



House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING

Week of March 23, 2015

MEM-076-15

The Subcommittee on Disability Assistance and Memorial Affairs, House Committee on Veterans' Affairs, Majority Staff is seeking a **Professional Staff Member** who will report to the Staff Director, Subcommittee on Disability Assistance and Memorial Affairs.

CORE RESPONSIBILITIES:

- Assist the subcommittee staff director in advising the Full Committee Chairman and Subcommittee Chairman on legislative initiatives
- Monitor legislative needs and developments within committees and on the House floor within specific issue areas of responsibility
- Under the guidance of Subcommittee Staff Director, provide advice on policy matters within issue areas and help subcommittee staff director develop and implement strategic and policy goals
- Draft hearing, markup and floor statements for the Full Committee Chairman and Subcommittee Chairman
- Assist in determining Full Committee and Subcommittee hearing topics and prepare for hearings
- Assist in the drafting of legislation for the Committee

- Meet with congressional staff and internal/external organizations on behalf of the Committee
- Review and evaluate laws, regulations, programs, legislative proposals, etc.
- Performs other duties as assigned by Subcommittee Staff Director, Full Committee Deputy Staff Director, and Full Committee Staff Director

QUALIFICATIONS:

- College degree required
- At least three years of congressional or Administration experience resulting in direct, working knowledge of the subcommittee's substantive jurisdiction required; at least five years strongly preferred
- Excellent writing, editing, and proofreading skills
- Excellent oral communication skills
- Knowledge of legislative process
- Demonstrated ability to exercise discretion and independent judgment in the formulation and recommendation of policy positions
- Knowledge of current issues and events in which the Full Committee Chairman is involved
- Ability to work long hours, under pressure, and cooperatively and courteously with others
- Occasional travel as may be required.

BENEFITS:

Employees are eligible to receive Federal Benefits that include:

Sick and Annual Leave

Federal Employees Health Benefits Program

Thrift Savings Plan

Federal Employees' Group Life Insurance Program

Federal Long Term Care (LTC) Insurance

Flexible Spending Accounts (FSAFEDS)

Dental & Vision Insurance Program (FEDVIP)

OTHER INFORMATION:

Employment with the U.S. House of Representatives is at-will. The U.S. House of Representatives is an equal opportunity employer. All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), disability, or age. Transportation and all related travel expenses associated with the interview and hiring process must be paid by the applicant.

HOW TO APPLY:

Qualified candidates please send résumés only to the following e-mail address: VAR.Resumes@mail.house.gov with "DAMA PSM" in the subject line. No calls or walk-ins, please.

WHAT TO EXPECT NEXT:

Your résumé will be reviewed to determine if you are among the top candidates. If you are one of the top candidates, you will be contacted for an interview.

MEM-069-15

California Republican seeks a high energy, highly-organized, detail-oriented **Scheduler** to manage the Member's District and DC schedule. Responsibilities include organizing and tracking invitations, meetings, speaking engagements, in District tours and meetings, and scheduling requests for the Member and managing travel reservations. Candidates must be on call and available to assist the Member after regular business hours. Additionally, the Scheduler will work closely with the Chief of Staff and District Director to ensure efficient and seamless office operations. Qualified applicants should be high energy, a very positive attitude, strong organizational skills, orientation to detail, possess strong verbal and written communication skills, strong interpersonal skills, savvy political instincts, poise and ability to thrive in a fast-paced environment and the ability to multi-task. California ties are a plus. Interested parties should email a cover letter and resume to CARepublicanJobs@gmail.com. No phone calls or walk-ins please.

MEM-065-15

New England Democrat seeks a high energy, highly-organized, detail-oriented **Scheduler** to manage the Member's District and DC schedule. Responsibilities include organizing and tracking invitations, meetings, speaking engagements, in District tours and meetings, and scheduling requests for the Member; occasional driving; and managing travel reservations. Candidates must be on call and available to assist the Member after regular business hours. Additionally, the Scheduler will work closely with the Chief of Staff and District Director to ensure efficient and seamless office operations. Qualified applicants should have a car, high energy, a very positive attitude, strong organizational skills, orientation to detail, possess strong verbal and written communication skills, strong interpersonal skills, savvy political instincts, poise and ability to thrive in a fast-paced environment and the ability to multi-task. Connecticut ties and willingness to work from Connecticut a plus. Interested parties should email a cover letter and resume to CT05Jobs@gmail.com. No phone calls or walk-ins please.

