican and Democratic Caucuses, as well as the Executive Branch. Veteran status is a plus, as is an advanced degree. Qualified applicants should submit a cover letter, resume and two writing samples to Walz.Resumes@mail.house.gov no later than March 31, 2017. The House Veterans' Affairs Committee Minority staff is an equal opportunity employer.

MEM-094-17 The House Veterans' Affairs Committee Minority staff seeks a Subcommittee **Staff Director** for the Economic Opportunity Subcommittee with expertise in veterans' policy and knowledge of the legislative process. The ideal candidate would have proven knowledge of the economic opportunity programs within the Department of Veterans Affairs (VA), with special emphasis on G.I. Bill benefits, the vocational rehabilitation program, and VA home loans. Experience in establishing and managing relationships with the veterans service organization community, Members of the House Veterans' Affairs Committee and other Members of Congress, as well as the VA is a plus. An excellent collaborative leader and inspired self-starter, the ideal candidate will have a proficient and relevant understanding of the dynamics of both the Republican and Democratic Caucuses, as well as the Executive Branch. Veteran status is a plus, as is an advanced degree. Qualified applicants should submit a cover letter, resume and two writing samples to Walz.Resumes@mail.house.gov no later than March 31, 2017. The House Veterans' Affairs Committee Minority staff is an equal opportunity employer.

MEM-093-17 Professional Staff Member - Republican Committee in the House of Representatives seeks candidate with extensive background in health care policy, with particular emphasis on employer-based health care programs. Congressional experience desired. Good writing and research skills necessary. Please send resumes to edandworkresumes@mail.house.gov

MEM-091-17 Congresswoman Alma Adams (NC-12) is seeking applicants for **District Director**. The District Director will oversee management and operation of the District office, serve as a key liaison to local organizations and elected officials, and develop and implement long-term strategic outreach and constituent services plans. Qualified candidates will demonstrate significant management experience, strong oral and written communications skills, self-motivation and familiarity to local and state organizations. In addition, qualified candidates must have prior experience in coalition building, a thorough understanding of the federal legislative process, and in-depth knowledge of Mecklenburg County, North Carolina. The position requires the ability to multi-task, work well under pressure, and the flexibility to work

long hours, including nights and weekends as needed. Ties to North Carolina's 12th Congressional District are preferred and the position is based in Charlotte, NC.

To apply for the District Director position, please send cover letter and resume to nchousejobs@gmail.com with "District Director" in the subject line. Salary commensurate with experience. This is NOT an entry-level position. No phone calls, drop-ins or faxes.

The office is an equal opportunity employer.

MEM-087-17 The House Veterans' Affairs Committee (Majority) is looking to hire a new **Committee Clerk**.

This position will clerk and oversee all details surrounding hearings and markups at the Full Committee and Subcommittee levels and manage the Committee Repository in compliance with House Rules. The Committee clerk is responsible for the notification of all Committee hearings/meetings/mark-ups to Committee staff, Member offices, House court reporters, House Recording Studio, Committee Digest, and the public as well as assist in preparation of all materials pertaining to hearings/meetings/mark-ups for the Chairman of the Full Committee.

The Clerk would report directly to the Staff Director and should have excellent oral communication skills, knowledge base of the legislative process, strong writing, editing and proofreading skills strong organizational skills, thoroughness and attention to detail, ability to work cooperatively and courteously with others and a positive attitude.

Qualified candidates please send résumés only to the following e-mail address: VAR.Resumes@mail.house.gov with "HVAC Clerk" in the subject line. No calls or walk-ins, please.

Your résumé will be reviewed to determine if you are among the top candidates. If you are one of the top candidates, you will be contacted for an interview.

MEM-086-17 Bay Area Congressman seeks **Legislative Assistant** to handle a diverse portfolio of issues with particular emphasis on Transportation & Infrastructure Committee responsibilities. Prior legislative experience on Capitol Hill required and understanding of California infrastructure priorities and California ties preferred. Candidates should have excellent research, writing, and communication skills. Duties include identifying and advancing policy proposals, committee hearing and mark-up preparation, meetings with constituents and advocacy organizations, working with California stakeholders, and assisting with constituent correspondence. Successful

candidates should possess strong interpersonal skills and a willingness to work in a team environment. Salary commensurate with experience. Office is an equal opportunity employer.

Qualified candidates should send resume, cover letter, and one writing sample to CADemocratResumes@gmail.com.

MEM-083-17 The Majority staff of the House Committee on Veterans' Affairs is seeking a health care professional with expert knowledge of health care quality and safety, care coordination, integrated health care systems, and health care administration to serve as a **Health Care Investigator**. This position involves examining agency health care activities and composing analytical documents and policy recommendations in an extremely fast-paced environment. The ideal candidate will have developed this experience as a nurse (specializing in care coordination or health care informatics), a physician, or a mental health professional with strong analytical skills and management experience. A health care-related investigatory background is preferred, but not required. Veterans with requisite experience strongly encouraged to apply. Interested candidates should send their (1) cover letter, (2) resume, (3) references, and (4) writing sample of a clinical, analytical, or policy nature to VAR.Resumes@Mail.house.gov with "Health Care Investigator" in the subject line. No walk-ins, please.

