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MEMBER AND COMMITTEE VACANCY LISTING

Week of January 27, 2020

MEM-025-20 Rep. Joe Cunningham (SC-01) seeks a **Legislative Director** to manage an active issue portfolio that includes, but is not necessarily limited to, health care, transportation, labor, and manufacturing.

Responsibilities include overseeing the office's legislative operation and staff, including both Committee and floor activity; providing vote and cosponsorship recommendations to the member; writing floor speeches; drafting and editing constituent correspondence; meeting with constituents and advocacy groups on behalf of the member; and numerous other assigned tasks.

The LD must have the ability to think strategically about the member's overall legislative priorities, and is expected to work closely with district office staff and constituents. Experience in a frontline office and/or South Carolina ties are pluses.

Please send a resume, cover letter, and writing sample to cunninghamresumes@gmail.com with "Legislative Director" in the subject line.

No phone calls, faxes, individual emails, or walk-ins, please.

QUALIFICATIONS:

- At least five years of substantive legislative, policy, or related experience;
- A demonstrated understanding of health care, transportation, labor, and manufacturing policy, and a working knowledge of environmental and veterans/military issues.
- Strong understanding of politics and the intersection of politics and policy;
- Knowledge of floor procedure, the amendment introduction process, and the appropriations process is a plus.
- Strong writing, interpersonal, and organizational skills are required;
- Minority candidates are encouraged to apply;
- South Carolina (particularly in-district) ties are a major plus.

This is a senior, non-supervisory position and reports directly to the Chief of Staff. The office is an equal opportunity employer. Women, people of color, and LGBTQ candidates are strongly encouraged to apply.

MEM-023-20 Rep. Suzan DelBene (WA-1), a Member of the Ways and Means Committee, seeks a proactive **Communication Director** based in her Washington, DC office.

Responsibilities include responding to media inquiries; writing press releases and speeches; pitching stories to Washington state and national media; overseeing the office's social media accounts; managing an assistant; organizing press events in DC and Washington state.

Qualified candidates should have very strong writing skills, on-the-record experience, are self-motivated, have at least five years of experience in communications, and work well in a collaborative environment. This is not an entry-level position. Some travel to Washington state is expected.

Please send a cover letter, resume and at least two writing samples to washington.resumes@mail.house.gov. If you have salary requirements, please include them in your application.

The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation. Diverse candidates are encouraged to apply. Pacific Northwest ties and familiarity with national, regional and local media outlets are positives.

No calls or drop-ins, please.

MEM-019-20 Job title: **DC Scheduler/Operations Coordinator**
Job description:

Rep. Abigail Spanberger (VA-7) seeks a DC Scheduler/Operations

Coordinator. Applicants should have scheduling experience, ideally with a Congressional office, a political campaign, or a similarly fast-paced organization. Applicants should be extremely attentive to detail, organized, and proactive.

This position will not involve legislative or press work, but will involve coordinating with those teams to ensure the Congresswoman's time is balanced across various priorities. Job responsibilities will include:

- Creating and updating the Congresswoman's schedule in DC
- Responding to invitations for DC meetings and events
- Communicating with the District team about invitations for District events
- Managing the Congresswoman's travel plans and logistics
- Managing the Congresswoman's time minute-to-minute in DC
- Preparing meeting briefs and binders for all meetings and events in DC, by coordinating with event participants and the appropriate staff members
- Keeping staff members and the Congresswoman updated in real time about schedule changes
- Creating a weekly schedule that balances the Congresswoman's official and unofficial time in DC
- Maintaining files of invitations that have been declined, accepted, or that are tentative/pending
- Preparing thank-you notes for the Congresswoman to send following DC and District meetings
- Maintaining a "homework binder" for the Congresswoman
- Working with the Chief of Staff to update and track the office budget
- Processing vouchers for travel and expense reimbursement for the Member and staff
- Processing and all office expenditures, and reconciling office expenditures on a bi-weekly basis
- Assisting with other operational tasks such as booking rooms for meetings, responding to constituent requests (e.g. tours, photo ops, etc.), assigning parking spaces to staff, and assisting the Chief of Staff with the management of payroll and benefits
- Serving as a member of the "front office" team, including assisting the Staff Assistant as needed with answering the phone and greeting visitors
- Additional duties related to managing the overall operation of the DC office

To apply, please submit a one-page resume, 2-3 references, and answers to the following three additional questions to Spanberger.Inquiries@mail.house.gov with "DC Scheduler" in the subject line. Competitive salary commensurate with experience.

