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

B-235 Longworth House Office Building  
Washington, D.C. 20515  
202-226-5836

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Job Line: 202-226-4504

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of August 14, 2017**

**MEM-286-17** Ohio Republican Congressman Dave Joyce seeks an organized and motivated **Communications Director**. Excellent analytical, communication and writing skills are required. Duties include developing and expressing the Member's message through multiple media platforms. The Communications Director is also responsible for the Member's e-newsletter, writing floor speeches and press releases. Interested candidates should email his or her resume to [OH14Resumes@mail.house.gov](mailto:OH14Resumes@mail.house.gov).

**MEM-284-17 Communications Director**

*CORE RESPONSIBILITIES:*

- to manage and coordinate all communications activities, including media contacts, for the Member and the office.

*QUALIFICATIONS:*

- previous Capitol Hill and organizing/campaign experience, extensive national media contacts, and background working with both print and electronic media;

- strong writing, editing, and proofreading skills;
- strong oral communication skills;
- understanding of print and broadcast media;
- thorough knowledge of legislative process;
- knowledge of current issues and events in which the Member is involved;
- ability to exercise discretion and independent judgment in the representation of the Member's positions on policy issues;
- availability to work long hours;
- ability to work well under pressure; and
- ability to work cooperatively and courteously with others.

*DUTIES:*

- acts as the formal spokesperson and media liaison for the Member;
- planning and executing media strategy, pitching stories, booking interviews, running social media channels, designing graphics, editing We the Podcast, conceiving videos, and writing press releases, op-eds, and talking points for the Member;
- remains abreast of current legislative and non-legislative issues about which the Member may be questioned;
- evaluates current events and media reports in the district and the nation for their impact on the Member;
- provides ideas and advice on the effect in the media of the Member's actions and legislative activities;
- writes speeches for the Member; and
- performs other duties as assigned.

No phone calls, faxes or drop-ins please. Qualified candidates should submit a cover letter, resume and two writing samples to [Position.MN05@mail.house.gov](mailto:Position.MN05@mail.house.gov) with “Communications Director Application” in the Subject Line.

**MEM-275-17** Progressive Midwest Congressman seeks a **Press Secretary** for the DC office. Ideal candidate is a proactive, highly motivated, and detail-orientated individual with excellent written and oral communications skills, experienced in digital media and graphic design and able to identify opportunities to promote the Congressman’s work while handling multiple tasks in a fast-paced collaborative environment. Prior Hill or campaign press experience preferred.

Daily tasks include managing member’s social media platforms and website; graphic design projects; video filming and editing; drafting releases, newsletters and advisories; developing relationships and serving as the point-

of-contact for local and national press; pitching potential stories; and staffing the Congressman for interviews and events.

Qualified candidates should submit a cover letter, resume, two writing samples (not to exceed one page each), and an example of previous digital media or graphic design projects to [Hire@mail.house.gov](mailto:Hire@mail.house.gov) with “Press Secretary” in the subject line by COB August 31, 2017. 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-274-17** Congressman Jimmy Gomez is seeking to immediately fill a full-time job opening for a **Field Deputy** position in his district office.

*Position Description*

The Field Deputy serves as the congressman’s liaison with the community, local organizations and government agencies; staff and/or represent the congressman at events; advise the congressman about local issues; help organize community based meetings and events; implement proactive constituent outreach program; prepare Member for speeches and meetings; draft correspondence.

*This position requires work hours beyond the normal 8-hour work day and will include work on weekends and holidays.*

*Qualifications*

- Strong written, communication, analytical, and organization skills; an ability to relate well with individuals of diverse backgrounds; impeccable customer service manners; and superior public speaking skills.
- Minimum two (2) years of experience working directly with the community at large.
- Knowledge of the Asian Pacific Islander communities a plus.
- Good computer skills, including proficiency and experience with Microsoft Word, Excel, Outlook, Publisher and Power Point.
- Bachelor’s degree required.
- Candidate must have a thorough understanding of government agencies and structure (local, county, state and federal).
- Must be able to work efficiently and effectively as a member of a team, be able to meet strict deadlines, balance multiple projects simultaneously and work under pressure.
- Attention to detail and accuracy is essential.

- Candidate should demonstrate a positive attitude, commitment to excellence, upbeat demeanor and flexibility.
- Candidate should expect weekend, some holidays, and after-hours assignments.
- Salary will depend on the experience of the applicant.
- Bilingual skills a plus.

To apply

All interested individuals should email a cover letter and resume to [Gomez.CAjobs@mail.house.gov](mailto:Gomez.CAjobs@mail.house.gov). *No phone calls please.*

**MEM-273-17** Congressman Jimmy Gomez is seeking to immediately fill a full-time job opening for a **Staff Assistant** position in his district office.

Position Description

As the primary administrative staff member in the District Office, Staff Assistant duties include (but are not limited to): answer phones; handle mail and faxes; greet and direct visitors; maintain order and efficiency of front and back offices; order supplies; organize office files; coordinate vendor service needs; research the status of some legislation; draft some correspondence. Work on special projects as needed. In the absence of the District Scheduler, the Staff Assistant will serve as back-up and help facilitate any scheduling requests.

