



House Vacancy Announcement and Placement Service (HVAPS)

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

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MEMBER AND COMMITTEE VACANCY LISTING

Week of May 9, 2016

MEM-145-16 Indiana Republican Rep. Luke Messer seeks full-time **press assistant/staff assistant** in the Washington, D.C. office. The ideal candidate will have experience or education in digital media, new media or journalism. Strong writing skills are a must, and an ability to boil down complex issues into easily understandable social media content is ideal. The press assistant/staff assistant must be a self-starter with the ability to learn and grow in a fast-paced environment. The press assistant/staff assistant will be responsible for press clips, daily social media posts, assisting the communications director with press releases and press inquiries, answering phones, giving tours, and interacting with constituents. Experience creating graphics and editing video is not required, but an ability and interest in learning to do both is a must. Resumes and cover letters can be sent to press.messer@mail.house.gov.

MEM-144-16 Pacific Northwest Democrat seeks **Legislative Correspondent/Press Assistant** for Washington, D.C. office. Primary responsibilities include managing the office mail program and ensuring that constituent correspondence is responded to in a timely manner. The Legislative

Correspondent/Press Assistant will also assist the Communications Director with press-related materials, research, daily news clips, and media tracking.

Strong, proven writing skills a must; previous Capitol Hill experience, familiarity with Intranet Quorum software, and ties to the Pacific Northwest strongly preferred. Please send resume, cover letter, and two independently written examples of legislative correspondence on topic of applicant's choice to heck.resumes@mail.house.gov. No calls or drop-bys please.

MEM-143-16

Congresswoman Anna G. Eshoo (CA-18) seeks a **Communications Director** to handle all media matters. Duties include long-term planning, working with local and national reporters, producers, and bookers, as well as conducting proactive media outreach, managing online communications, and drafting press releases, op-eds, and speeches. The position requires a close partnership with legislative and district staff, attention to detail, and the ability to work well under pressure.

The Communications Director also oversees an active social media, online operation, and email communications program. The position requires excellent organizational skills, understanding of message development, sound judgement, a positive attitude and the ability to work well in a team environment. Hill experience preferred. This is not an entry level position. Email cover letter, resume, references, and two writing samples to ca18resumes@gmail.com. NO CALLS OR DROP BYS PLEASE.

MEM-142-16

Congressman Raul Ruiz, M.D. of California seeks a **Caseworker** for his Palm Desert, California district office. Successful candidates will have previous experience in social work, familiarity with federal agencies, excellent written and oral communication skills, be team-oriented, and comfortable working both independently and as part of a team. Prior experience working for federal, state, or local government is a plus. Candidates with fluency or strong verbal and written proficiency in Spanish are strongly preferred. Strong knowledge or connection with Riverside County and California's 36th Congressional District is a plus. Availability for evening and weekend assignments is required.

Caseworkers in the Office of Congressman Ruiz assist constituents by navigating complex casework through federal agencies in areas such as veterans' affairs, social security, housing, immigration. Caseworkers also assess casework and community activities for matters warranting legislative action.

Interested candidates should send their resume and cover letter to Octavio.Gonzalez@mail.house.gov. Please write "Caseworker" in the subject line of your email message.

PLEASE NO WALK-INS OR PHONE CALLS.

- MEM-141-16** North Carolina Democrat seeks a **Communications Director** with at least 2 years of experience. This person will be responsible for planning and executing a proactive and aggressive media and community outreach strategy. Candidates must have excellent writing skills, be creative, energetic, politically astute and able to work well in a fast-paced collaborative environment. It is preferred that candidates have prior on-the-record experience, have drafted all forms of communications materials—especially op-eds—and an ability to respond to challenging situations quickly and strategically. Candidates should have a track-record of successfully pitching both national and local media entities as well as existing relationships with DC reporters and producers. Responsibilities include serving as spokesperson, drafting press releases and advisories, op-eds, and talking points. This person will also manage a press secretary and be responsible of implementing a strategic social media outreach. North Carolina ties preferred. The Office is an Equal Opportunity Employer and strongly values the diversity of its employees. We encourage women and people of color to apply. Please send cover letter, resume and two writing samples (including a press release) to NCHouseJobs@gmail.com with Communications Director in subject line. No calls or drop ins.
- MEM-140-16** Senior Democrat seeks a **Legislative Assistant** to handle a diverse portfolio of issues including science, technology, education, energy, and agriculture. Staffer must be able to handle multiple projects simultaneously in a demanding office environment; must have superior written and oral communications skills; and must be able to interface effectively with committee staff. This is not an entry-level position and prior Capitol Hill experience either as a Legislative Correspondent or Legislative Assistant is required. Please send resume with cover letter to txdemjobs@gmail.com. No phone calls or walk-ins will be considered.
- MEM-135-16** California Democrat seeks a motivated, energetic, and detail-oriented **Staff Assistant/Scheduler** for the Washington, DC office. Responsibilities include coordinating and maintaining the Member's schedule, front office duties, conducting Capitol tours, and greeting office visitors. Qualified applicants must be personable, dependable, and able to juggle multiple tasks with competing priorities. California ties and Spanish language proficiency strongly preferred. To apply, please submit resume, cover letter, and a short writing sample to CADemOfficeJob@gmail.com.
- MEM-132-16** U.S. Rep. Lloyd Doggett (D) seeks **Legislative Assistant** to cover immigration and other issues. Spanish a plus. Hill experience preferred. Proven writing and research skills required. Email cover letter, resume, three references, and brief writing sample to: DoggettJobs@mail.house.gov. (No calls please).

- MEM-131-16** Ohio Democratic office seeks an enthusiastic, highly organized, and detail-oriented **Legislative Correspondent/ Staff Assistant** for a fast-paced office. Primary responsibilities include managing constituent correspondence, supervising interns, coordinating White House and Capitol tours, Presidential greetings, answering telephones, greeting visitors, and conducting research. Qualified applicants must have excellent written, verbal, research, and organizational skills, and the ability to juggle multiple tasks with competing priorities. Previous Capitol Hill experience and experience using SPRY Mail constituent management system is not required but preferred. Please submit a cover letter, resume and 2 writing samples to District11Resumes@mail.house.gov.
- MEM-130-16** Democratic Member seeks an organized, energetic and savvy **Legislative Assistant** to handle health and aging policy portfolio. The selected candidate will be joining a fast-paced, team-oriented Washington DC office, and must be a self-starter that can quickly learn district and Member priorities. Duties include preparing and staffing the Member for committee hearings and floor votes, developing and advancing legislation and other policy priorities of the Member, representing the Member in meetings, and drafting constituent correspondence. Applicants must have superior analytical skills, strong written and oral communication skills, strong interpersonal skills, and a sense of humor. Knowledge of the Affordable Care Act, Medicare, Medicaid, and the legislative process required. Interested candidates should email a resume and cover letter to Resumes4@mail.house.gov.