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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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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of November 4, 2019**

**MEM-568-19** The House Judiciary Subcommittee on Antitrust, Commercial, and Administrative Law seeks a hard-working lawyer with significant legal experience to serve as **counsel**.

Responsibilities include: serving as a resource for Democratic Members of the Subcommittee on matters of law and policy; drafting legislation; reviewing documents submitted in response to Committee information requests; coordinating hearings and witnesses; drafting statements, memos, and briefing materials; and providing guidance to offices both on and off the Subcommittee on matters of antitrust law.

A strong background in antitrust is required. Exceptional writing skills, sound political judgment, and the ability to work closely and collaboratively with other congressional offices and advocacy organizations are also strongly preferred. The Committee is committed to, and benefits from, a diverse staff, and candidates of all backgrounds are encouraged to apply.

Qualified candidates should submit a resume, cover letter, and writing sample to [JDEM.Job@mail.house.gov](mailto:JDEM.Job@mail.house.gov). Please include "Antitrust Counsel" in the subject line.

**MEM-567-19** The Subcommittee on Oversight and Investigations of the Committee on Energy and Commerce Majority, seeks a **counsel** to work on investigative issues related to federal departments and agencies, especially those associated with the committee's broad jurisdiction. Experience with federal agencies under the committee's jurisdiction, including environment, energy, public health, communications, or consumer protection, is a plus. Desired skills include experience in congressional oversight and investigations and related processes and procedures.

This position includes responsibilities in planning and conducting congressional hearings, overseeing federal agencies, conducting research and investigations, writing and editing, and conducting document review and analysis. Successful candidate will be detail-oriented and possess strong communication and writing skills. Applicants should have a record of professional experience; J.D. required unless applicant has significant experience in the areas described for this position.

Please send resume, cover letter, writing sample, and at least two professional references to [ecdjobs@mail.house.gov](mailto:ecdjobs@mail.house.gov).

**MEM-566-19** Rep. Paul Cook's office seeks a **Legislative Assistant** to cover Native American, public lands, environmental, and agricultural issues, among others. Experience with House Natural Resources Committee, House Appropriations Interior Subcommittee, and/or the Department of the Interior preferred.

California or Western state ties preferred. Strong writing proficiency required. Candidate will be expected to prepare materials for committee hearings and vote recommendations for markups in the House Natural Resources Committee.

This person will also be responsible for drafting, introducing, and managing legislation related to his/her issue areas. Additionally, this person will work with fellow staffers to prepare vote recommendations for legislation before the House. This person will work with the Communications Director to draft press releases, editorials, and social media posts related to the aforementioned policy areas.

Qualified candidates should have a minimum of 1-2 years legislative-branch, executive-branch, or relevant experience.

Please send a resume and cover letter to [anna.dove2@mail.house.gov](mailto:anna.dove2@mail.house.gov).

**MEM-555-19** The Democratic Staff of the Committee on Science, Space and Technology seeks a **Press Assistant**. The ideal candidate will be detail-oriented, have strong writing skills, and a strong work ethic.

Duties will include, but are not limited to, drafting press releases, statements, and op-eds; staffing Committee hearings and markups; and assisting with maintenance of the official website and social media platforms. Hill experience and an interest in science policy is a plus.

Qualified applicants should email a resume, cover letter, writing sample, and sample social media graphic to [sciresumes@mail.house.gov](mailto:sciresumes@mail.house.gov) with "Press Assistant" in the subject line. We are equal opportunity employers; we do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity or expression. No calls or drop-ins please.

**MEM-541-19** The Office of Congressman Harley Rouda (CA-48) is seeking a **Press/Digital Assistant** in his Orange County office.

Qualified candidates will have strong writing, editing, and social media skills, as well as basic familiarity with graphic design/video editing software. One to two years of experience in a press or digital media role (including internships) preferred.

This position requires the ability to thrive under pressure, multi-task, and work in a team environment.

Responsibilities include:

- Drafting social posts + press releases
- Compiling daily press clips
- Assisting with speechwriting
- Maintaining/updating website
- Filming speeches + events
- Designing graphics + editing photos/videos

Interested applicants should email a cover letter, resume, and a short writing sample/portfolio to [ca48resumes@gmail.com](mailto:ca48resumes@gmail.com) with "Orange County Press/Digital Assistant" in the subject line.

**MEM-539-19** **Financial Disclosure Counsel** (Washington, DC) -- The Committee on Ethics seeks an attorney for the position of counsel in the Financial Disclosure office. The Committee's financial disclosure counsel are responsible for reviewing and providing guidance on a high volume of financial disclosure issues, education, and training to Members of Congress and their staff through frequent telephone calls, in-person meetings, and written work product.

This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Candidates must possess outstanding analytical and written and oral communication skills, as well as the sound judgment necessary to evaluate the sensitive matters that arise before the Committee.

Experience in one or more of the following areas is desirable: government ethics, ethics counseling, corporate finance, securities law, and criminal law. Salary commensurate with experience. Please email resume, cover letter, and short writing sample to [ethicsjobs@mail.house.gov](mailto:ethicsjobs@mail.house.gov). Please include the phrase “FD Counsel” in the subject line.

