



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 15, 2016

MEM-256-16

North Bay legislative office seeking **District Scheduler/Office Manager:** Responsibilities include coordinating the legislator's California schedule by making travel and meeting arrangements while anticipating and responding to day-to-day developments; serving as the office's primary point of contact for constituents, elected officials, and nonprofit and advocacy organizations seeking meetings in the district; coordinating with staff (including field, legislative, press, and campaign) to identify schedule priorities, and then working proactively to make short- and long-term decisions to implement plans; working directly with the district director, the legislator, and his family, on logistics for work, travel, and personal matters. Also responsible for assisting the Capitol office and District Director on maintaining financial and expense records, and with various administrative duties. Opportunities for additional responsibilities commensurate with skills and abilities. A successful candidate will be highly organized, detail oriented, possess strong writing skills, have experience working in a fast-paced office, and the ability to maintain a professional, flexible, and cheerful demeanor while managing multiple and competing tasks and projects.

Please send cover letter and resume to CA02.Requests@mail.house.gov with the subject line “CA02 District Scheduler/Office Manager.”

- MEM-253-16** Ranking Democratic Member of the House Committee on Science, Space, and Technology seeks professional **staff** member for the Committee’s Environment Subcommittee. Duties include staffing hearings; preparing memos, statements, and speeches; outreach to stakeholder groups; and drafting legislation and conducting oversight. Applicant should have familiarity and experience with environmental policy issues. Knowledge of the programs and activities of the National Oceanic and Atmospheric Administration is desirable. Applicant should possess strong writing, organizational, and communications skills, including the ability to articulate technical and policy issues clearly and concisely; the ability to be responsive to and work with Members of the Committee; and the ability to meet tight deadlines. The ideal candidate will have congressional and/or relevant government or industry experience. No calls or drop-ins please. This is not an entry-level position. Please send a resume and cover letter to SciResumes@mail.house.gov. This position will close on September 9, 2016.
- MEM-240-16** Congressman Keith Ellison (D-MN) seeks a **Legislative Fellow** for a fast-paced and busy Washington, DC congressional office. The fellow will work on financial services issues including banking and capital markets, energy and environment, small business, Native American, arts and humanities, and other issues. Ideal candidates must have strong writing and verbal briefing skills, analytical skills and a proactive approach to current issues. The fellow should be punctual, responsible and trust-worthy. Candidates should have sharp attention to detail, good time management skills, a positive attitude and commitment to inclusive prosperity and environmental sustainability. This is an unpaid fellowship although we will work with programs which provide stipends for fellows. The position begins in August/September and runs through December. Please send cover letter, resumé and writing sample by August 12, to MN05fellow@mail.house.gov. Please no phone calls or drop-ins.
- MEM-238-16** Active Texas Democrat seeking enthusiastic, well-organized **Legislative Assistant** in a fast-paced team-oriented office. Portfolio includes but is not limited to: energy, transportation, veterans affairs and armed services. Applicant must be able to multi-task, have strong work ethic and the ability to work flexible hours. Ideal candidate should have at least 2-3 years of Hill legislative experience. This is NOT an entry-level position. Individual interested in this position must have strong written and oral communication skills and the ability to work under pressure to meet deadlines. Willingness to also serve as driver to Member a major plus. Please e-mail resume and cover letter to TXLegislativeAssistant@Mail.House.Gov. NO PHONE CALLS OR DROP-BYS PLEASE.

MEM-234-16

A Maryland Democrat is seeking a high energy, highly-organized, and detail oriented **Field Representative** for his District Office.

PRIMARY RESPONSIBILITIES:

- Serve as the official representative for the Member in the local community.
- Act as liaison with federal, district, and local government agencies, political officials, and other community organizations to form effective relationships for the Member.
- Monitor and update the Member and District Directors on district and local issues of importance.
- Staff and provide logistical support for scheduled district meetings and events for the Member.
- Assess local and casework related issues for problems requiring possible legislative action; make recommendations to the District Directors and Chief of Staff.
- Answer casework correspondence and verbal communications with constituents.
- Provide casework assistance to constituents in a timely and efficient manner; proactively follow up on all open cases until a resolution is reached.
- Train and supervise a staff of Interns to handle routine office matters, such as incoming correspondence, visitors, telephone calls, and other issues that may arise.

QUALIFICATIONS:

- Thoroughness and careful attention to detail.
- Ability to work well under pressure while juggling multiple tasks with competing priorities.
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities.
- Availability to work long hours, including nights and weekends, if needed.
- Ability to work cooperatively and courteously with others.
- Strong oral and written communication skills.
- Thorough knowledge of legislative process.
- Knowledge of all issues and events in the district in which the Member is involved.
- A working knowledge of the VA and military issues is a plus, but not required.
- Maryland ties are a plus.

Applications will be accepted on a rolling basis until the position is filled. To apply, please email a resume and cover letter to MD06.Jobs@mail.house.gov. No phone calls or walk-ins please

MEM-217-16

Congresswoman Gabbard is seeking a dynamic, passionate **Military Legislative Assistant** to support her work on the House Armed Services Committee.

The MLA will be the primary staffer for the Members' work on House Armed Services Committee, working closely under the guidance of the Legislative Director. He or she will also manage the Congresswoman's Asia-Pacific policy work on the Foreign Affairs Committee. This position's portfolio focuses primarily on Asia-Pacific policy and defense-related issues, but also includes Veterans Affairs and Homeland Security. Responsibilities include preparing and staffing the Member for committee hearings, development of Member requests for the National Defense Authorization Act, working closely with the Legislative Director on NDAA strategy, 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 have strong writing skills and 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 and/or defense-related issues in a policy context, Hill experience, or both. Hawaii ties and an active security clearance are a plus. To submit your application, please email a resume, cover letter, and two short writing samples with the subject line "military legislative assistant" tohi02jobs@gmail.com. Please no calls or walk-ins.

MEM-216-16

Congresswoman Gabbard is seeking a dynamic, passionate **Senior Legislative Assistant** with experience working on the Hill to support her domestic policy agenda.

This position opening is for a Senior Legislative Assistant, who will work closely with the Legislative Director as a senior member of the legislative team. The staffer's legislative work will focus on helping the Member build upon and expand her work on domestic policy issues. The portfolio includes financial services, jobs, healthcare, small business, Social Security, Medicare and Medicaid, and education. Responsibilities include 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 have strong writing skills, and the ability to communicate effectively with colleagues and superiors in a dynamic work environment. Ideal

candidates should have three to four years of Hill experience and time working on the issues in the portfolio. This is not an entry-level position. Hawaii ties are a plus. To submit your application, please email a resume, cover letter, and two short writing samples with the subject line “senior legislative assistant” to hi02jobs@gmail.com. Please no calls or walk-ins.

MEM-212-16

Senior Democratic Member seeks motivated, detail-oriented, and energetic individual with excellent oral and written communication skills to serve as a **staff assistant**. Candidates should demonstrate strong interpersonal skills, be comfortable with managing multiple tasks, and have a strong work ethic. Responsibilities include managing the front office, answering and screening telephone calls, greeting visitors, coordinating tour requests for visiting constituents, managing flag requests, supervising and coordinating the intern program, and assisting staff. Capitol Hill experience preferred. Email cover letter and resume to job_09@live.com.