



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 21, 2016

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-097-16 Ranking Member of the Committee on Education and the Workforce seeks Committee **labor policy staffer**. Responsibilities will include briefing the Ranking Member on key labor policy issues; preparing for Committee hearings and markups; responding to inquiries from staff both on and off the Committee for advice and counsel; helping develop and advance a pro-worker agenda through legislation, briefings and written materials; and providing support to senior-level staff. The ideal candidate will be able to provide assistance on a variety of matters within the Committee's jurisdiction. Candidates with Hill and/or advocacy experience, a substantive background in labor and employment law and policy, and an advanced degree in law or a related field are preferred. Candidates must have excellent writing skills and work well in a fast-paced team environment. Candidates with previous experience in the fields of wage and hour law and/or health care policy are encouraged to apply. This office is an equal opportunity employer. Qualified applicants should submit a resume, cover letter, one writing sample, and three references to edlaborjob@mail.house.gov. Please no calls or drop-bys.

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).
- MEM-069-16** Senior Democratic Member seeks **Legislative Assistant**. Position will develop and implement legislative initiatives, and monitor legislative developments within Committees and on the House floor; write floor speeches and committee statements; assist with committee investigations, and handle meetings with constituents and interest groups on behalf of Member. Portfolio will include education, veterans' affairs, DOD, related Appropriations bills, and special projects as assigned. Candidate must be a self-starter and a creative thinker, and must demonstrate attention to detail and exceptional writing ability, and have experience with the legislative process,

preferably in a Congressional office. An advanced degree in a related field is also required (JD, MA, etc.).

To apply, please e-mail a cover letter and resume with the words “Legislative Assistant” in the subject line to job_09@live.com. Please paste the cover letter in the body of the email. Do not send the cover letter as an attachment.

- MEM-065-16** New England Democrat seeks an enthusiastic, motivated, and highly-organized **Staff Assistant** for Washington, DC office. Responsibilities include managing front office operations, overseeing intern program, serving as confidential assistant to Chief of Staff and Member, driving Member to meetings and appointments, supporting Member’s daily activities, providing assistance to scheduling and legislative teams, and other tasks as assigned. Access to a vehicle and a clean driving record is required. New England ties preferred. Applicants should submit cover letter, resume, and brief writing sample to hill.jobs@mail.house.gov. Please include Staff Assistant in the subject line. No phone calls or drop-bys.
- MEM-059-16** Midwestern Democratic Member seeks an energetic, highly organized and detail-oriented **Scheduler** for the Washington, D.C. and District Offices. 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. and State staff on the materials needed 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 and constantly changing environment. Valid Driver’s License and American-made car strongly preferred. Interested applicants should send a resume and cover letter to mi.schedulerposting@gmail.com. No walk-ins, please.
- MEM-044-16** Senior Appropriations Democrat seeks candidates for the position of **Communications Director** for a fast-paced and highly engaged office. The successful candidate will have excellent written and verbal skills, the proven ability to manage multiple communications projects, and the ability to exercise discretion and independent judgment in the representation of the Member’s position on policy issues. S/he will be responsible for coordinating with the legislative team to develop, manage and organize all communications activities, including writing press releases, op-eds, mail pieces, talking points, organizing press events, maintaining the official website, implementing social media strategy, maintaining press database, writing e-newsletters & coordinating Tele-town halls. Duties will also include briefing the Member for interviews, writing and implementing PSAs, interacting with the press as the Member’s principal spokesperson and coordinating the Member’s overall press relations. Position may include limited legislative portfolio. The ideal candidate will have Hill experience, a depth of legislative and policy

knowledge including that of the appropriations process, and Ohio connections a benefit. Candidates must be able to work extended hours and under time pressure, while maintaining a positive attitude and demeanor. Please submit resume, cover letter, two writing samples, and salary requirements to Midwestern.Resume@mail.house.gov. No walk-ins or phone calls.

MEM-042-16

Southern Republican Member seeks **Communications Director** to manage and coordinate all communications activities, including media contacts for the Member and the office. Previous Hill experience preferred. Candidate must have strong writing, editing, and oral communication skills. Will act as the formal spokesperson and media liaison for the Member. Knowledge of social media including website maintenance required. Applicants will develop and implement media and communications strategy for the Member and must have an understanding of print and broadcast media. Position will also be responsible for a legislative portfolio.

Email Resume and Cover Letter to: HouseCommsDir@gmail.com