



House Vacancy Announcement and Placement Service (HVAPS)

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Job Line: 202-226-4504

MEMBER AND COMMITTEE VACANCY LISTING

Week of August 24, 2020

MEM-226-20 The Energy and Commerce Committee Democratic Staff seeks a motivated and hardworking communications professional to join fast-paced communications team as a **press assistant**.

Responsibilities include drafting news releases, social media posts, op-eds and talking points; designing graphics for both social media and web content; monitoring social media for trending topics; maintaining and updating press lists; and compiling daily press clips.

Qualified candidates must have excellent written and oral communication skills, a proven ability to perform under pressure while juggling multiple tasks and sound political judgment.

Prior Hill or campaign communications experience, as well as professional social media and digital experience (including graphic design and photo and video editing), is preferred.

Women and minority candidates are strongly encouraged to apply.

Qualified candidates should submit a cover letter, resume and two writing samples to ecdjobs@mail.house.gov.

Please no phone calls.

MEM-221-20 Rocky Mountain Democrat seeks a **Staff Assistant** to assist both the Washington D.C. and District Office. Currently both offices are in a state of full time telework.

Primary duties will include managing the incoming calls to both offices phone systems, assisting with District Office with constituent casework intake, and assisting the Washington D.C. office with legislative work.

While physical presence in the Washington D.C. area is not immediately required, applicants must be prepared to relocate within 90 days of hire to be prepared to work out of the Washington D.C. office at such time as the COVID-19 pandemic allows for a return to our physical office space.

At such time as the COVID-19 pandemic allows, this individual will fulfill the role of the Staff Assistant in the Washington D.C. office.

Those responsibilities will include staffing and managing the front office, answering the phone, greeting visitors, handling tour and flag requests, overseeing the internship program, occasionally driving the Member to and from events during regular office hours and afterhours, and providing additional office support as needed.

Although this is an entry-level position, candidates should have excellent oral and written communication skills, great attention to detail, strong time management skills, an ability to work under pressure to meet tight deadlines, and a sense of humor.

Capitol Hill experience and/or Western ties are preferred, but not required.

Proof of clean driving record is required.

Please send a resume and cover letter to:
RockyMountainDem@mail.house.gov with "Staff Assistant" in the subject line. Equal Employment Opportunity Employer.

MEM-219-20 New York Congressman is seeking an experienced **press secretary** to join his DC office.

The press secretary is responsible for developing and executing a media strategy, which includes writing press releases, talking points, and op-eds, while also managing the Member's social media pages, web site, pitching story ideas and working closely with reporters.

Must have on-the-record experience and strong writing skills. Candidates with NY ties a plus.

This is not an entry level position.

Please send resume and writing sample to ny03.resumes@gmail.com. Phone calls and drop-ins not accepted.

MEM-217-20 Conservative Congressman seeks a **Legislative Correspondent** for the Washington, DC office. Responsibilities include drafting constituent letters, sorting and batching mail, and assisting the legislative staff with various projects.

Applicants should possess strong conservative credentials, effective writing and research skills, attention to detail, and the ability to manage multiple tasks at once. Previous Capitol Hill experience preferred.

To apply, send resume and cover letter to goplcl776@gmail.com

MEM-210-20 Congresswoman Yvette D. Clarke is hiring a **Communications Director** to work in her Washington, D.C. office.

Responsibilities include communications planning and press strategy for D.C. and the district; drafting press materials including: remarks, talking points, newsletters, statements, press releases, and media advisories; pitching media events; assisting with the management of the Congresswoman's social media accounts; interview preparation; and overseeing the office's franked mail and digital programs.

The ideal candidate is a strong writer, politically savvy, detail-oriented, flexible, creative, and a self-starter.

Occasional travel to the district and non-traditional hours - including night and weekend work - should be expected.

Strong ties to New York press preferred.

Interested candidates should send a cover letter, resume, and three writing samples to ResumeNY@mail.house.gov and include "Communications Director" in the subject line.

MEM-206-20 The House Office of Diversity and Inclusion is seeking to hire a **Research and Data Analyst**.

In this capacity the Analyst will be responsible for leading data and research collection and analysis for the Office of Diversity and Inclusion. This

individual will lead the development of the required diversity report, maintain key metrics and key performance indicators for the Office, and serve as a resource for external and internal diversity best practices.

This individual will also serve as the project manager for any consultants and/or contractors with whom the Office may engage to support the completion of the diversity report and to develop relevant diversity and inclusion-based training, in collaboration with the Congressional Staff Academy.

Key Responsibilities

- This staffer will assist in the translation of research findings into materials that staff can effectively utilize in their engagements with Members and Member offices.
- Provide research support on diversity and inclusion studies, techniques and tools.
- Serve as project manager for the diversity report and, where necessary, direct and coordinate activities of external consultants.
- Research and study best practices for retention and growth in House employing offices.
- Lead data tracking and reporting with a focus on performance and results.
- Prepare regular updates and briefing documents on research that is relevant to House employing offices.
- Assist with the development and delivery of training sessions and, as needed, conduct presentations at professional conferences and meetings.
- Master's degree in social or behavioral sciences or related field; or equivalent level of experience providing technical assistance, data collections and/or research.
- Must have knowledge and experience in diversity, equity, and inclusion research efforts, ideally with a strong background in curriculum development. Current working knowledge of coalition functioning, evaluation and research.
- Quantitative and qualitative evaluation and research skills.
- Expertise using relevant software.
- Customer-service orientation and ability to work harmoniously with a diverse team.
- Ability to work under deadline pressure and extra hours if needed on assignment.
- Demonstrated ability to self-motivate, initiate project activities, and work on multiple assignments simultaneously.
- Extensive computer skills, including data input.

Interested candidates should apply by following the instructions here: <https://house.csod.com/ux/ats/careersite/1/home/requisition/86?c=house>

Candidates will be asked to upload a cover letter, resume, and two writing samples.

Salary commensurate with experience.

Women, minority, veterans, people of all political ideologies, and LGBTQ+ candidates are strongly encouraged to apply.

No phone calls or drop-ins 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 with "Legislative Assistant" in the subject line

MEM-428-19 Email: 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 please include Senior Staff in the subject line.