Casework duties include (but are not limited to): Assist constituents with their individual cases pertaining to federal agencies. As the “front-line” caseworker, help constituents with non-federal questions to find appropriate resources.

*This position may require work on weekends and holidays.*

Qualifications

- Strong written, communication, analytical, and organization skills; an ability to relate well with individuals of diverse backgrounds; impeccable customer service manners.
- Bachelor’s degree required.
- Good computer skills, including proficiency and experience with Microsoft Word, Excel, Outlook, Publisher and Power Point.
- Candidate must have an understanding of government agencies and structure (local, county, state and federal).
- Must be able to work efficiently and effectively as a member of a team, be able to meet strict deadlines and balance multiple projects. Attention to detail and accuracy is essential.
- Candidate should demonstrate a positive attitude, commitment to excellence, upbeat demeanor and flexibility.

- Salary will depend on the experience of the applicant.
- Bilingual skills a plus.

To apply

All interested individuals should email a cover letter and resume to [Gomez.CAjobs@mail.house.gov](mailto:Gomez.CAjobs@mail.house.gov). *No phone calls please.*

**MEM-272-17**

**TITLE: Press Secretary**

**REPORTS TO:** Member, Chief of Staff and Communications Director

**CORE RESPONSIBILITIES:**

- to manage and coordinate all communications activities, including media contacts, for the Member and the office.

**QUALIFICATIONS:**

- at least 1 year of congressional experience;
- strong academic credentials;
- strong writing, editing, and proofreading skills;
- strong oral communication skills;
- understanding of print and broadcast media;
- thorough knowledge of legislative process;
- knowledge of current issues and events in which the Member is involved;
- ability to exercise discretion and independent judgment in the representation of the Member's positions on policy issues;
- availability to work long hours;
- ability to work well under pressure; and
- ability to work cooperatively and courteously with others.

**DUTIES:**

- acts as the formal spokesperson and media liaison for the Member;
- develops and implements media and communications strategy for the Member;
- remains abreast of current legislative and non-legislative issues about which the Member may be questioned;
- evaluates current events and media reports in the district and the nation for their impact on the Member;
- provides ideas and advice on the effect in the media of the Member's actions and legislative activities;
- writes speeches for the Member; and
- performs other duties as assigned.

All interested applicants should send their resumes to [Position.MN05@mail.house.gov](mailto:Position.MN05@mail.house.gov).

- MEM-271-17** Congressman Brad Sherman seeks **Counsel or Legal Fellow** to focus on a wide-ranging set of legal issues including financial services law, constitutional law, particularly Congressional checks on executive power, Administrative law, House rules and procedure, and other legal issues. The ideal candidate would have an outstanding academic background and familiarity with Congress. JD required. Salary commensurate with experience. Send cover letter and resume to [HouseCounsel2017@gmail.com](mailto:HouseCounsel2017@gmail.com).
- MEM-267-17** GOP Congressman seeks detail-oriented **Press Secretary** with advanced writing skills to manage and coordinate all communications activities, including media contacts. Responsibilities include writing press releases and op-eds, responding to press inquiries, newsletter production, and maintaining member website and social media accounts. Ability to quickly grasp issues and take proactive approach to media relations required. Virginia ties and previous Hill experience of at least two years preferred. To apply, please email resume with cover letter, two writing samples, and three references to [GOPApplicant@gmail.com](mailto:GOPApplicant@gmail.com).
- MEM-266-17** Republican office seeks an experienced **Communications Director** who will be responsible for planning and executing a proactive and aggressive media strategy with a heavy emphasis on innovation and social media. Candidates should have political communications experience and possess excellent writing skills, a sense of humor, creativity, highly energetic, politically astute and able to work well in a high pressure, fast-paced environment. Applicants should have a strong history of drafting all forms of communications materials with no less than three years of political/communications experience. Responsibilities include serving as spokesperson, drafting press releases and advisories, op-eds, speeches, newsletters, and talking points. Background in video editing, graphic design, and website maintenance a must. Virginia ties and previous experience on Capitol Hill preferred. Qualified applicants should submit a resume, cover letter, three references, two published pieces (to include any outlet with quotes or information attributed directly to the candidate for this position, not their boss), and two writing samples to [GOPApplicant@gmail.com](mailto:GOPApplicant@gmail.com).
- MEM-260-17** Rep. Sean Patrick Maloney (NY-18) is seeking a pro-active, hard-working and tech-savvy individual to serve as **Press Secretary and Digital Director** in his Washington, D.C. office. Ideal candidates will have experience running a comprehensive digital media program including Facebook, Twitter, and proactive email. Candidates should be organized, create and self-motivated and must also have the ability to create original content including graphics and videos. Candidates must also have strong oral and written communication skills and be able to work effectively alongside the Communications Director.

Responsibilities include, but are not limited to, writing talking points; drafting press releases; managing website and social media accounts; creating e-newsletters and franked mailings; planning press conferences and in-district events; creating graphics and media presentations, and developing and implementing media, communications, and digital strategies.

The ideal candidate will have at least 1-2 years of communications experience with significant digital experience. This is not an entry level position. People from all identity groups are encouraged to apply.

