



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.

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Job Line: 202-226-4504

MEMBER AND COMMITTEE VACANCY LISTING

Week of August 10, 2015

MEM-227-15

Colorado Republican seeking an experienced **Communications Director** with strong writing skills. Responsible for all media planning and outreach, including press releases, op-eds, speeches, talking points and statements, as well as managing all digital and social media content and overseeing franked mail. A successful candidate will have at least three to five years of communications experience, including “on-the-record” experience, and expertise in placing or managing digital media. Political experience and thorough knowledge of the legislative process a plus. Salary is competitive.

Please send a cover letter, writing sample and resume to

ColoradoRepublican06@gmail.com.

MEM-221-15

Tennessee Democratic Congressman seeks a **staff assistant** for his Washington, D.C. office. Duties will include managing front desk, greeting visitors, answering telephones, conducting and organizing tours, processing flag requests, assisting the D.C. staff on various projects, maintaining office equipment and supplies, writing member’s correspondence, and serving as intern coordinator. Applicants should have extraordinary organizational

skills, outstanding time management skills, excellent writing skills, superlative communications skills, familiarity with the Microsoft Office Suite, a positive attitude and a sense of humor.

Please e-mail cover letter and resume to cohen.jobs@mail.house.gov. Absolutely no phone calls, e-mails or walk-ins, please.

MEM-217-15 Principled conservative House Member from Florida is seeking a qualified, capable, and conservative individual to fill an open **Legislative Correspondent** position. Responsibilities will include managing the Congressman's constituent mail program and a small portfolio of policy issues. This position involves daily sorting of mail and emails, drafting responses to constituent letters, and overall management of the mail program. Applicants should have an understanding of the legislative process, excellent writing and research skills, and strong allegiance to constitutional principles. Friendly office looking for team player. Qualified candidates may be asked to engage in a short writing skills test to demonstrate abilities. Florida ties preferred but not required.

Interested candidates should send a resume and cover letter to: FloridaConservativeRepublican@gmail.com.

MEM-213-15 Northern California Democrat Seeks **Legislative Correspondent** – Primary responsibilities include coordinating an active mail program with quick response time, researching legislative issues, and drafting responses to constituent inquiries. Candidates should have excellent organizational and written skills and the ability to work well as part of a team. This is not an entry level job and previous Hill experience is preferred.

Please send a cover letter, resume, and two recent writing samples to CADemocratResumes@gmail.com.

MEM-210-15 Congressman Xavier Becerra is seeking to immediately fill a full-time job opening for a **Staff Assistant** position in his district office.

Position Description:

As the primary administrative staff member in the District Office, Staff Assistant duties include (but are not limited to): answer phones; handle mail and faxes; greet and direct visitors; maintain order and efficiency of front and back offices; order supplies; organize office files; coordinate vendor service needs; research the status of some legislation; draft some correspondence. Work on special projects as needed. In the absence of the District Scheduler, the Staff Assistant will serve as back-up and help facilitate any scheduling requests.

Casework duties include (but are not limited to): Assist constituents with their

individual cases pertaining to federal agencies. As the “front-line” caseworker, help constituents with non-federal questions to find appropriate resources.

This position may require work on weekends and holidays.

Qualifications:

Strong written, communication, analytical, and organization skills; an ability to relate well with individuals of diverse backgrounds; impeccable customer service manners. Bachelor’s degree required. Good computer skills, including proficiency and experience with Microsoft Word, Excel, Outlook, Publisher and Power Point. Candidate must have an understanding of government agencies and structure (local, county, state and federal). Must be able to work efficiently and effectively as a member of a team, be able to meet strict deadlines and balance multiple projects. Attention to detail and accuracy is essential. Candidate should demonstrate a positive attitude, commitment to excellence, upbeat demeanor and flexibility. Salary will depend on the experience of the applicant. Bilingual skills a plus.

To apply:

All interested individuals should email a cover letter and resume to Resume.California@mail.house.gov. No phone calls please.

