



House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING

Week of August 22, 2017

- MEM-302-17** The Office of Congressman Al Green seeks a **Staff Assistant** for his Washington, DC Office. Responsibilities include: managing front-desk operations, greeting visitors, answering phones, managing tour and flag requests, maintaining office records, driving the Congressman to events and performing other duties as required. Applicants must have superior organizational skills, strong written and communication skills, and the ability to thrive in a fast-paced environment. Capitol Hill experience is highly desirable; Texas ties are a plus. Minorities, women and LGBTQ persons are encouraged to apply. 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. Please, no phone calls or drop-ins.
- MEM-299-17** Senior Texas House Republican seeks an experienced **Press Secretary** to lead a communications operation from Central Texas. The Press Secretary will be responsible for all media planning and outreach, including the development of press releases, op-ed pieces, talking points and statements as well as oversee content for website, social media sites & mail program. A successful

candidate will have at least three to five years of communications experience implementing conservative messaging strategies through local and national media relationships. Knowledge of the legislative process and previous Capitol Hill experience is a plus. Salary commensurate with experience. Please e-mail a cover letter and resume by end of business day August 31st at centraltexasrr@gmail.com.

MEM-295-17 Midwest member of Democratic House elected Leadership seeks an experienced, hardworking, tech-savvy and media proficient **Press Secretary/Digital Director** in her Washington, D.C. office. Ideal candidates will have prior on-the-record media experience. They will also have experience running a comprehensive digital media program including Facebook, Twitter, Snapchat and blast emails - all of which require being able to produce original graphics and videos. Candidates must have excellent oral and written communication skills and be able to work effectively alongside the Deputy Chief of Staff/Communications Director to execute a successful communications effort both locally and nationally. The position requires long hours and an unpredictable schedule. Applicants should bring a demonstrated ability to manage major tasks while working collaboratively. This position will also require regular travel to the district.

Responsibilities include, but are not limited to, writing talking points and speeches; working with reporters; drafting press releases; managing website and social media accounts; creating e-newsletters and franked mailings; working with district staff to plan in-district media events; and creating graphics and media presentations.

The ideal candidate will have at least 1-2 years of communications experience. This is not an entry level position. The office is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment. Diverse candidates are strongly encouraged to apply. Candidates should submit a resume, cover letter, a speech they have written and one additional writing sample with the subject line "Press Secretary" to Illinois17job@gmail.com. Absolutely no phone calls or drop-bys, please.

MEM-292-17 **Communications Staffer**

Republican Energy and Commerce House member seeks experienced candidates for a communications opening. The successful candidate must be a strong writer, be proactive, and be able to operate in a fast-moving environment.

Primary responsibilities include serving as the point of contact for state and national press, writing press releases, speeches, and op-eds, and managing social media and the official website. Qualified candidates must have at least

3 years of relevant communications experience on Capitol Hill, political campaigns, or in the private sector.

Interested candidates should submit their resume, cover letter, and references to gopcommsstaffer@gmail.com. No calls or walk-ins please.

MEM-291-17 The Office of Congressman Tom McClintock (CA-04) seeks an experienced individual to serve as his **Executive Assistant**. This individual will also serve as the Office Manager and Intern Coordinator. Position duties include, but are not limited to: maintaining Member's Washington, DC and California calendars, managing all incoming meeting requests and invitations, coordinating travel and logistics, processing office invoices for vendor payment, maintaining stock of office supplies, overseeing the day-to-day operations of the office, processing/scheduling all incoming tour requests, managing the office's internship program, and other duties as required.

Applicants should be well-organized, possess a keen attention to detail, work well in a fast-paced environment, and have strong interpersonal skills. No phone calls or drop-ins, please.

Please submit resume, cover letter, and salary history to ca04job@gmail.com.

MEM-288-17 Conservative Florida member has an opening for a **caseworker** in the district officer.

SUMMARY:

The Caseworker acts as a liaison to federal agencies for constituents and answers casework correspondence and verbal communications with constituents.

ESSENTIAL JOB FUNCTIONS:

- Acts as the representative for the Congressman within his or her area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal agencies;
- Handles casework assignments at the direction of the Director of Casework;
- Assesses casework for problems requiring legislative action and makes recommendations to the Director of Casework, District Director and Chief of Staff.
- 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 cases and categories of information of importance to said cases;
- Meets attendance requirements as established by the office;

- Maintains a good working relationship with the congressional staff, and constituents;
- Accepts performance-based criticism and direction;
- Works well under pressure and handles stress;
- Performs other duties as assigned.

EDUCATION (OR EQUIVALENT EXPERIENCE):

- At least 2 years of experience; strong academic credentials. Alternatively, 2 years of related experience or training in customer/constituent relations or equivalent experience.

SKILLS AND KNOWLEDGE REQUIRED:

- Bilingual speaking preferred but not required.
- Strong oral and written communication skills;
- Thorough knowledge of federal agencies and departments;
- Professional telephone manner;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.
- Ability to perform the essential job functions above;
- Ability to work cooperatively and courteously with others;
- Thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;
- Knowledge of office policies, practices, and confidentiality procedures
- Knowledge of office computer applications; and
- Proficiency in word processing.

To apply please submit a resume and cover letter to fl.conservativerep@gmail.com. No phone calls, please.

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.

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 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 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. *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. *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.

- 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.
- 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.
- 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.
- 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. No phone calls, faxes or drop-ins.

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. No drop-ins or phone calls. The office is an equal opportunity employer.