MEM-059-15

Southern Democrat and Member of the Small Business Committee, seeks **Legislative Assistant** to handle a broad legislative portfolio including Small Business, Financial Services, Judiciary, Healthcare, and Immigration. Qualified candidates must have strong writing, analytical, and organizational skills; a proven ability to perform under pressure while juggling multiple tasks with competing priorities; and sound political judgment. The Legislative Assistant will be expected to handle relevant committee work. This is not an entry level position. Absolutely no phone calls, e-mails or walk-ins. Minorities and women are encouraged to apply, North Carolina ties preferred but not required. Please email cover letter and resume to: NCCongressionalJobs@gmail.com (subject line should read: Legislative

Assistant).

- MEM-052-15** Senior Republican seeks to interview candidates for the position of **Press Secretary** for a fast-paced office. The successful candidate will have excellent written and verbal skills as well as the proven ability to manage multiple communications projects. She/he will be responsible for developing, managing and coordinating all communications activities, including writing press releases, op-eds, mail pieces, talking points, organizing press events, maintaining the official website including design, implementing social media strategy including Facebook, Twitter, etc., maintaining press database, writing e-newsletters & coordinating Tele-town halls. Duties will also include early daily news clips, briefing the Member for radio interviews, writing and implementing PSA's from the Member, interacting with the press as the Member's principal spokesperson and coordinating the Member's overall press relations. The ideal candidate will have Hill experience and familiarity with New Jersey. Must be able to work extended hours and under time pressure. Please email a resume, cover letter, and two writing samples to pressopportunity2015@gmail.com.
- MEM-049-15** Pennsylvania Republican seeks **press secretary** in Washington, D.C. office. Duties include performing day-to-day operations of an active press office, including new media, drafting press releases, e-newsletters, talking points, and columns. Candidates must have Hill or campaign experience. PA ties preferred. Send resume, writing sample, and cover letter to PA.Resumes@mail.house.gov.
- MEM-048-15** North Carolina Democratic Congresswoman seeks an experienced **Communications Director**. The ideal applicant will be an excellent writer and editor with a proven ability to prioritize and handle multiple tasks in a fast-paced environment, while meeting tight deadlines. Responsibilities include: planning and implementing national and local media strategies, managing social media platforms, writing press releases, talking points, op-eds and other materials. Candidate must build and maintain excellent relationships with members of the national and local media and editorial boards and have on-the-record experience. This is not an entry-level position; Hill experience is highly desired. Please send resume and two writing samples to NCCongressionalJobs@gmail.com. No phone calls, e-mails or walk-ins, please. Minorities and women encouraged to apply, North Carolina ties preferred.
- MEM-044-15** Florida Democrat seeks **Communications Director** to serve in his D.C. office. The Communications Director will coordinate all press activities, serve as the primary spokesperson for the Representative, and manage national media. The Communications Director will work with the Orlando-based Press Secretary to execute messaging strategies and media activities in the district.

Candidates should be proactive, and possess superior written and oral communication skills (including strong writing, editing, and proofreading capabilities). The ideal candidate will have prior political experience and at least two years of professional communications work with national media experience.

Primary Responsibilities:

- Establishing and maintaining relationships with national and D.C.-based media
- Coordinating all media efforts and communications-related events
- Drafting and distributing press releases and media advisories; drafting, editing, and placing op-eds
- Pitching stories to reporters, responding to press inquiries, and serving as the point-of-contact for national press
- Monitoring media narratives and identifying opportunities to promote the Member
- Overseeing franked communications strategy, including: the drafting, design, and distribution of franked mail content; executing telephone town hall events; and managing congressional e-newsletter
- Managing the congressional website and ensuring that it features timely content
- Coordinating and staffing the Congressman for interviews and events (including night and weekend commitments)

To apply:

Please send a current résumé, cover letter, salary requirement, two writing samples (not to exceed one page each), and three references to FL09job@gmail.com. No calls, emails or walk-ins, please.

MEM-041-15

The Joint Economic Committee Democratic staff seeks a **Communications Director** with 5 or more years of experience in political communications or a closely-related field. He or she must have a proven ability to work with national print and broadcast reporters – a deep rolodex is a big plus. A successful candidate must be an innovative thinker with an ability to turn complex issues into stories suitable for print, television and radio. He or she must demonstrate excellent writing and editing skills and must possess a strong portfolio of press releases, statements, op-eds and other pieces. Knowledge of economic issues as well as significant coursework in economics is strongly desired. Experience with social media and graphics design is helpful but not required.

Salary is commensurate with experience. Equal opportunity employer. Please submit a cover letter, resume and two short writing samples to: joint_economic_committee-dems_press@jec.senate.gov.

MEM-034-15

The Office of Rep. Justin Amash (R-MI) seeks 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 with some policy experience, although Hill experience is not required. This is not an entry-level position.

To apply, please send a resume and cover letter to mi03.apply@gmail.com.