MEM-082-17 The Majority staff of the House Committee on Veterans' Affairs is seeking an IT professional with technical, project management, and policy expertise to serve as an **Information Technology Investigator**. This position involves examining agency IT activities and translating highly technical subject matter into analytical documents and policy recommendations in an extremely fast-paced environment; it is not a developer or operations role. Program/project manager, senior analyst, or subject matter expert-level experience managing enterprise modernization efforts is required. Government agency, contractor, or corporate backgrounds are equally acceptable. Health informatics, particularly electronic health records, experience is strongly preferred. Qualified veterans are strongly encouraged to apply. Prior Hill experience is helpful but not necessary. Interested candidates should send their (1) cover letter, (2) resume, (3) references, and (4) writing sample of a policy or analytical nature to VAR.Resumes@mail.house.gov with "IT Investigator" in the subject line. No walk-ins please.

MEM-078-17 Midwestern Democratic Member is seeking an experienced legislative staffer to handle a portfolio including health care and education. Ideal candidate will have prior experience as a **Legislative Assistant** or otherwise managing health care and education policy. Candidate must be proficient at advancing legislation, analyzing and briefing on complex policy issues, and drafting a wide array of written materials. Strong written and verbal communication skills and a demonstrated ability to work collaboratively in a team

environment are critical. This is not an entry level position and interns will not be considered. At least three years of Hill or other relevant professional experience is required. Applicants should email a resume, cover letter, and two writing samples to resume.la@mail.house.gov.

MEM-077-17 Senior GOP Member looking for an experienced **Communications Director**. Candidates should have Hill experience, strong writing skills and experience working with the media. Salary commensurate with experience. Interested applicants should send their cover letter, resume and writing samples to TX.JobListing@mail.house.gov.

MEM-075-17 Congressman John Delaney is seeking a high energy, highly-organized, and detail oriented **Staff Assistant** for either his Gaithersburg or Hagerstown District Office.

PRIMARY RESPONSIBILITIES:

- Provide staff coverage for the District Office, answer constituent phone calls and visits and oversee the handling of constituent correspondence.
- Review and assign incoming casework.
- Act as a liaison between constituents and other government agencies.
- Provide casework assistance to constituents in a timely and efficient manner; proactively follow up on all open cases until a resolution is reached.
- Train and supervise interns to handle routine office matters, such as incoming correspondence, visitors, telephone calls, and other issues that may arise.
- Maintain office supplies and equipment. Oversee the maintenance of the office organizational system.
- Handle other tasks as assigned.

QUALIFICATIONS:

- Thoroughness and careful attention to detail.
- Ability to work well under pressure while juggling multiple tasks with competing priorities.
- Ability to exercise discretion and independent judgment.
- Availability to work nights and weekends, if needed.
- Ability to work cooperatively and courteously with others.
- Strong oral and written communication skills.
- Thorough knowledge of legislative process.
- Knowledge of all issues and events in the district in which the Member is involved.

Applications will be accepted on a rolling basis until the position is filled. To apply, please email a resume and cover letter to MD06.Jobs@mail.house.gov. No phone calls or walk-ins please.

MEM-072-17 The office of Congresswoman Tulsi Gabbard seeks a **Communications Director** to manage and coordinate all media and public relations activities in a very busy and dynamic office. The ideal candidate will be able to develop integrated communications plans, collaborate effectively with colleagues and implement all public relations strategies.

Responsibilities include building and expanding the office's relationships with media outlets, working with the Chief of Staff and Deputy Chief of Staff to develop media strategies, successfully pitching stories and press events to a wide range of media outlets, responding to and managing media inquiries from diverse media outlets, writing op-eds, speeches, press releases, statements and talking points. Responsibilities will also include working with the deputy communications director in Hawaii as well as maintaining an active social media profile, manage the Member's official website, and other tasks.

Potential candidates must be able to keep up with the fast pace of the office, have excellent written and oral communication skills, and strong editing and proofreading abilities. Candidates must be able to develop a keen understanding of the unique priorities and views of the district and find ways to advance the Member's objectives.

This is a senior level position in a fast-paced office and requires dedication, close attention to detail and the ability to think outside the box. Non-traditional work hours, and travel to the District are required. Hawaii ties, and connections with national media are ideal, veteran applications are welcome.

No calls or drop ins, qualified applicants may email a cover letter, resume and writing samples to: hi02jobs@gmail.com.