Three additional questions:

1. If Rep. Spanberger was taking a meeting in DC with a stakeholder group, what information would you want to make sure she had in advance of that

meeting?

2. The person in this role will get dozens of requests every day for meetings/events for Rep. Spanberger to attend. What would be your system for tracking/responding to those invitations?

3. Do you have a salary requirement or expected salary range?

Rep. Spanberger's office is an equal opportunity employer. The office does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service.

MEM-015-20 The Office of Rep. Justin Amash (I-MI) is seeking a bright, creative, and self-motivated **legislative counsel** to join our Washington, DC-based policy team. The legislative counsel will draft legislation, analyze bills, and meet with constituents concerning policy matters, among other duties. The person will be expected to handle a diverse portfolio of policy issues.

The successful applicant will be a libertarian or classical liberal in the tradition of F.A. Hayek, Henry Hazlitt, and Frédéric Bastiat. The applicant 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 JD or equivalent. 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 applydc@amash.com. Please include "legislative counsel applicant" in the subject line.

No walk-in applicants or phone interviews.

MEM-012-20 Title: **Caucus Assistant**
Office: House Democratic Caucus Office

“Democratic Leadership office seeks motivated and punctual individual to manage the front office, supervise a robust internship program, plan and execute Member-level events such as the weekly meeting of the House Democratic Caucus, manage the Caucus letter folding program, complete Spanish translation projects, schedule senior staff and support other departments in a fast paced environment.

The job primarily involves operational, administrative and management tasks, as well as a close working relationship with other departments. The Caucus Assistant will report directly to the Operations and Outreach Coordinator. Candidates must be proactive project supervisors, excellent writers, diligent organizers and strong team players with an interest in developing their own leadership skills. Applicants with Spanish fluency are strongly encouraged to apply. Prior experience in a Congressional office and a positive attitude is a plus.

This is an entry-level position and requires the ability to manage multiple high-priority tasks at once. This office is an equal opportunity employer committed to a diverse and inclusive workforce and does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity or disability. Women and minority applicants are encouraged to apply.

To apply, please send PDFs of resume, cover letter, writing sample and three professional references to DemCaucus.Jobs@mail.house.gov with name and "2020 Caucus Assistant Application" in the subject line. Absolutely no phone calls or drop-ins please"

MEM-011-20

Congresswoman Jahana Hayes (CT-05) seeks a **press secretary** to serve in her Washington, D.C. office. Candidates should be proactive concerning press engagement, and possess superior written and oral communication skills (including editing, and proofreading capabilities). The ideal candidate will have prior political, legislative, and communications experience. Connecticut ties are a plus.

Primary responsibilities:

- Establishing and maintaining relationships with Connecticut, national, and D.C.-based media;
- Coordinating all media efforts and communication-related events;
- Drafting and distributing press releases and media advisories;
- Creating, editing, and placing op-eds;
- Developing, editing, and posting content across all social media platforms;
- Pitching stories to reporters and producers, including national and Connecticut media, responding to press inquiries, and serving as the point-of-contact for media;
- Monitoring media narratives and identifying opportunities to promote the Congresswoman;
- Overseeing Franked communications strategy. This includes drafting, designing, and distributing Franked mail content; maintaining all social media platforms; and managing the bi-weekly congressional e-newsletter;
- Updating the Congresswoman's website and ensuring that it features timely content;
- Coordinating and staffing the Congresswoman for interviews and events

(including occasional night and weekend commitments);
-Managing a small team of press assistants.

