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**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.

To Subscribe or Unsubscribe to the Vacancy Listserv visit:

<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of August 17, 2015**

**MEM-245-15**

West Coast Democrat is seeking highly organized, hard-working **legislative director** with extensive knowledge of the legislative process and House Rules. Applicants must have LD experience or a minimum of 3 years Senior LA experience and demonstrate an ability to manage and mentor staff, think strategically, develop and implement legislative plans and achieve results.

A successful candidate will have excellent writing, analytical, and oral communications skills along with a good sense of humor.  
Salary commensurate with experience.

Applicants should submit a cover letter, resume and two short writing samples to [westcoastdem2015@gmail.com](mailto:westcoastdem2015@gmail.com).

**MEM-244-15**

West Virginia Republican Congressman is accepting applications for a **staff assistant** for his Washington, D.C. office. Duties will include managing front office desk, answering telephones, greeting visitors, conducting and organizing tours, processing flag requests and assisting D.C. staff with various projects. Applicants should have excellent organizational skills, time

management skills, and writing skills. West Virginia ties are preferred.

Please send a cover letter and resume to [WV03Job@gmail.com](mailto:WV03Job@gmail.com) with “Staff Assistant” listed in the subject header. No phone calls or walk-ins please.

**MEM-227-15**

Colorado Republican seeking an experienced **Communications Director** with strong writing skills. Responsible for all media planning and outreach, including press releases, op-eds, speeches, talking points and statements, as well as managing all digital and social media content and overseeing franked mail. A successful candidate will have at least three to five years of communications experience, including “on-the-record” experience, and expertise in placing or managing digital media. Political experience and thorough knowledge of the legislative process a plus. Salary is competitive.

Please send a cover letter, writing sample and resume to [ColoradoRepublican06@gmail.com](mailto:ColoradoRepublican06@gmail.com).

**MEM-221-15**

Tennessee Democratic Congressman seeks a **staff assistant** for his Washington, D.C. office. Duties will include managing front desk, greeting visitors, answering telephones, conducting and organizing tours, processing flag requests, assisting the D.C. staff on various projects, maintaining office equipment and supplies, writing member’s correspondence, and serving as intern coordinator. Applicants should have extraordinary organizational skills, outstanding time management skills, excellent writing skills, superlative communications skills, familiarity with the Microsoft Office Suite, a positive attitude and a sense of humor.

Please e-mail cover letter and resume to [cohen.jobs@mail.house.gov](mailto:cohen.jobs@mail.house.gov). Absolutely no phone calls, e-mails or walk-ins, please.

**MEM-213-15**

Northern California Democrat Seeks **Legislative Correspondent** – Primary responsibilities include coordinating an active mail program with quick response time, researching legislative issues, and drafting responses to constituent inquiries. Candidates should have excellent organizational and written skills and the ability to work well as part of a team. This is not an entry level job and previous Hill experience is preferred.

Please send a cover letter, resume, and two recent writing samples to [CADemocratResumes@gmail.com](mailto:CADemocratResumes@gmail.com).

**MEM-210-15**

Congressman Xavier Becerra 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 [Resume.California@mail.house.gov](mailto:Resume.California@mail.house.gov). No phone calls please.

**MEM-207-15**

Conservative Texan is seeking a **Legislative Assistant** for his Washington, DC office. Legislative responsibilities will include, but are not limited to, Agriculture, Energy, Taxes, Judiciary, Environment, and Veterans issues, as well as, drafting memos and providing voting recommendations. Candidates must possess strong writing and organizational skills. Capitol Hill experience and Texas ties are strongly preferred.

All prospective applicants can email cover letter, resume, and writing sample to [TXGOPJob@gmail.com](mailto:TXGOPJob@gmail.com).

