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

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**MEMBER AND COMMITTEE VACANCY LISTING**  
**Week of November 16, 2020**

**MEM-280-20** Texas Democrat seeks a **Staff Assistant/Driver** to assist the Washington D.C. Office. The office maintains a state of telework, however this position will need to report to the D.C. office when the House Floor is in session.

Primary duties will include driving the Member to and from events during regular office hours, after hours, and occasional weekends, ensuring the member's schedule is executed according to plan, handling tour and flag requests, helping manage the internship program, managing the incoming calls and voicemails to both offices phone systems, coordinating member correspondence, and assisting the Washington D.C. office with legislative work. Qualified candidates must have an impeccable driving record and a vehicle.

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, and providing additional office support as needed.

Interested candidates should submit a cover letter and resume to [TX29SG.Resumes@mail.house.gov](mailto:TX29SG.Resumes@mail.house.gov). The office is an equal opportunity

employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or sexual orientation.

**MEM-278-20** The Energy & Commerce Committee, Democratic Staff, seeks a **Counsel/Professional Staff Member** for the Consumer Protection Subcommittee staff to handle portfolio that includes Federal Trade Commission oversight, unfair and deceptive practices, consumer privacy and data security, and technology, among other issues. This is not an entry level position.

Responsibilities include staffing hearings and markups, conducting oversight, drafting legislation, and advising staff and members on legislative and non-legislative matters.

Qualified candidates must have a minimum of 4 years of experience in the U.S. House of Representatives, be knowledgeable of current legislative and non-legislative issues before the subcommittee, and have a thorough understanding of the legislative process and the organization and procedures of the House of Representatives.

Strong writing, analytical, and legislative skills; sound political judgment; a proven ability to perform under pressure while juggling multiple tasks with competing priorities; and a willingness to work long hours and weekends are a must. Candidates should also have experience working with relevant public interest groups, agencies, Congress, and industry stakeholders.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), gender identity, disability, or age. Please submit a cover letter, resume, short writing sample, and at least two professional references to [ecdjobs@mail.house.gov](mailto:ecdjobs@mail.house.gov) using the subject line Consumer Protection Counsel/PSM Candidate.

**MEM-269-20** The District office of Congresswoman Linda Sánchez seeks a hard-working, organized individual to serve as a **Caseworker/ Field Representative** based in Norwalk, CA.

Summary: This position primarily entails constituent casework and community outreach. Other responsibilities include meeting with local stakeholders, representing the Congresswoman at community and government events, special projects, as well as general project and event work.

#### Position Description

Caseworker: Casework responsibilities involve assisting constituents of the 38th Congressional District resolve problems with federal agencies or find the appropriate state or local contact for non-federal issues. The candidate should be persistent and detail-orientated, and put a priority on facilitating resolutions and

expediting priority requests. Knowledge of federal and California state government agencies and experience in customer service will be highly regarded.

**Field Representative:** Field Representatives are primarily charged with (but not limited to) maintaining, strengthening, and establishing new relationships with local community stakeholders, non-profit organizations, and local elected officials in the 38th Congressional District.

This position represents the Member of Congress in assigned areas and keeps the Member of Congress informed on all happenings in those areas. In addition to community outreach efforts, the Field Representative will be responsible for managing projects and large-scale public events.

#### Minimum Qualifications/Education Required

- \*Bachelor's Degree from an accredited four-year college or university.
- \*Thorough understanding or experience with government agencies (county, state, and federal), community and grassroots organizing.
- \*Strong written, communication, analytical, and organizational skills; an ability to relate well with individuals of diverse backgrounds; impeccable customer service manners; and superior public speaking skills.
- \*Skilled in Microsoft Word, Excel, Outlook, Publisher and Power Point.
- \*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.
- \*Positive attitude, commitment to excellence, upbeat demeanor, flexibility, and sense of humor.
- \*Enjoy working with the public and constituents.
- \*Flexibility to work weekends, some holidays, and after-hours.

Salary will depend on the experience of the applicant. Employees will receive health care insurance, 401(k)-style retirement benefits, and other federal employee benefits.

#### To Apply

Interested applicants should submit a resume, cover letter, writing sample, and references by email to: [CA38Jobs@mail.house.gov](mailto:CA38Jobs@mail.house.gov). Please indicate the title of the position in the subject line.

**MEM-268-20** Midwestern Senior Republican seeks highly organized and detail oriented person to serve as Scheduler in Washington, DC office. This position requires the ability to work in a fast-paced environment, creatively solve problems, and adapt to changing circumstances and working environment.

Primary duties include, but are not limited to, processing all Washington scheduling requests, coordinating Member and staff travel to and from the district, and working with the Chief of Staff and Member to make sure the daily

schedule is both efficient and effective. Ideal candidate will possess strong oral and written communication skills; ability to exercise discretion and maintain confidentiality, be resourceful and team oriented, and drive as necessary.

Hill or other executive scheduling experience is a must, along with a mastery of Microsoft Outlook and Teams. Illinois ties a plus. Driver's license and car required.

To be considered, interested applicants should email: 1) a cover letter in the body of the email; and 2) a resume in PDF format to [HouseJobIL@gmail.com](mailto:HouseJobIL@gmail.com) by Monday, November 23rd, 2020. No walk-ins or phone calls please.

**MEM-261-20** U.S. Congressman Ed Case (Hawai'i - 01) is seeking a **Staff Assistant** for his Washington, D.C. office.

Responsibilities will run the range of assisting the legislative, constituent services and administrative functions of the office, to include: monitoring and processing constituent mail and other communications, managing constituent tours, and coordinating DC and district office issues. As needed and depending on capability, the position also encompasses legislative correspondent and casework assistance. Direct report is to the Chief of Staff although the Congressman is routinely involved in all aspects of his office operations.

Strong preference given to (1) prior Capitol Hill experience and (2) Hawai'i background, and applicants are asked to detail these attributes. The position also requires initiative, strong interpersonal skills, the ability to multitask, work independently and effectively under pressure, make decisions and solve problems, orientation to detail, excellent verbal communication and writing skills, and long hours especially adjusting to changing time zones.

To apply, please send a resume, cover letter, three references and two short writing samples to [HI01resumes@gmail.com](mailto:HI01resumes@gmail.com) with "Staff Assistant" in the subject line.

Please, no phone calls, faxes or drop-ins.

**MEM-256-20** The House Committee on Oversight and Reform Majority Staff seeks an active and reliable **Digital Press Secretary**.

- Responsibilities include managing the website, crafting content for social media channels, developing graphics and videos, covering hearings and press events, and working with our press team to identify new ways to engage our followers.
- Successful candidates will have at least 1 to 2 years of communications and digital experience. Candidates with diverse backgrounds are strongly encouraged to apply.
- Ideal candidates will be proficient in Adobe programs (Photoshop, Illustrator,

LightRoom, Premiere Pro, Audition, and After Effects), CMS, CSS, HTML, manual photography, analytics, and enjoy working in a fast-paced, rapid response environment.

Please submit a resume and a portfolio of digital work to [Oversightpress@mail.house.gov](mailto:Oversightpress@mail.house.gov)

**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.