To apply:

Please send a current resume, cover letter with salary requirements, two writing samples (not to exceed one page each), and three references to ct05jobs@mail.house.gov

No calls, emails or walk-ins, please.

MEM-009-20 Congresswoman Tulsi Gabbard is seeking an dynamic, proactive and experienced **Military Legislative Assistant** to manage her work on the House Armed Services Committee. This position includes a portfolio of national security, foreign affairs, veterans affairs, and intelligence issues.

Responsibilities include managing the Congressman's committee and subcommittee priorities, liaising with committee staff, drafting hearing questions and statements, developing legislation, monitoring activity on assigned issues, advising and representing the Congresswoman, and building relationships with constituent groups and advocacy organizations.

Requirements include a strong understanding of national security and foreign policy, familiarity with the NDAA process, and a minimum of two years of substantive legislative or related experience. This is not an entry level position in a fast-paced office and requires dedication, close attention to detail and the ability to think outside the box. Non-traditional work hours, and Hill experience are required. Hawaii ties are ideal, veteran applications are welcome!

No calls or drop ins, qualified applicants may email a cover letter, resume and writing samples to: hi02jobs@gmail.com

MEM-006-20 The House Committee on Oversight and Reform Majority Staff seeks a detail-oriented communications professional to serve as **Deputy Press Secretary**. The ideal candidate should be a strong writer, a proactive team player, and able to multi-task in a fast-paced environment.

Responsibilities include assisting with press releases, statements, talking points, and other key press documents; monitoring press coverage; building and maintaining relationships with key local and regional reporters; monitor the press inbox and phone line for media inquiries; manage press for multiple subcommittees; Compile and distribute local and national press clips; Conduct extensive research; Create and maintain press lists; Maintain archives on multiple subject matters; and other duties as assigned.

- A minimum of two years of media relations and/or social media coordination

experience.

- A Bachelor's degree in Journalism, English, Public Relations, or a closely related field preferred.
- A strong ability to research and analyze information.
- A strong ability to perform multiple tasks accurately and efficiently in a fast-paced environment.
- Previous Hill experience a plus.

This position reports directly to the Communications Director. Candidates should submit a cover letter and resume with the subject line "Deputy Press Secretary" to Oversightpress@mail.house.gov. Applications will be accepted until the position is filled. Please, no drop-by applications or phone calls.

MEM-004-20 The Office of U.S. Representative Pramila Jayapal (WA-07) seeks an experienced, creative and highly motivated **Digital Strategist** for her Washington, D.C. office.

Reporting to the Communications Director, the Digital Strategist is responsible for creating original and creative content (including, but not limited to, videos and graphics) and managing the Congresswoman's social media channels to further communicate and elevate her agenda and accomplishments.

The ideal candidate will have:

- Social media, graphic design, and video production experience in a legislative office, campaign, political organization or progressive advocacy group;
- Fluency with social media platforms and a nuanced understanding of the current social media landscape and trends;
- Excellent organization and time management skills necessary to work in a fast-paced environment that requires rapid response;
- Strong writing skills and attention to detail;
- A passion for storytelling and social justice.

Responsibilities include, but are not limited to:

- Drafting daily digital content for highly active social media channels;
- Editing and producing videos for social platforms and designing visual graphics;
- Tracking social media performance and providing analysis of trends and opportunities for future growth;
- Updating and managing the Congresswoman's official website; and
- Coordinating the creation and distribution of an e-newsletter.

Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. State and/or district ties are a plus.

Qualified candidates should include in their application: resume, cover letter, two writing samples, two graphic design samples, three references, and links to either a reel or samples of video work.

Please send applications to jobs.pramila@mail.house.gov with “Digital Strategist” in the subject line. No calls or drop-ins please.

MEM-669-19 The Office of Congresswoman Jahana Hayes (CT-05) is looking to fill a vacancy for the position of **District Director**. The District Director will lead a dynamic district team, based in Waterbury, Connecticut.

