



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 January 9, 2017

MEM-010-17 Senior Florida Democrat is seeking a highly motivated, detail-oriented, and energetic individual with excellent organizational, oral and written communications skills for a **staff assistant** position in the Washington, DC office.

Daily tasks include answering calls, conducting and organizing tours, processing constituent requests, greeting visitors, assisting with the coordination of the intern program, and aiding the office in various administrative duties including transporting the Member to meetings and events as needed. Additionally, the individual will be working with Director of Scheduling and Chief of Staff on special assignments and projects.

Excellent writing, verbal and strong organizational skills are essential along with the ability to be a self-starter while working in a fast-paced environment. . Individuals must have impeccable driving skills, a good driving record and a vehicle. Candidates should be team-oriented, have a sense of humor, and be able to work in a fast-paced environment. South Florida ties are a MUST.

Qualified candidates should submit a cover letter, resume, a list of three work references, to FL23resumes@mail.house.gov with “Staff Assistant” in the subject line. No phone calls, faxes or drop-ins please. This 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.

MEM-009-17 Congresswoman Gwen Moore seeks an energetic, motivated, and organized individual to serve as the **Staff Assistant/Personal Assistant**. As Staff Assistant, the individual will manage front desk operations, serve as tour coordinator, supervise interns, greet visitors, answer telephones, process flag requests, provide administrative assistance to staff, and perform other duties as assigned. Familiarity with Intranet Quorum (IQ) preferred. As personal assistant, the individual will be responsible for transporting the member on a daily basis and staffing the member at various events. This position will work closely with the Member of Congress, Director of Operations, and Chief of Staff. Applicants must have access to or own a car and have a clean driving record. Previous Capitol Hill experience is strongly desired, but not required. Wisconsin ties are a plus and minorities and women are encouraged to apply. Interested candidates should send a resume and a cover letter to WI04resume@mail.house.gov by COB January 13, 2017. No drop-bys or phone calls, please.

MEM-006-17 Congressman Delaney (MD-06) seeks a **Legislative Assistant** to cover the Financial Services Committee and other issues as assigned. This job will entail significant legislative research and working with the Congressman to draft bills and amendments, as well as building coalitions in support of the Congressman’s legislative agenda. Candidates must be smart, hard-working, and good team players. Significant experience with financial services policy required. This is not an entry-level position.

To apply, please send resume and cover letter to MDLAjob@mail.house.gov

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-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-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.