Candidates should submit a resume, cover letter, and two writing samples with the subject line "Press Secretary job opening" to [newyorkresumes@mail.house.gov](mailto:newyorkresumes@mail.house.gov). No phone calls, faxes or drop-ins.

**MEM-256-17** Democratic House Member seeks a **Staff Assistant** for Washington, D.C. office.

Responsibilities include greeting visitors, answering the telephone, scheduling tours and responding to constituent requests for general information and other inquiries. This position also monitors delivery and pickup of materials, maintains the front office, and assists with various administrative duties. The staff assistant also helps manage the intern program. Please send cover letter and resume to [castaffassistant1996@gmail.com](mailto:castaffassistant1996@gmail.com). No phone calls or drop-ins please.

**MEM-243-17** Democratic Member of Congress from North Carolina seeks a **Legislative Director** for D.C. Office. This individual is responsible for drafting legislation and amendments, tracking legislation, developing legislative initiatives, writing speeches and floor statements, staffing the Member in Committee, and representing the Member in meetings with constituents and interested parties. Applicants should have excellent written and verbal communication skills, work well under pressure in a fast-paced environment, be a strong team player, and have at least two years of legislative experience on Capitol Hill. Ties to North Carolina are a plus. Qualified applicants should send a cover letter, resume, and two brief writing samples along with three references to [nchousejobs@gmail.com](mailto:nchousejobs@gmail.com). No drop-ins or phone calls. The office is an equal opportunity employer.

**MEM-223-17** The Office of Congressman Paul D. Tonko (NY-20) seeks an enthusiastic, motivated, and highly organized **Congressional Aide** to be based out of its Albany, NY office. This is an entry-level position with regular evening and weekend duties, and an annual base salary of approximately \$30,000.

The Congressional Aide's responsibilities will include staffing the Congressman, coordinating some of the District Office's outreach efforts, especially its Mobile Office Hours program, supporting social media efforts,



and providing some administrative support to the Congressman's scheduling operation. Applicant must have a great sense of humor, strong writing skills, the ability to learn quickly, and a solid team mentality. Finally, a valid driver's license with daily access to a vehicle and good driving record are required.

This is an entry level position. The Office of Congressman Paul D. Tonko is an equal opportunity employer. Interested individuals should email a cover letter, résumé, and a writing sample of no less than one (1) page and no more than five (5) pages to [NY20jobs@mail.house.gov](mailto:NY20jobs@mail.house.gov) with "Team Tonko" in the subject line. No phone calls or drop-ins, please.

The deadline for submissions is Tuesday, August 8, 2017. Cover letters should be addressed to:

Congressman Paul D. Tonko  
19 Dove Street  
Suite 302  
Albany, NY 12210

**MEM-205-17** The Office of Congressman Brian Mast is seeking a **Press Assistant/Legislative Correspondent** who excels at filming and editing videos. In addition to being a strong writer, the ideal candidate will also have experience with graphic design, social media and basic HTML. Press responsibilities will include filming/editing videos, posting to social media, photographing events, writing/producing newsletters, maintaining the website, speech writing, and other responsibilities as assigned. Legislative responsibilities will include drafting constituent mail and researching policy issues. To apply, please send resume and work samples to [brianmastpress@gmail.com](mailto:brianmastpress@gmail.com).

**MEM-203-17** Rep. Al Green seeks a **Scheduler/Office Manager** for his Washington, DC Office. Responsibilities include developing and managing the Member's daily schedule and travel arrangements; organizing the Member's daily briefing materials; occasionally driving the Member to events, evaluating all incoming invitations and meeting requests; communicating with constituents by phone and email quickly to address requests, concerns, and questions; maintaining office records and office supplies; serving as the emergency office coordinator; and performing other duties as required.

Applicants must have superior organizational skills, strong written and communication skills, poise and ability to thrive in a fast paced environment. The Scheduler/Office Manager will work closely with the Member and Chief of Staff as well as other DC and District staff to coordinate the Member's short-term and long-term schedule. Previous scheduling and/ or Capitol Hill experience is highly desirable; Texas ties are a plus.



The position involves long hours and availability by phone on weekends and evenings. Interested candidates should send a cover letter and resume to [TXResumeInbox@mail.house.gov](mailto:TXResumeInbox@mail.house.gov). No phone calls or drop-ins.

**MEM-200-17** The Committee on Ethics has an opening for a **Staff Assistant**. Duties include: answering telephones; assisting with the tracking and processing of committee correspondence; providing administrative support in setting up committee meetings; and entering data and navigating databases with accuracy. This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Applicants must have excellent organizational skills and a professional telephone manner; good computer skills; proficiency in Microsoft Word and Excel; ability to work cooperatively and courteously with others; ability to use good judgment in responding to inquiries and requests; and flexibility in assisting with daily tasks and projects. This is an entry level position with a starting salary of \$30,000 per year. Please email cover letter and resume with "Staff Assistant" in the subject line to [ethicsjobs@mail.house.gov](mailto:ethicsjobs@mail.house.gov).

NO PHONE CALLS PLEASE.