**MEM-533-19** Southern Republican seeks an experienced and enthusiastic **Legislative Assistant** to work on a broad range of portfolio issues. The ideal candidate will have 3-5 years of experience, ideally 2-3 on the Hill, as well as a solid grasp of House procedures and a deep understanding of relevant policy.

This is not an entry level position. Excellent writing, verbal and organizational skills are essential along with the ability to be a self-starter while working in a fast-paced environment. Job responsibilities will include drafting legislation, writing hearing statements and legislative memos, and preparing briefing materials.

Qualified candidates should include in their application a resume and professional references. North Carolina ties preferred. Please send applications to [congressionaljobs2805@gmail.com](mailto:congressionaljobs2805@gmail.com) with “Legislative Assistant” in the subject line.

**MEM-532-19** Southern Republican seeks an energetic **Press Assistant** to support Communications Director. The ideal candidate will have experience in social media management and communications. Excellent writing, verbal and organizational skills are essential along with the ability to efficiently communicate while working in a fast-paced environment. Job responsibilities will include maintaining social media accounts to consistent communication with media networks.

Qualified candidates should include in their application a resume and professional references. Please send applications to [congressionaljobs2805@gmail.com](mailto:congressionaljobs2805@gmail.com) with “Press Assistant” in the subject line.

**MEM-531-19** Southern Republican seeks an experienced and enthusiastic **Communications Director**. The ideal candidate will have 2-3 years of member experience on the Hill. This is not an entry level position. Excellent writing, verbal and organizational skills are essential along with the ability to create and produce in a timely fashion while working in a fast-paced environment.

Job responsibilities will include management of social media accounts to maintaining active and consistent engagement on various media networks.

Qualified candidates should include in their application a resume and professional references. Please send applications to [congressionaljobs2805@gmail.com](mailto:congressionaljobs2805@gmail.com) with “Communications Director” in the subject line.

**MEM-519-19** The Committee on Ethics has an opening for a **Staff Assistant**. Duties include assisting the technology needs of Committee staff; editing and maintaining the Committee’s website; 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.

Applicants with experience or interest in learning information technology assistance are strongly encouraged to apply. This is an entry level position with a starting salary of \$38,000 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

**MEM-512-19** Southern Republican seeks an experienced and enthusiastic **Legislative Assistant** to cover their work on Homeland Security Committee issues, among others. The ideal candidate will have 3-5 years of experience, ideally 2-3 on the Hill, as well as a solid grasp of House procedures and a deep understanding of relevant policy. This is not an entry level position.

Excellent writing, verbal and organizational skills are essential along with the ability to be a self-starter while working in a fast-paced environment. Job responsibilities will include drafting legislation, writing hearing statements and legislative memos, and preparing briefing materials.

Qualified candidates should include in their application a resume and professional references. Please send applications to [congressionaljobs2805@gmail.com](mailto:congressionaljobs2805@gmail.com) with “Legislative Assistant” in the subject line.

**MEM-506-19** Democratic Congressman seeks a **Legislative Correspondent/Press Assistant** to oversee an active mail program and to strengthen the office's communications capabilities.

LC responsibilities include sorting/batching correspondence, drafting letters and ensuring a swift turnaround time. Press responsibilities include drafting press releases, crafting social media posts, designing graphics, GIFs and other web content, monitoring the Congressman's social media platforms, assembling and maintaining press lists and compiling daily press clips. Must have strong writing skills. Knowledge of Intertrac, IQ and Adobe Creative Suite are a plus.

Ideal applicants will have 1-2 years of policy or communications experience. This Office is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment. Diverse candidates are strongly encouraged to apply.

Qualified individuals should submit a resume, cover letter and two writing samples to [employment@mail.house.gov](mailto:employment@mail.house.gov).

**MEM-498-19** The Office of Congressman Tom Malinowski seeks a **Staff Assistant** for its Somerville District Office location. The Staff Assistant will act as the first point of contact for the front office.

Responsibilities include but are not limited to:

Office Management

- Greet and provide direction to visitors

- Manage office inventory

- Oversee office internship program

Constituent Communications

- Field constituent phone calls

- Log incoming and outgoing correspondence

- Prepare congressional commendations and certificates

- Draft birthday greetings, thank you notes, and letters of congratulation from the Congressman

- Request and secure Presidential greetings, birthday cards, and letters of congratulation

Operations and Logistics

- Staff the Member in meetings and at public events

- Assist with event preparations

- Schedule Capitol Hill and White House tours

- Liaise with Congressman's DC office staff

Good candidates will have an outgoing and positive demeanor, be natural problem solvers with meticulous attention to detail, can remain calm in high

stakes situations, and work well as part of a team. Spanish or Hindi language skills are preferred but not required.

A standard work week is 40-50 hours depending on the congressional calendar. Evening and weekend availability is required. Applicants should have access to a vehicle, and a valid drivers license. Salary range for this position is \$32,000-\$38,000 annually. Healthcare and retirement benefits provided with 15 days paid vacation and 7 days paid sick leave annually. Recent graduates are encouraged to apply. This is an entry level position.