**MEM-197-15**

Rep. Keith Ellison (MN-05) is accepting applications for an **Executive Assistant/Office Manager** position. The Executive Assistant/Office Manager will manage and prepare the Member's schedule, respond to all scheduling requests, arrange the Member's travel, and provide and assist with local travel. The Executive Assistant/Office Manager will order and maintain office supplies, will maintain office personnel files, and will work closely with the staff assistant and interns. This position requires candidates with proven experience in administrative roles, knowledge of the Congressional work setting, and comfort working one-on-one with the Member and his Chief of Staff. Strong written and oral communication skills, superior organizational skills, attention to detail, ability to work in an extremely fast paced office, and flexibility to work late hours on short notice are necessary for the position. Owning or having consistent access to a car is required. This is not an entry level position. Minnesota ties a plus.

Please send resume, cover letter, and writing sample to [mn05position@mail.house.gov](mailto:mn05position@mail.house.gov). Please include references.

**MEM-172-15**

Active Democrat House Members seeks experienced, media savvy **Communications Director** to run aggressive press operation in fast-paced office. Duties include: managing day-to-day press operations in D.C. and the district, developing communication strategy, drafting press releases, op-eds, talking points and other content, overseeing and planning media events, preparing member, developing relationships with local and national reporters, and working in conjunction with outreach director and district staff. Ideal candidate will have on-the-record experience and excellent writing skills. Hill or other political experience/California ties a plus.

Please send resume, cover letter, and two writing samples to [jo.th@mail.house.gov](mailto:jo.th@mail.house.gov). Please, no walk-ins or phone calls.

**MEM-165-15**

Congressman Xavier Becerra is seeking to immediately fill a full-time job opening for a **Field Deputy** position in his district office. 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, resume and salary history to [Resume.California@mail.house.gov](mailto:Resume.California@mail.house.gov). No phone calls please.

**MEM-153-15**

Established Member of Congress from the southeastern US seeks an experienced staffer for a **Legislative Director** position. Only current/previous Legislative Directors or Senior Legislative Assistants with experience will be considered. LD will be responsible for driving member legislative initiatives, briefing the member on all policy matters, meeting with relevant public interest groups and constituents, providing real time vote recommendations, and assisting the Chief of Staff on policy matters.

Position requires a comprehensive knowledge of House procedures as well as a working knowledge of all current issues debated in the House. Team-oriented skill, outgoing personality, and attention to detail are requirements and staff members with ties to the southeast will be given special consideration.

Please send a cover letter, resume, and salary requirements to [USHouseStaffJob@gmail.com](mailto:USHouseStaffJob@gmail.com).

**MEM-148-15**

The Office of Representative Justin Amash is seeking a bright, creative, and hard-working **legislative assistant** to join our Washington, D.C.-based policy team.

The legislative assistant will draft legislation, analyze bills, and meet with constituents concerning policy matters, among other duties. The legislative assistant will be expected to handle a diverse portfolio of policy issues, which can be tailored somewhat to the staffer's expertise and interests.

The successful candidate will demonstrate a strong commitment to individual liberty, economic freedom, and the defense of the Constitution. He or she also must be an excellent writer and clear thinker willing to take on the most serious impediments to a freer, more prosperous America. Candidates who prefer staid and steady work or who avoid challenges (and the occasional failure) may be more comfortable elsewhere.

Candidates must have a B.A. or equivalent, and we prefer candidates who have a background in economics and some policy experience, although Hill experience is not required.

To apply, please send a résumé and cover letter to [mi03.apply@gmail.com](mailto:mi03.apply@gmail.com).

**MEM-143-15**

Senior California Democrat seeks **Legislative Assistant**, or Senior Legislative Assistant depending on qualifications, to handle work on the Financial Services Committee. Candidates should have substantial experience with financial services issues and substantial Congressional experience. The successful applicant will possess strong writing and oral communication skills, work well with others, be comfortable in a fast-paced environment, and understand the legislative process.

To apply, please e-mail a cover letter, resume, and three writing samples to [HouseFinancialServicesLA@gmail.com](mailto:HouseFinancialServicesLA@gmail.com). No phone calls or drop-ins please.