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**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.

To Subscribe or Unsubscribe to the Vacancy Listserv visit:

<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of June 2, 2014**

**MEM-190-14**

**Communications Director:** Senior Democrat seeks a communications director experienced in all aspects of public relations and social media, who is also organized, energetic and creative to be based in D.C. congressional office to handle all communications strategy and media operations for an unusually busy office. This is a very fast-paced office where the communications director writes press releases; help the member with social media; pitches stories; responds to reporters' inquiries; oversees website content; develops and maintains relationships with local and national media; organizes media events; and produces newsletters and e-newsletters. Occasional help on press releases is sometimes available from legislative staff. Excellent research, writing and social media skills are essential.

Candidate must be able to handle multiple tasks and issues effectively while meeting deadlines. A successful candidate will develop and implement a communications plan, think outside the box and possess the political savvy needed to anticipate big news stories and to proactively promote the Member's message. At least three years of prior media and/or Hill experience and demonstrated experience with both mainstream and new media outlets is

preferred. This is NOT an entry level communications position. Candidate must be a DC resident 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 (202) 225-1129 (fax) or [DC00.NortonResume@mail.house.gov](mailto:DC00.NortonResume@mail.house.gov) . NO PHONE CALLS, PLEASE! If you have questions, please email them to [dc00.nortonresume@mail.house.gov](mailto:dc00.nortonresume@mail.house.gov).

This position is open until filled.

**MEM-189-14**

**Scheduler** –Republican seeking Scheduler for Capitol Hill office. Candidate must have experience on the Hill or in private sector, be highly organized; possesses strong people skills with exceptional attention to detail and be comfortable working in a demanding and fast paced environment. Responsibilities include but not limited to: process all scheduling requests, invitations and events for Member's calendar; respond to all invitations by written email correspondence or by personal telephone call; maintain office contact lists; make travel arrangements; handle Member correspondence; ensure the Member is provided with briefing materials for each event by coordinating with event participants and the appropriate legislative and/or district staff; and assist with other duties as assigned. Salary commensurate with experience. Email resume and cover letter to with "Scheduler" in the subject line to [PA.Resumes@mail.house.gov](mailto:PA.Resumes@mail.house.gov).

**MEM-187-14**

**Legislative Assistant** – Senior Democrat 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 issues that include but are not limited to Federal-District of Columbia issues, Federal Workforce, U.S. Postal Service and Labor policy. 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 (202) 225-1129 (fax) or

[DC00.NortonResume@mail.house.gov](mailto:DC00.NortonResume@mail.house.gov). NO PHONE CALLS, PLEASE!

**MEM-186-14**

Job Opening:

**Field Deputy**, District Office, Los Angeles, California

Duties Include:

Serve as the Congressman's liaison with the community, local organizations and government agencies; staff and/or represent the Congressman at events; advise the Congressman on local issues; help organize community based meetings and events; implement proactive constituent outreach programs; prepare Member for speeches and meetings; draft correspondence.

Experience Required:

Prefer two years experience working directly with the community at large. Familiarity with the 34th Congressional District, key federal, state and local issues, and the governmental process is also desirable. Solid interpersonal, research and writing skills are essential. The successful applicant will be a team player, have a positive attitude and the ability to work and set priorities in a fast-paced and challenging environment. Spanish language skills considered a plus.

Salary:

Commensurate with experience and salary history.

To Apply:

Please email cover letter and resume to [Resume.California@mail.house.gov](mailto:Resume.California@mail.house.gov)

No phone calls please.