This office is an equal opportunity employer and veterans, LGBTQ individuals, women, and diverse candidates are encouraged to apply. Interested candidates should send a resume, cover letter, writing sample and three references to [nj07resumes2018@gmail.com](mailto:nj07resumes2018@gmail.com).

**MEM-495-19** Iowa Democrat seeks an experienced **Communications Director** to lead an active press operation. Candidates must have experience pitching and placing stories, op-eds, and letters to the editor in traditional and digital media.

- Responsibilities include but are not limited to:
  - o maintaining relationships with Iowa and national reporters;
  - o developing and implementing weekly and long-term strategic communications plans;
  - o briefing and preparing the Member for interviews;
  - o writing press releases, talking points, and speeches;
  - o collaborating with the legislative team on initiative roll-outs;
  - o Managing an active social media and digital newsletter program;
  - o Previous Hill or campaign experience required; Iowa ties preferred.

This is NOT an entry level position. Salary is commensurate with experience. Applicants with ties to Iowa are encouraged to apply.

Interested candidates should send an email to [midwestdemjob2020@gmail.com](mailto:midwestdemjob2020@gmail.com) with “Communications Director/Press Secretary” in the subject line, and should include a cover letter, resume, short writing sample (no more than 250 words), and long writing sample (between 500 and 750 words).

This office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity or expression.

**MEM-483-19** New York Democrat seeks an **Operations Manager/Executive Assistant** for their district office. Responsibilities include managing the Member’s schedule, travel plans and related events in the district.

Duties also include managing the internship program and other office operations including office equipment and supplies, required reporting, and assisting with personnel tracking, as well as fielding requests of the Member with staff and the public.

This is an entry to mid-level position in a fast-paced office that frequently requires non-traditional work hours. Qualified applicants should have prior professional office experience.

The Operations Manager/Executive Assistant will report to the Chief of Staff and District Director. Ties to Brooklyn and fluency in Arabic are a plus. This position is based in the local Brooklyn, NY office.

This is a permanent, full-time position. Qualified applicants should send a cover letter, and resume to [ResumeNY@mail.house.gov](mailto:ResumeNY@mail.house.gov). Please place OPERATIONS MANAGER/EXECUTIVE ASSISTANT in the subject line. NO WALK-INS OR PHONE CALLS.

**MEM-462-19** The Office of the Law Revision Counsel—a small, nonpartisan office within the U.S. House of Representatives—seeks an **attorney** to assist in the editing and publishing of the United States Code, the codification of general and permanent Federal statutory law.

The editorial work needed to maintain the U.S. Code involves a number of tasks, including:

- reading new laws to determine which provisions should appear in the Code and where,
- updating the Code to reflect new law and amendments to existing law,
- writing concise editorial notes to explain amendments, effective dates, references within the text to other laws, and a variety of other legislative concepts,
- preparing statutory citations and tables, and
- identifying errors in grammar and spelling—
- all while conforming to very strict style guidelines.

In addition to the basic tasks required to integrate new laws into the Code, other duties may be required, such as reviewing drafts of bills to enact titles as positive law, doing extensive research and editorial work to improve the organization of existing provisions in the Code, and assisting in the continuing modernization of the Office, including support of online and machine readable versions of the Code.

#### Qualifications

- J.D. degree and attorney license in any U.S. jurisdiction or intention to obtain license within one year.
- At least one year of professional experience in editing or publishing,



preferably in the legal field.

- Meticulous attention to detail and dedication to accuracy.
- Excellent verbal and written communication skills.
- Absolute proficiency in grammar, spelling, and usage.
- Ability to analyze and summarize complex legal issues.
- Ability to identify issues affecting Federal statutes and explain them clearly and concisely within firmly established parameters.

Other conditions to note:

Familiarity with Federal or State statutory law is highly desirable.

This position is better suited to someone able to engage in extended periods of solitary work, often involving tedious and repetitive tasks.

The ability to adhere to, and function comfortably within, established styles and practices is essential.

Please be aware that this is a long-term career position with the Office, not a stepping stone to another position within Congress or the Federal Government.

Applicant Instructions

Qualified candidates should submit a resume and cover letter with salary requirements to:

[uscodeapplicant@mail.house.gov](mailto:uscodeapplicant@mail.house.gov)

Applicants will be evaluated based on the ability to meet the qualifications stated above. Significant weight will be given to the applicant's cover letter. If chosen for an interview, an applicant will be requested to submit a writing sample.

**MEM-428-19**

Email: [cademhouseoffice@gmail.com](mailto:cademhouseoffice@gmail.com)

Position Available: **Senior Staff**

Office/Location: California

Closing Date: Until filled

Salary Level/Range: Commensurate with experience

Proposed Starting Date: Immediate

**Job Summary:**

Qualified candidates should have a minimum of 2 years' experience managing a team, possess excellent oral and written communications skills, highly organized, meet deadlines, and manage multiple projects. A flexible schedule and ability to travel throughout the district is required. Equal opportunity employer.

Interested applicants should submit a cover letter, resume, and writing sample to [cademhouseoffice@gmail.com](mailto:cademhouseoffice@gmail.com) please include Senior Staff in the subject line.