SUMMARY:

The District Director oversees all operations across the district. This includes developing and implementing strategies and operating plans for the Congresswoman’s District Office (DO). The individual will create a comprehensive outreach strategy to stay in constant touch with constituents and key community leaders, and oversee a results-focused, customer service-oriented casework operation. The District Director manages activities and DO staff to ensure an aggressive and representative schedule for the Congresswoman’s time in district, and identifies, completes, and monitors district-based projects as assigned.

The office is an equal opportunity employer and does not discriminate based on race, religion, ethnic origin, sex, gender, LGBTQ identification or family status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

Interested applicants should send a resume and cover letter to CT05jobs@mail.house.gov.

ESSENTIAL JOB ROLES:

- o Supervisor: At its core this position requires effective management of staff to maximize performance for constituents and the Congresswoman.
- o Project Manager: Look for projects beneficial to the district with a federal nexus where office involvement would facilitate progress. Work with DC and DO staff to ensure the Congresswoman receives timely updates on projects and productively contribute to the conclusion of projects. Work with stakeholders, including local and state governments, nonprofits, and private industry, along with grant-making institutions and federal entities, to move projects toward success.
- o Intelligence Gatherer & Distributor: Through outreach, media monitoring, and intelligence collection from district staff, key contacts throughout district and state, and at events throughout district and state, understand constituent (and constituency) priorities, concerns, and outlook, then share with District

Staff, DC Staff, and Congresswoman.

- o Surrogate: Represent the Congresswoman, or assign appropriate staff representatives, at events or meetings as needed.

EDUCATION/EXPERIENCE:

- o Experience engaging in diverse communities and effectively managing staff in an office environment;
- o Bachelor's degree in the political science or related field, including strong academic credentials;
- o 5 to 10 years of related experience in management public service, legislation or equivalent similar experience.

SKILLS AND KNOWLEDGE REQUIRED:

- o Maintain a good working relationship with the Congresswoman, staff, and constituents;
- o Ability to work a flexible schedule with frequent in-district travel, including long hours, nights and weekends;
- o Have impeccable judgment, character & gravitas to represent the Congresswoman to constituents or leaders in the community;
- o Ability to see the big picture and plan in a proactive way, while ensuring day-to-day operations are tightly and efficiently run;
- o Organization, supervisory leadership and motivation to manage district team;
- o Temperament to communicate with a variety of personalities in a firm, tactful, pleasant, patient, and professional manner;
- o Ability to work cooperatively and courteously with others from diverse backgrounds;
- o Ability to work well under pressure and handle stress;
- o Excellent oral and written communication skills;
- o Thorough knowledge of the legislative process, House Rules, and local, state and federal agencies and departments;
- o Understand the district and federal political landscape.

MEM-512-19 Southern Republican seeks an experienced and enthusiastic **Legislative Assistant** to cover their work on Homeland Security Committee issues, among others.

The ideal candidate will have 3-5 years of experience, ideally 2-3 on the Hill, as well as a solid grasp of House procedures and a deep understanding of relevant policy. This is not an entry level position.

Excellent writing, verbal and organizational skills are essential along with the ability to be a self-starter while working in a fast-paced environment. Job responsibilities will include drafting legislation, writing hearing statements and legislative memos, and preparing briefing materials.

Qualified candidates should include in their application a resume and professional references. Please send applications to congressionaljobs2805@gmail.com with “Legislative Assistant” in the subject line.

MEM-428-19 Email: cademhouseoffice@gmail.com
Position Available: **Senior Staff**
Office/Location: California
Closing Date: Until filled
Salary Level/Range: Commensurate with experience
Proposed Starting Date: Immediate

Job Summary:

Qualified candidates should have a minimum of 2 years’ experience managing a team, possess excellent oral and written communications skills, highly organized, meet deadlines, and manage multiple projects. A flexible schedule and ability to travel throughout the district is required.
Equal opportunity employer.

Interested applicants should submit a cover letter, resume, and writing sample to cademhouseoffice@gmail.com please include Senior Staff in the subject line.