



House Vacancy Announcement and Placement Service (HVAPS)

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Job Line: 202-226-4504

MEMBER AND COMMITTEE VACANCY LISTING

Week of January 2, 2017

- MEM-423-16** The Office of Rep. Justin Amash (MI-03) is seeking a bright, creative, and self-motivated economist or student of economics to join our Washington, DC-based policy team as a **legislative assistant**. The legislative assistant will draft legislation, analyze bills, and meet with constituents concerning policy matters, among other duties. He or she will be expected to handle a diverse portfolio of policy issues, including budget and appropriations, commerce, defense, housing, social welfare, and taxation. The successful applicant will be a libertarian or classical liberal in the tradition of F.A. Hayek, Henry Hazlitt, and Frédéric Bastiat. He or she must demonstrate a strong commitment to individual liberty, economic freedom, the Rule of Law, and the Constitution. The person also must be an excellent writer and clear thinker willing to take on the most serious impediments to a freer, more prosperous America. An individual who prefers staid and steady work or who avoids challenges (and the occasional failure) may be more comfortable elsewhere. Applicants must have a BA or equivalent. A graduate degree in economics or at least two years of relevant policy experience is preferred, although Hill experience is not required.

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

- MEM-421-16** The Democratic staff of the House Committee on Energy and Commerce Subcommittee on Oversight & Investigations is seeking a **professional staffer** or counsel to begin in January 2017. Experience with congressional oversight, investigations, or issues within the Committee's jurisdiction a plus (health, energy and environment, telecommunications, and consumer protection). J.D. preferred but not required, as other experience within the areas of the Committee's jurisdiction may be equally as relevant. Security clearance also a plus. Responsibilities include staffing Congressional hearings, investigations, conducting research, writing and editing, and document review. Successful candidates will be dependable, detail oriented, and possess strong communication and writing skills. Salary commensurate with skills and level of experience. Please send resume, cover letter, writing sample, and 2 professional references to ecdjobs@mail.house.gov.
- MEM-420-16** Democrat seeks senior **legislative assistant** to handle economic, financial services, tax and other issues. Significant congressional or public policy experience required. To apply, please email resume and writing samples to legislativeassistantposting@gmail.com.
- MEM-419-16** New York Member seeks a highly energetic, motivated, and organized **Staff and Press Assistant** for the Washington, DC office. The candidate will have strong interpersonal skills, be comfortable with managing multiple tasks and work well under pressure. Responsibilities include, but are not limited to, answering and screening telephone calls; organizing and managing the front office; greeting constituents and visitors, preparing and coordinating requests for flags and tours; monitoring deliveries, tracking and managing office supplies and materials; assisting with mail processing; collecting and disseminating daily press clips; assisting communications director with projects, research and assignments. Must be proficient in Microsoft Word, Outlook and Excel. Experience with communications or graphic design is desired but not required. The ideal candidate will have experience interacting with the public and have excellent writing and communication skills. This is a full-time permanent position. Qualified applicants should send a cover letter, and resume to ResumeNY@mail.house.gov. Please be sure to put STAFF/PRESS ASSISTANT in the subject line. PLEASE NO WALK-INS OR PHONE CALLS

An Equal Opportunity Employer

- MEM-418-16** Progressive Northeastern House Democrat seeks a combination **Staff and Press Assistant** for active congressional office. Staff Assistant role involves typical front desk duties, including greeting constituents, managing front office interns, processing flag and tour requests, and other administrative tasks. Press Assistant role will be under the direction of the Communications Director. The job also includes some legislative projects. Send resume and cover letter only to democratic.hilljob@gmail.com. No phone call inquiries will be accepted.
- MEM-413-16** Congressman Daniel M. Donovan, Jr. (NY-11) seeks a part-time **Constituent Services Liaison** for his Brooklyn District Office. Essential job functions include: advocate to federal, state, and city agencies on behalf of constituents; manage constituent casework; speak and meet with constituents regularly; attend and participate in community meetings and events, including evenings. Ideal applicants will have strong oral and written communications skills, the ability to exercise discretion and independent judgment, and possess a temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner. A background in constituent services is a plus.
The position is part-time and requires a commitment of 21 hours per week including days, evenings, and weekends.
Interested candidates should e-mail a cover letter, resume and three references to NY11Resumes@mail.house.gov with “Constituent Services Liaison” in the subject line.
- MEM-412-16** Southern Republican seeks qualified candidates for a **Scheduler**. Responsibilities include maintaining the Member’s schedule in Washington and the District, evaluating all meeting requests/ invitations, coordinating travel arrangements, and overseeing office finances and payroll. The ideal candidate for this position is detail oriented, proactive, possesses strong communication skills, and can thrive in a fast paced environment. Prior scheduling experience and access to a car is preferred. Salary commensurate with experience. Please email your resume to tnjobvacancy@gmail.com to apply.
- MEM-406-16** Democratic Staff of the House Committee on Small Business seeks a professional **staff member** to handle a broad portfolio of matters including those related to regulatory reform, health care, rural/agriculture, energy, and technology. Exposure to small business policy and SBA programs a plus. Ideal candidate will be a strong writer, very organized, and have solid interpersonal skills. Primary responsibilities include hearing preparation (witness selection, memo, statements, questions), legislative development (generating ideas, drafting legislation, and advancing legislation), and outreach and engagement to key stakeholders and interest groups. This is NOT an entry level position. No phone calls or drop-ins please. Please email resumes and cover letters to resume_opening@yahoo.com

MEM-402-16 The Office of General Counsel (“OGC”), which provides legal advice and representation to Members, committees, officers, and employees of the House on matters related to their official duties without regard to political affiliation, seeks a motivated, detail-oriented, and energetic individual with excellent administrative skills to serve as **Administrative Director**. Candidates should demonstrate strong interpersonal skills, be comfortable with managing multiple tasks, and have a strong work ethic. Email cover letter and resume to OGC.Employment@mail.house.gov.

