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**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.

To Subscribe or Unsubscribe to the Vacancy Listserv visit:

<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of November 3, 2014**

**MEM-348-14**

Ohio Democratic Member seeks a hardworking **Social Media Press Assistant** to join a busy, proactive team. Applicant must be able to multitask, and thrive while working long hours. Responsibilities include: developing, writing, and editing content for online platforms including Facebook, Twitter, LinkedIn, YouTube and Instagram; website development & maintenance; and, other duties as assigned. Applicants must have experience directly managing social media accounts, and a proven record of maintaining a web presence by building, maintaining and engaging active web-based/social media audiences to meet outreach and impact goals.

Salary is commensurate with experience. Please send cover letter, resume, and two original writing samples to [District11Resumes@mail.house.gov](mailto:District11Resumes@mail.house.gov) with "SOCIAL MEDIA PRESS ASSISTANT" in the subject line. No walk-ins or phone calls.

**MEM-347-14**

Ohio Democratic Member seeks a hardworking **Press Secretary** to join a busy and proactive team. Applicant must have previous speech writing experience; thrive at multitasking and working long hours; and, have sound political

judgment.

Responsibilities include, but may not be limited to, speech writing, drafting news releases, talking points, and op-eds; responding to press inquiries in a timely and appropriate manner; early daily news clips; monitoring the news/ social media platforms throughout the day; and supervising the development of website and social media content. Duties also include: booking interviews and pitching stories; developing relationships with reporters; organizing events; and developing and implementing media, communications, and public relations strategies. The successful applicant must be a team player, and will work closely with the Chief of Staff, Communications Director, and D.C./ District team.

This is not an entry-level position. Professional communications and on-the-record experience is required. Hill experience and familiarity with Ohio, especially Northeastern Ohio, is strongly preferred. Candidates should have knowledge of the legislative process, as well as the ability to identify local and national press opportunities. Salary is commensurate with experience. Please send cover letter, resume, and three original writing samples to [District11Resumes@mail.house.gov](mailto:District11Resumes@mail.house.gov) with "PRESS SECRETARY" in the subject line. No walk-ins or phone calls.

**MEM-346-14**

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](mailto:nj08jobs@gmail.com). Please no calls or drop-ins.

**MEM-345-14**

U.S. Rep. Lloyd Doggett (D) seeks **Senior Legislative Assistant**. House experience and Spanish a plus.

Send cover letter, resume and three work references to:  
[Intern7DC.TX35@mail.house.gov](mailto:Intern7DC.TX35@mail.house.gov)

No walk-ins please.

**MEM-340-14**

Virginia Democrat seeks an energetic, self-motivated, and organized **Staff Assistant**. Applicants should demonstrate strong interpersonal skills, be comfortable with managing multiple tasks, and have experience working on

deadline in a high pressure setting.

Duties include, but are not limited to: staffing the front office and greeting visitors, answering phones, coordinating and executing flag and tour requests, managing office intern program, assisting with mail processing -- reviewing, sorting and responding to constituent mail, tracking legislative issues, assisting with research, coordinating IT services, and helping with other projects as needed.

Applicants should have experience interacting with the public, as well as possess strong writing, communication, and organizational skills. Positive, team-oriented attitude required. Previous Capitol Hill or internship experience preferred. Ties to Virginia and bilingual in Spanish a plus.

Please submit resume and cover letter to [vacongressionalresumes@gmail.com](mailto:vacongressionalresumes@gmail.com).