



House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING

Week of April 18, 2016

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-133-16 The Office of Rep. Justin Amash (R-MI) is seeking an energetic, detail-oriented, and hard-working **scheduler** to join our Washington, DC-based team.

The scheduler will be responsible for managing—and ensuring the smooth execution of—all aspects of the member's daily and long-term schedule, as well as providing related administrative support.

The successful applicant will be personable, organized, and committed to individual liberty, economic freedom, and the Constitution. He or she must demonstrate excellent communication skills and the ability to exercise sound, independent judgment. Individuals who prefer staid and steady work or who avoid challenges (and the occasional failure) may be more comfortable elsewhere.

Applicants must have a BA or equivalent. Hill experience is not required.

To apply, please send a résumé, cover letter, and writing sample to mi03.apply@gmail.com. Please include "scheduler applicant" in the subject line. No walk-in applicants or phone interviews.

- 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.
- MEM-129-16** Progressive Florida Democrat seeks a **Press Secretary** to serve in his D.C. office. Candidates should be proactive, and possess superior written and oral

communication skills (including strong writing, editing, and proofreading capabilities). The ideal candidate will have prior political/legislative and communications experience.

Primary Responsibilities:

- Establishing and maintaining relationships with national and D.C.-based media
- Coordinating all media efforts and communications-related events
- Drafting and distributing press releases and media advisories; drafting, editing, and placing op-eds
- Pitching stories to reporters, responding to press inquiries, and serving as the point-of-contact for national press
- Monitoring media narratives and identifying opportunities to promote the Member
- Overseeing franked communications strategy, including: the drafting, design, and distribution of franked mail content; executing telephone town hall events; and managing congressional e-newsletter
- Managing the congressional website and ensuring that it features timely content
- Coordinating and staffing the Congressman for interviews and events (including occasional night and weekend commitments)
- Compiling and distributing press clippings

To apply:

Please send a current résumé, cover letter with salary requirement, two writing samples (not to exceed one page each), and three references to FL09job@gmail.com. No calls, emails or walk-ins, please.

MEM-128-16

California Republican seeks **Legislative Assistant** to handle a diverse portfolio of issues.

Duties will include tracking legislation and other developments to brief the Member on floor votes and pending legislative matters, developing and implementing policy initiatives in line with office goals, meeting with constituents and other interest groups, and coordinating with DC and district staff regarding legislation, messaging, and events. Qualified candidates must be proactive and hard working with exceptional writing and communication skills and the ability to work effectively in a fast paced environment. Legislative experience required. California ties are a plus.

Please email resume and cover letter to cagopjobs@gmail.com.

MEM-119-16

House Democrat is seeking an energetic and detail oriented individual to serve as **Scheduler**. Responsibilities will include, but are not limited to: drafting correspondence; making travel arrangements; developing and managing scheduling system, tracking requests and invitations; schedule

maintenance and coordination with district scheduling requests, in addition to providing administrative and clerical support to Member and chief of staff. Successful candidates will demonstrate outstanding interpersonal, written and oral communication skills, be very hard working, highly detail oriented, responsive, organized, will demonstrate acute professional and political judgment, and discretion at all times. In addition to the scheduling responsibilities, the Scheduler will work very closely with the chief of staff on various tasks and projects. Candidate requirements include: earned Bachelor's degree, minimum 1-2 years of prior scheduling experience on a campaign or in a Capitol Hill office, proficiency in Outlook/Excel/Word, and flexibility with work hours per the demands of the Member's schedule. This is not considered an entry level position. Applicants must possess a willingness to learn and adapt, and have an interest in administrative work. Candidates with direct ties to the U.S. Virgin Islands or Caribbean strongly encouraged to apply. Fluency in Spanish is a major plus. Strong work ethic, sense of humor and team players highly desired. Please send resume, cover letter, and 2-3 references to: VI.Resume@mail.house.gov. Please reference "Scheduler" in the subject line. Calls and drop-ins are not encouraged and subject to disqualification.

MEM-118-16 Active Democrat House Member seeks experienced, media savvy **communications director** to run aggressive press operation in fast-paced office. Duties include: managing day-to-day press operations in D.C. and the district, developing communication strategy, drafting press releases, op-eds, talking points and other content, overseeing and planning media events, preparing member, developing relationships with local and national reporters, and working in conjunction with outreach director and district staff. Ideal candidate will have a sense of humor, on-the-record experience and excellent writing skills. Hill or other political experience/California ties a plus. Please send resume, cover letter, and two writing samples to ca07jobs@gmail.com. Please, no walk-ins or phone calls.

MEM-116-16 The Energy and Commerce Committee Democratic Staff seeks an enthusiastic, highly organized, and detail-oriented **Staff Assistant** for fast-paced committee office. Responsibilities include answering telephones, greeting visitors, managing office and meeting space, conducting research, organizing and disseminating materials for hearings, and assisting professional staff in preparing for Committee activities. Qualified applicants must have excellent written, verbal, research, and organizational skills, and the ability to juggle multiple tasks with competing priorities. Hill experience preferred. Please submit a cover letter, resume and a short writing sample to ecdjobs@mail.house.gov.

MEM-109-16 California Republican seeks a high energy, highly-organized, detail-oriented **Scheduler** to manage the Member's District and DC schedule. Responsibilities include organizing and tracking invitations, meetings,

speaking engagements, in District tours and meetings, scheduling requests for the Member and managing travel reservations for staff as well as the Member. Additional responsibilities include: finances, interns, tours, and flags. Candidates must be on call and available to assist the Member after regular business hours. Additionally, the Scheduler will work closely with the Chief of Staff and District Director to ensure efficient and seamless office operations. Qualified applicants should be high energy, a very positive attitude, strong organizational skills, orientation to detail, possess strong verbal and written communication skills, strong interpersonal skills, savvy political instincts, poise and ability to thrive in a fast-paced environment and the ability to multi-task. California ties are a plus. Interested parties should email a cover letter and resume to CARepublicanJobs@gmail.com. No phone calls or walk-ins please.