CORE RESPONSIBILITIES:

- answer incoming calls and distribute requests for advice among office attorneys
- assist with personnel/human relations matters and ensure that office policies and procedures are followed
- maintain office finance and payroll accounts in accordance with applicable House regulations and office policies
- assist with annual budgeting process
- procure and maintain software, equipment, office supplies, and library for the office
- serve as point of contact for IT-related issues for the office, perform IT-related tasks, and coordinate with HIR and outside computer vendors as needed
- perform general administrative tasks as needed

PREFERRED QUALIFICATIONS:

- bachelor’s degree or equivalent
- at least three years of office management experience
- at least two years of experience working in a congressional office
- strong administrative and organizational skills
- ability to manage multiple tasks and projects and to work well under pressure
- familiarity with House Rules, policies, and procedures relating to use of appropriated funds, purchasing, budgeting, payroll, personnel, and management of IT resources
- thoroughness and careful attention to detail

MEM-400-16 House Democrat and member of the House Appropriations Committee seeks highly motivated and experienced **legislative assistant** for the Washington, DC office. The legislative assistant would be responsible for a portfolio of legislative/policy issue areas, with an emphasis on the environment, energy, agriculture, telecommunications, natural disasters/emergency management, science/space, trade, and labor; working with senior staff on new legislative proposals; drafting of memos and talking points for the Member; drafting of speeches and remarks on legislative portfolio topics; drafting, review, and management of related letters; coordination with communications and district staff on press events; stakeholder meetings and proactive outreach; liaising with relevant committees; and developing and justifying co-sponsorship and

vote recommendations. The incumbent would work with the full legislative team and report directly to the Legislative Director.

A graduate degree in environmental studies or two to three years of environmental policy experience is required. A successful candidate will also have excellent writing skills; proven analytical abilities; the ability to multi-task and meet deadlines in a rigorous environment; and strong interpersonal skills. Hill experience and Florida ties a plus. Equal opportunity employer. Salary commensurate with experience. Please send resume and writing sample to DCResumes@mail.house.gov. No phone calls or drop-bys please.

MEM-392-16 Ranking Democratic Member of the House Committee on Science, Space, and Technology seeks to fill a **Staff Assistant** opening on the Full Committee staff. Duties include acting as the clerk for each hearing, communicating with Member offices, managing the front office, answering phones, hiring and managing interns, maintaining correspondence system and Committee records, assisting staff with research, and executing other administrative duties as needed. Applicants should possess strong organizational and communication skills, the ability to work under tight deadlines, and be able to multi-task effectively. An interest in science policy is required and Hill experience is a plus. Please send a resume and cover letter to SciResumes@mail.house.gov. This position will close on January 15, 2017.

MEM-390-16 Midwestern Democratic Member of Congress seeks qualified and experienced **executive assistant/scheduler** with strong communication and organizational skills for the Washington, DC office. Ideal candidates will have at least three (5) years of experience as an executive assistant and/or scheduler/office manager, be detail oriented, have a strong work ethic, and be able to thrive in a fast paced work environment. Responsibilities include managing the Member's daily schedule, arranging travel, coordinating all Member level meetings and event requests, as well as other duties as assigned. Access to a car is required as the position will involve driving the Member. Midwestern ties are a plus. Women and minority candidates are encouraged to apply. For consideration, email a cover letter and resume to MI.Opening@gmail.com
Please write "Executive Assistant/Scheduler Position" in the subject line.
Please No calls or drop-ins.

MEM-386-16 Congressman Raul Ruiz, M.D. of California seeks a **Caseworker** for his Palm Desert, CA District Office. Successful candidates will have previous experience in social work, familiarity with federal agencies, excellent written and oral communication skills, and be team-oriented. Prior experience working for state or local government is a plus. Candidates with fluency or strong verbal and written proficiency in Spanish are preferred. In addition, strong knowledge or connection with Riverside County and California's 36th Congressional District is a plus. Availability for evening and weekend assignments maybe required at times.

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, and immigration. Caseworkers also assess casework and community activities for matters warranting legislative action.

Interested candidates should send their resumes and cover letter to CARuiz.Jobs@mail.house.gov. Please write “Caseworker” in the subject line of your email message.

Please NO walk-ins, faxes or phone calls. The Office of Congressman Raul Ruiz, M.D. (CA-36) is an equal opportunity employer.

MEM-352-16

The Committee on Oversight and Government Reform is the primary investigative committee of the U.S. House of Representatives. Rep. Elijah E. Cummings, the Ranking Member, is seeking an **Investigative Counsel** to join the Democratic staff to participate in all matters under the Committee’s jurisdiction, including investigations, hearings, depositions, transcribed interviews, and briefings. The ideal candidate will be an attorney with 2-5 years of investigative or litigation experience. Candidates must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Please send a resume and cover letter to oversightjobs@mail.house.gov, with “Investigative Counsel” in the subject line.