MEM-207-15

Conservative Texan is seeking a **Legislative Assistant** for his Washington, DC office. Legislative responsibilities will include, but are not limited to, Agriculture, Energy, Taxes, Judiciary, Environment, and Veterans issues, as well as, drafting memos and providing voting recommendations. Candidates must possess strong writing and organizational skills. Capitol Hill experience and Texas ties are strongly preferred.

All prospective applicants can email cover letter, resume, and writing sample to TXGOPJob@gmail.com.

MEM-197-15

Rep. Keith Ellison (MN-05) is accepting applications for an **Executive Assistant/Office Manager** position. The Executive Assistant/Office Manager will manage and prepare the Member’s schedule, respond to all scheduling requests, arrange the Member’s travel, and provide and assist with local travel. The Executive Assistant/Office Manager will order and maintain office supplies, will maintain office personnel files, and will work closely with the staff assistant and interns. This position requires candidates with proven experience in administrative roles, knowledge of the Congressional work setting, and comfort working one-on-one with the Member and his Chief of Staff. Strong written and oral communication skills, superior organizational skills, attention to detail, ability to work in an extremely fast

paced office, and flexibility to work late hours on short notice are necessary for the position. Owning or having consistent access to a car is required. This is not an entry level position. Minnesota ties a plus.

Please send resume, cover letter, and writing sample to mn05position@mail.house.gov. Please include references.

MEM-172-15

Active Democrat House Members 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 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 jo.th@mail.house.gov. Please, no walk-ins or phone calls.

MEM-165-15

Congressman Xavier Becerra is seeking to immediately fill a full-time job opening for a **Field Deputy** position in his district office. The Field Deputy serves as the congressman's liaison with the community, local organizations and government agencies; staff and/or represent the congressman at events; advise the congressman about local issues; help organize community based meetings and events; implement proactive constituent outreach program; prepare Member for speeches and meetings; draft correspondence. This position requires work hours beyond the normal 8-hour work day and will include work on weekends and holidays.

Qualifications:

Strong written, communication, analytical, and organization skills; an ability to relate well with individuals of diverse backgrounds; impeccable customer service manners; and superior public speaking skills.

Minimum two (2) years of experience working directly with the community at large. Knowledge of the Asian Pacific Islander communities a plus. Good computer skills, including proficiency and experience with Microsoft Word, Excel, Outlook, Publisher and Power Point. Bachelor's degree required.

Candidate must have a thorough understanding of government agencies and structure (local, county, state and federal). Must be able to work efficiently and effectively as a member of a team, be able to meet strict deadlines, balance multiple projects simultaneously and work under pressure. Attention to detail and accuracy is essential. Candidate should demonstrate a positive

attitude, commitment to excellence, upbeat demeanor and flexibility. Candidate should expect weekend, some holidays, and after-hours assignments.

Salary will depend on the experience of the applicant.

Bilingual skills a plus.

To apply: All interested individuals should email a cover letter, resume and salary history to Resume.California@mail.house.gov. No phone calls please.

MEM-153-15

Established Member of Congress from the southeastern US seeks an experienced staffer for a **Legislative Director** position. Only current/previous Legislative Directors or Senior Legislative Assistants with experience will be considered. LD will be responsible for driving member legislative initiatives, briefing the member on all policy matters, meeting with relevant public interest groups and constituents, providing real time vote recommendations, and assisting the Chief of Staff on policy matters.

Position requires a comprehensive knowledge of House procedures as well as a working knowledge of all current issues debated in the House. Team-oriented skill, outgoing personality, and attention to detail are requirements and staff members with ties to the southeast will be given special consideration.

Please send a cover letter, resume, and salary requirements to USHouseStaffJob@gmail.com.

MEM-148-15

The Office of Representative Justin Amash is seeking a bright, creative, and hard-working **legislative assistant** to join our Washington, D.C.-based policy team.

