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**House Vacancy Announcement and Placement Service (HVAPS)**

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of April 2, 2018**

**MEM-115-18** Southern Nevada Democrat is seeking a talented writer to be **Communications Director**. Responsibilities include, but are not limited to, developing and implementing communications strategies across both traditional and digital media; writing speeches; responding to press inquiries; drafting press releases; writing and placing op-eds; overseeing and expanding the Member's social media presence; and planning press conferences and in-district events. Experience with Nevada media a plus. Spanish speakers encouraged to apply.

Interested applicants should send a cover letter, resume, two writing samples, and two sample social media posts to [NV01Jobs@gmail.com](mailto:NV01Jobs@gmail.com). The subject line should contain "Communications Director." No calls or drop-ins, please.

**MEM-114-18** Congresswoman Michelle Lujan Grisham is seeking a **Communications Director/Press Secretary** to lead an aggressive communications operation. The ideal candidate must be a talented writer; have previous communications experience; and be able to work quickly under pressure in a

fast paced work environment. This role demands creativity, high attention to detail, and hard work. Responsibilities include working with the Congresswoman and the legislative team on developing and implementing a communications strategy; managing social media platforms; maintaining the office website; briefing the Congresswoman before interviews; writing talking points for the Congresswoman's speaking engagements, events, and floor speeches; drafting op-eds; and pitching stories. Diverse candidates are encouraged to apply. Hill experience a plus. Interested candidates should submit both a cover letter and resume in one attachment to [NM01.Resumes@mail.house.gov](mailto:NM01.Resumes@mail.house.gov).

**MEM-112-18**     **Scheduler/Executive Assistant:** Duties include managing the daily schedule for a Democratic Member of Congress; reviewing invitations and meeting requests with the Chief of Staff and other staff members; organizing all the logistical aspects of the Member's schedule and travel arrangements; and making sure the Member attends all of his appointments on time. Other responsibilities include overseeing the front office reception area, flag requests, a very active intern program and other administrative tasks. This position requires exceptional organization, strong interpersonal skills, attention to detail and the ability to multitask and prioritize. Candidates must be a team player with a sense of humor. Previous scheduling experience, Spanish proficiency, and California ties are all pluses. An expanded portfolio to include financial administration is possible for qualified candidates. Please send resume and cover letter to [CAJobs@mail.house.gov](mailto:CAJobs@mail.house.gov).

**MEM-111-18**     Congressman Mark DeSaulnier (CA-11) is seeking a **District Representative** for his Richmond office. Job responsibilities include monitoring district and local issues; acting as a liaison to federal, district, and local agencies in West Contra Costa County; answering casework correspondence; and ensuring constituents receive a timely response. The position will also assist with the federal grant process. Qualified candidates should be hard working and possess excellent oral and written communications skills, have knowledge of West County, the ability to multi-task, meet deadlines, and produce a quality work product. A flexible schedule and ability to travel throughout the district required, but position is based in Richmond. Equal opportunity employer. Salary commensurate with experience. *Interested applicants should submit a cover letter, resume, and writing sample to [California11Resumes@gmail.com](mailto:California11Resumes@gmail.com), please include West County District Representative in the subject line.*

**MEM-108-18**     Congressman John Delaney is seeking a high energy, highly-organized, and detail oriented **Staff Assistant** for his Hagerstown District Office.

PRIMARY RESPONSIBILITIES:

- Provide staff coverage for the District Office, answer constituent phone calls and visits and oversee the handling of constituent correspondence.
- Review and assign incoming casework.
- Act as a liaison between constituents and other government agencies.
- 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 interns to handle routine office matters, such as incoming correspondence, visitors, telephone calls, and other issues that may arise.
- Maintain office supplies and equipment. Oversee the maintenance of the office organizational system.
- Handle other tasks as assigned.

#### 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.
- Availability to work 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.

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](mailto:MD06.Jobs@mail.house.gov). No phone calls or walk-ins please.

**MEM-104-18**     **Veterans Services Representative** for Congressman Tom O'Halleran  
 Reports to: District Director  
 Location: Casa Grande District Office

#### *CORE RESPONSIBILITIES:*

- coordinate and complete veterans casework and answer all related correspondence;
- plan and engage in outreach with veterans in the First District; and
- monitor and update Rep. O'Halleran and staff on local veterans issues.

#### *QUALIFICATIONS:*

- thorough knowledge of veterans issues and programs;
- knowledge and familiarity with local, state, and federal agencies serving veterans;

- strong oral and written communication skills;
- ability to exercise discretion and independent judgment in casework responsibilities;
- proficiency in word processing;
- thoroughness and careful attention to detail;
- ability to work well under pressure;
- ability to work cooperatively and courteously with our team; and
- military service background preferred.