MEM-107-16

Congresswoman Gabbard is seeking a dynamic, passionate staffer with experience working on Asia-Pacific issues and on the Hill to support her foreign policy work, among other duties.

This position opening is for a **Senior Legislative Assistant/Legislative Assistant**, depending on experience and qualifications. The staffer will manage the Members' work on the Foreign Affairs Committee, with a focus on Asia and the Pacific, as well as the Middle East and North Africa. While the LA's duties will primarily focus on foreign policy, they will also include a portfolio of issues including Energy, Environment/Natural Resources, and Financial Services. Responsibilities include preparing and staffing the Member for committee hearings, developing and advancing legislation and other policy priorities of the Member, researching and advising the Member on bills and other issues, and representing the Member in meetings and events.

We are seeking someone to join our fun, team-oriented, hard-working office. The successful candidate will possess a can-do attitude and will be solutions oriented. He or she will also be an independent worker, a self-starter and will possess the capacity to produce high quality work on short deadlines. He or she will also have a demonstrated ability to communicate effectively with colleagues and superiors in a dynamic work environment. Ideal Candidates should have experience working on Asia-Pacific issues in a policy context, two years of Hill experience, or both. Hawaii ties are a plus. To submit your application, please email a resume, cover letter, and two short writing samples with the subject line "legislative assistant" to hi02jobs@gmail.com. Please no calls or walk-ins.

MEM-104-16

The Office of Rep. Justin Amash (R-MI) is seeking a bright, creative, and hard-working **communications director** to join our Washington, DC-based team.

The communications director will be responsible for coordinating with the member and legislative team to develop and implement all communications activities for the office, including acting as the member's spokesperson and drafting press releases, newsletters, speeches, and op-eds.

The successful applicant will be an excellent writer and editor, clear thinker, and persuasive advocate for individual liberty, economic freedom, and the Constitution. He or she must demonstrate a breadth of policy knowledge, familiarity with the legislative process, and the ability to exercise sound, independent judgment. Individuals who prefer staid and steady work or who avoid challenges (and the occasional failure) may be more comfortable elsewhere.

Applicants must have a BA or equivalent, and journalism experience is preferred. Hill experience is not required.

To apply, please send a résumé, cover letter, and two writing samples to mi03.apply@gmail.com. Please include "communications director applicant" in the subject line. No walk-in applicants or phone interviews.

MEM-098-16

The Energy and Commerce Committee Democratic Staff seeks a motivated and hardworking **communications professional** to join fast-paced three-person communications team. Responsibilities include writing communications materials (news releases, op-eds, talking points and newsletters), managing press inquiries, maintaining strong relationships with reporters who cover the Committee and coordinating with the communications staff of Committee members. Qualified candidates must have excellent written and oral communication skills, the ability to comprehend and summarize complex legislation quickly, a proven ability to perform under pressure while juggling multiple tasks and sound political judgment. Women and minority candidates are strongly encouraged to apply. Prior Hill or campaign experience is preferred. Qualified candidates should submit a cover letter, resume and three writing samples to ecdjobs@mail.house.gov. Please no walk ins or phone calls.

MEM-092-16

Active Democrat House Member seeks experienced, media savvy **communications director** to run aggressive press operation in fast-paced office. Duties include: managing day-to-day press operations in D.C. and the district, developing communication strategy, drafting press releases, op-eds, talking points and other content, overseeing and planning media events, preparing member, developing relationships with local and national reporters, and working in conjunction with outreach director and district staff. Ideal candidate will have a sense of humor, on-the-record experience and excellent writing skills. Hill or other political experience/California ties a plus. Please send resume, cover letter, and two writing samples to ca07jobs@gmail.com. Please, no walk-ins or phone calls.

- MEM-091-16** Georgia Democrat seeks an enthusiastic, motivated, and highly-organized **Administrative Assistant** for Washington, DC office. Responsibilities include serving as confidential assistant to the Chief of Staff and Member, supporting Member's daily activities, and other tasks as assigned. This position is completely administrative in nature. Applicants should submit cover letter, resume, and brief writing sample to GADemJobs@gmail.com. Please include Administrative Assistant in the subject line. No phone calls or drop-bys.
- MEM-089-16** Senior Democratic Member from California seeks an experienced, detail-oriented, and highly organized **Scheduler** for the Washington, D.C. Office. Responsibilities include maintaining the Member's daily and long-term schedules, coordinating all travel arrangements, and assisting the Member with meeting requests and changes to the calendar. The Scheduler is responsible for communicating and directing D.C. staff on the materials required for meetings/events and the execution of the daily office schedule. Individuals applying for this position should be prepared to have flexible work hours and be able to adapt to a fast-paced, team oriented, and dynamic environment. Valid driver's license required. Interested applicants should send a resume and cover letter to twoun.samuel@mail.house.gov.
- MEM-088-16** U.S. Rep. Lloyd Doggett (D) seeks **Systems Manager** for Washington office. Texas contacts preferred. Email cover letter, resume, and three references to: DoggettJobs@mail.house.gov. (No calls please).
- MEM-087-16** U.S. Rep. Lloyd Doggett (D) seeks **Legislative Assistant** to cover health, education, and other issues. Law or graduate degree and Hill experience preferred. This is not an entry level position. Proven writing and research skills required. Email cover letter, resume, three references, and brief writing sample to: DoggettJobs@mail.house.gov. (No calls please).