The legislative assistant will draft legislation, analyze bills, and meet with constituents concerning policy matters, among other duties. The legislative assistant will be expected to handle a diverse portfolio of policy issues, which can be tailored somewhat to the staffer's expertise and interests.

The successful candidate will demonstrate a strong commitment to individual liberty, economic freedom, and the defense of the Constitution. He or she also must be an excellent writer and clear thinker willing to take on the most serious impediments to a freer, more prosperous America. Candidates who prefer staid and steady work or who avoid challenges (and the occasional failure) may be more comfortable elsewhere.

Candidates must have a B.A. or equivalent, and we prefer candidates who have a background in economics and some policy experience, although Hill

experience is not required.

To apply, please send a résumé and cover letter to mi03.apply@gmail.com.

MEM-146-15

The **District Office Field Representative/Caseworker** monitors and updates the Congressman and District Director on district and local issues. This position acts as a liaison to federal, district, and local agencies for the Congressman and constituents and answers casework correspondence and verbal communications with constituents.

ESSENTIAL JOB FUNCTIONS:

Acts as the representative for the Congressman within his or her area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies;

Informs the Congressman and the District Director of all happenings in his or her assigned issue areas by screening district media sources and interacting with constituents;

Handles casework assignments;

Acts as a liaison to local, state and federal officials and other persons or groups to form effective relationships for the Congressman;

Assesses casework for problems requiring legislative action and makes recommendations to the District Director and Scheduler;

Monitors scheduled district meetings for the Congressman with constituents;

Works well under pressure and handles stress;

Works a flexible schedule including long hours, nights and weekends; and

Performs other duties as assigned.

EDUCATION (OR EQUIVALENT EXPERIENCE):

Full-time experience preferred; strong academic credentials required; extensive community relationships desired.

SKILLS AND KNOWLEDGE REQUIRED:

Strong oral and written communication skills;

Thorough knowledge of local, state and federal agencies and departments;

Knowledge of all issues and events in the district in which the Congressman is involved;

Ability to work cooperatively and courteously with others;

Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;

Thoroughness and careful attention to detail;

Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;

Knowledge of office policies, practices, procedures, and computer applications.

WORKING CONDITIONS:

Work is mainly performed in an office environment, but the Field Representative will often need to attend and participate in meetings and public functions out of the office including evenings and weekend events. Noise levels are usually moderate; and ability to work in a small work station without an expectation of privacy.

E-mail a resume and cover letter to CA02.Requests@mail.house.gov with the subject line "CA02 Field Representative/Caseworker."

MEM-143-15

Senior California Democrat seeks **Legislative Assistant**, or Senior Legislative Assistant depending on qualifications, to handle work on the Financial Services Committee. Candidates should have substantial experience with financial services issues and substantial Congressional experience. The successful applicant will possess strong writing and oral communication skills, work well with others, be comfortable in a fast-paced environment, and understand the legislative process.

To apply, please e-mail a cover letter, resume, and three writing samples to HouseFinancialServicesLA@gmail.com. No phone calls or drop-ins please.

MEM-111-15

Senior Democratic Congresswoman seeks an experienced, organized and detail-oriented **Scheduler/Office Manager** for the Washington, D.C. office. Responsibilities include managing office calendars and visitor access to Member and staff in front office, organizing and tracking invitations, speaking engagements, travel reservations and other requests for the Member, coordinating with district staff, and maintaining administrative demands. The Scheduler/Office Manager will work closely with other staff members, particularly senior staffers, to ensure efficient and seamless office operations. Ideal candidates are flexible, responsive, collaborative, work well under pressure and on short deadlines, and are able to balance competing demands. Candidates must be available to assist the Member outside of regular business hours. Applicants should also have a positive attitude, excellent organizational skills, strong written and verbal communication and interpersonal skills, political instincts and an ability to thrive in a fast-paced environment. This is not an entry-level position. Previous Capitol Hill operational and/or scheduling experience is required. Ohio ties preferred. No phone calls, emails or drop-bys.

Please submit cover letter, resume, and at least two references to Midwestern.Resume@mail.house.gov.