MEM-069-17 The Committee on Ethics has an opening for a **Staff Assistant**. Duties include: answering telephones; assisting with the tracking and processing of committee correspondence; providing administrative support in setting up committee meetings; and entering data and navigating databases with accuracy. This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Applicants must have excellent organizational skills and a professional telephone manner; good computer skills; proficiency in Microsoft Word and Excel; ability to work cooperatively and courteously with others; ability to use good judgment in responding to inquiries and requests; and flexibility in assisting with daily tasks and projects. Please email cover letter and resume with "Staff Assistant" in the subject line to ethicsjobs@mail.house.gov.

NO PHONE CALLS PLEASE.

MEM-068-17 The Committee on Ethics seeks an attorney for an **investigative counsel** position. The Committee's investigative counsels are responsible for conducting investigations and adjudicatory and disciplinary proceedings regarding Members and staff of the U.S. House of Representatives. This is a nonpartisan position which requires the ability to conduct impartial investigations and refrain from political or partisan activity. Candidates must possess outstanding analytical and written/oral communications 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, and financial accounting. Salary commensurate with experience. Please email resume, cover letter, and short writing sample to ethicsjobs@mail.house.gov. Please include the phrase "Investigative Counsel" in the subject line.

MEM-067-17 The Committee on Ethics seeks an attorney for the position of **counsel in the Office of Advice and Education**. The Committee's Advice and Education counsels are responsible for providing a high volume of ethics advice, education, and training to Members of Congress and their staff through frequent telephone calls, in-person meetings, and written work product. This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Candidates must possess outstanding analytical and written and oral communication 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, ethics counseling and training, corporate finance, securities law, and criminal law. Salary commensurate with experience. Please email resume, cover letter, and short writing sample to ethicsjobs@mail.house.gov. Please include the phrase "A&E Counsel" in the subject line.

MEM-065-17 The **Office Manager/Scheduler** assists in the overall operation, logistics, and compliance of the D.C. office of Congressman Thomas Massie.

ESSENTIAL JOB FUNCTION: SUPERVISORY

Carries out responsibilities in accordance with office policy and applicable laws. Responsibilities include training support staff employees; planning, assigning and directing work of support staff employees;

MAIN AREAS OF RESPONSIBILITY

Scheduling

- Coordinates with Congressman on a daily basis, schedules appointments, events, and manage general demands on the Congressman's time;
- Prepares weekly schedules for Congressman, including details of names, times, places, and topics to be discussed;

- Provides staff with Congressman's schedule, ensuring that relevant staff are notified of meetings and events;
- Manages travel arrangements for Congressman and staff, including lodging, transportation, ticketing, etc.;
- Reviews invitations and prepare responses;
- Coordinates with district staff;
- Works a flexible schedule including long hours, nights, and weekends;
- Performs other duties as assigned;

Budget/Finance/Payroll

- Manages the MRA
- Monitors expenditures
- Pays bills
- Processes reimbursements

House Ethics and Compliance

- Monitors and ensures the Office's compliance with House Rules

General Office Functions

- Maintains and updates, as necessary, an employee handbook and policy manual for the office;
- Provides orientation and training for new staff;
- Assists departing employees with necessary administrative procedures (i.e., returning keys, House I.D. cards, and other office property; obtaining forwarding addresses, work files, and records);
- Administers parking space assignments for office;
- Maintains confidential medical files, as necessary, for all staff members, including interns and volunteers;
- Maintains emergency information sheets for each staff member;
- Maintains leave and time records for the Washington, D.C. staff;
- Manages office supplies for the Washington, D.C. and district offices;
- Orders business cards for the Washington, D.C. and district office staff;
- Supervises the reception desk, mail operations and the administrative files and personnel records;
- Assumes responsibility for overall office appearance and layout;
- Assists the staff in all mass mailings and ensures that quarterly mass mailing reports are filed;
- Maintains borrowing lists and staff borrowing I.D.'s for the Library of Congress;
- Assists staff in scheduling House or Capitol rooms for outside group functions;
- Maintains a good working relationship with the Member, staff and constituents;
- Accepts performance based criticism and direction;
- Meets attendance requirements as established by the office;

- Works under pressure and handles stress;
- Responsible for responding to ADA and OSHA questionnaires;
- Works a flexible schedule including long hours, nights, and weekends; and
- Performs other duties as assigned.

EDUCATION/EXPERIENCE REQUIRED

At least two years of office management experience. At least one year of working in a congressional office. Alternatively, five years of related work experience.

SKILLS AND KNOWLEDGE REQUIRED

- Thorough knowledge of the Members' Congressional Handbook and House Rules;
- Provides necessary organization, supervisory, leadership and motivation to manage office operations;
- 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;
- Strong leadership and organizational skills;
- Ability to manage multiple tasks and projects;
- Thoroughness and careful attention to detail;
- Knowledge of office policies, practices and procedures;
- Knowledge of office computer applications; and
- Proficiency in word processing.

WORKING CONDITIONS

Noisy, hectic, fast-paced, unpredictable environment with large number simultaneous tasks.

Qualified candidates please submit resume to chris.mccane@mail.house.gov.