*DUTIES:*

- acts as the grassroots representative for Rep. O'Halleran with veterans and on veterans issues, including handling all veterans casework, verbal communications with constituents, and acting as liaison with federal, district, and local agencies;
- informs Rep. O'Halleran and staff of all happenings on veterans issues by screening district media sources and interacting with constituents;
- handles all veterans casework assignments, and other casework as needed;
- acts as liaison and interfaces with local veterans' organizations;
- assesses casework for problems requiring legislative action and makes recommendations to the Chief of Staff or Legislative Director;
- monitors scheduled district meetings for the Member with constituents;
- occasionally handles Office matters such as logging incoming and outgoing correspondence, greeting visitors, telephone calls, and computer operations;
- logs in all incoming and outgoing mail and incoming telephone calls relating to assigned casework;
- prepares monthly reports on pending cases and district activities;
- continually screens active cases and acts as liaison with constituents to ensure that their cases are handled in a responsive manner;
- maintains up-to-date files on all constituent cases; and
- performs other duties as assigned.

Military veterans encouraged to apply. Interested candidates should email a cover letter and resume to [jeremy.nordquist@mail.house.gov](mailto:jeremy.nordquist@mail.house.gov) and [blanca.varela@mail.house.gov](mailto:blanca.varela@mail.house.gov).

**MEM-103-18** Northeast Democrat seeks **Press Secretary** to run Washington press operations, including working closely with Member's legislative staff, leadership and committee press staff, and national TV news producers. Position also includes management of the Member's website, social media pages, newsletters, e-news updates, and other constituent

outreach. Will work closely with District Communications Director on some joint projects. Excellent legislative research and writing skills required. Send cover letter and resume to [democratic.hilljob@gmail.com](mailto:democratic.hilljob@gmail.com). Minority and women candidates encouraged to apply. No phone calls will be accepted.

SALARY LEVEL/RANGE: Commensurate with experience

CLOSING DATE: 4/27/18

START DATE: Immediate

**MEM-100-18**     **Legislative Assistant** – T&I Subcommittee Ranking Member is seeking a highly energetic, motivated and organized lawyer with strong interpersonal and writing skills. The ideal candidate will be able to manage multiple tasks and work well under pressure. The Legislative Assistant works with the Chief Counsel/Legislative Director and with the Chief of Staff to develop and implement the Member's legislative strategy in his/her issue areas; prepares materials for hearings; drafts legislation, amendments, and congressional record statements; and conducts research. Responsibilities include managing and handling the Member's transportation and infrastructure portfolio that includes but is not limited to highways and transit, economic development, aviation, railroads, water resources and emergency management. The ability to write well under tight deadlines is essential.

Candidate must be able to handle multiple tasks and issues effectively while meeting deadlines. A successful candidate will be a results-oriented problem solver and motivated self-starter who can think outside the box. Prior Hill, law firm or similar experience is preferred. **Candidate must possess a law degree and be, or be willing to become, a resident of the District of Columbia.** Salary based on skill and experience level.

Interested applicants should send a cover letter, resume, references and two writing samples to [DC00.NortonResume@mail.house.gov](mailto:DC00.NortonResume@mail.house.gov).

**MEM-095-18**     Rep. Scott Peters of San Diego is seeking an experienced, assertive and creative **press secretary** to join our DC office. The Press Secretary will be part of an aggressive communications team and responsible for assisting with media strategy development and implementation, including: drafting statements, releases, talking points, opinion editorials and responses to reporter queries; generating ideas for press conferences; pitching story ideas; managing coverage of legislative action and events; and serving as an on-the-record spokesperson as necessary. Applicants must be able to generate ideas that produce local and national media coverage that raise awareness of the Congressman's priorities, must have a minimum of two years of experience as communications staff in a political office, and must be a strong writer and needs to either have a strong network of national media reporters or be able to build one. Applicants will be required to perform a long-form writing test. Candidates with political campaign experience and San Diego ties strongly preferred. This is not an entry level position.

Interested applicants must send a resume, three writing samples (one news release, one op ed, and one speech/talking points), along with three professional references to [SDRepCommsJob@gmail.com](mailto:SDRepCommsJob@gmail.com).

**MEM-082-18** Conservative Western Republican is seeking a **Legislative Correspondent** in his DC office to manage all aspects of constituent correspondence. Ideal candidates will have knowledge of the legislative process, excellent writing and organizational skills, strong attention to detail, and familiarity with iConstituent. Duties include, but are not limited to, processing incoming correspondence through iConstituent, drafting timely responses, assisting with updating website, creating graphics/images and assisting with projects and events. Western ties are preferred but not required. Email résumé, cover letter and two writing samples to [WesternRepublicanJob@yahoo.com](mailto:WesternRepublicanJob@yahoo.com).