



House Vacancy Announcement and Placement Service (HVAPS)

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Washington, D.C. 20515
202-226-5836

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MEMBER AND COMMITTEE VACANCY LISTING

Week of December 23, 2019

MEM-664-19 The Democratic staff of the House Judiciary Committee seeks a **Staff Assistant**. Candidates should have excellent organizational skills and strong research, writing, and communication skills.

Responsibilities include overseeing Committee hearing and markup logistics, serving as assistant clerk during markups, providing administrative and research support to Chief of Staff and Staff Director/Chief Counsel, coordinating Staff Director/Chief Counsel's calendar and the Committee calendar, co-managing the intern program, and managing Committee administrative needs.

The Committee strives to ensure that our staff reflects the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply. The Committee does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin. Please send a resume and cover letter to JDEM.job@mail.house.gov and include "Staff Assistant" in the subject line.

MEM-662-19 The Committee on Ethics has an opening for a **Staff Assistant**. Duties include: answering telephones; assisting with the tracking and processing of

committee correspondence; providing administrative support in setting up committee meetings; assisting the technology needs of Committee staff as needed; and entering data and navigating databases with accuracy.

This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Applicants must have excellent organizational skills and a professional telephone manner; good computer skills; proficiency in Microsoft Word and Excel; ability to work cooperatively and courteously with others; ability to use good judgment in responding to inquiries and requests; and flexibility in assisting with daily tasks and projects.

Applicants with experience or interest in learning information technology assistance are strongly encouraged to apply.

This is an entry level position with a starting salary of \$38,000 per year.

Please email cover letter and resume with "Staff Assistant" in the subject line to ethicsjobs@mail.house.gov

NO PHONE CALLS PLEASE

MEM-655-19 Southern Republican seeks an enthusiastic **Legislative Assistant** to cover a variety of issues.

The ideal candidate will have Hill experience, while previous LA experience is not required. They should also have a solid grasp of House procedures and an understanding of how a legislative team works. Excellent writing, verbal and organizational skills are essential along with the ability to be a self-starter while working in a fast-paced, team-oriented environment.

Job responsibilities will include drafting legislation, writing hearing statements and legislative memos, preparing briefing materials, and engaging with the Member on the implications of various legislation.

Qualified candidates should include in their application a resume and professional references.

Please send applications to congressionaljobs2805@gmail.com with "Legislative Assistant 2" in the subject line.

MEM-653-19 Progressive Democrat seeks a **Staff Assistant/Legislative Correspondent**.

Duties include processing flag and tour requests and management of an active constituent correspondence program with short turnaround times. Candidates should have excellent writing and research skills, be self-starters, and have strong organizational and time management skills. Previous Hill experience

strongly preferred. This office is an equal opportunity employer and strongly encourages candidates from diverse backgrounds to apply.

Please send resume, cover letter, and short writing sample to
StaffAstLegCorr@gmail.com.

MEM-650-19 The House Veterans' Affairs Committee (Minority) is currently accepting applications for a full- time **staff assistant**. Working in the front office, the staff assistant will be responsible for answering phones, and greeting visitors.

Responsibilities will also include assisting with hearings/ markups, day to day administrative operations, and various other tasks as assigned. Please note that this position is strictly administrative. Ideal candidates must have a genuine interest in issues affecting veterans, excellent oral communication skills, strong organizational skills, and a team player attitude. Previous Hill experience is preferred but not required.

Please send cover letter, resume, and a short writing sample to:
VAR.Resumes@mail.house.gov. No calls or walk-ins.

MEM-641-19 The office of Representative Glenn "GT" Thompson (PA-15) seeks to fill the position of **Legislative Correspondent** in the Washington, D.C. office.

Responsibilities include, but are not limited to: handling constituent correspondence, answering phones, monitoring the House floor while in session, providing general administrative assistance for the office while working in conjunction with the legislative and communications teams to achieve their goals.

Qualified candidates will have at least one year prior experience in a member office, should be outgoing, punctual, and dependable with excellent organization and written communications skills, sharp attention to detail, and the ability to work under pressure in order to meet tight deadlines. Pennsylvania ties and a sense of humor are preferred, but not required. Occasional district travel may be necessary.

Interested candidates should send their cover letter, resume, and references to Lindsay.Reusser@mail.house.gov with "Legislative Correspondent" in the subject line. No walk-ins please.

MEM-640-19 The office of Representative Glenn "GT" Thompson (PA-15) seeks to fill the position of **Staff Assistant** in the Washington, D.C. office. Responsibilities include greeting visitors, answering phones, monitoring office deliveries and pickups, distributing mail, processing flag and tour requests, providing general administrative assistance for the office, and other duties as assigned.

Qualified candidates must be outgoing, punctual, and dependable with excellent organization and communications skills, sharp attention to detail, and the ability to work under pressure in order to meet tight deadlines. Pennsylvania ties and a sense of humor are preferred, but not required. Occasional district travel may be necessary.

Interested candidates should send their cover letter, resume, and references to Lindsay.Reusser@mail.house.gov with “Staff Assistant” in the subject line. No walk-ins please.

MEM-629-19 Congressman Dan Kildee seeks a full-time **legislative assistant** in Washington, D.C.

The legislative assistant will primarily handle health care for an active Member of the Ways and Means Committee and House Democratic Leadership, along with other legislative issues. Responsibilities are wide-ranging and include preparing for and staffing committee hearings, drafting legislation and amendments, writing talking points and memorandums, and interacting with key constituent groups and stakeholders. Applicants should have a significant understanding and demonstrated passion for health care policy.

Applicants must be willing to work on a team, bring an entrepreneurial spirit to a fast-paced office, previously demonstrated pro-active initiative, and possess a desire to continually learn. Applicants must work well under pressure, have excellent written and oral communication skills and demonstrate leadership capabilities. The position requires strategic thinking and the ability to work independently as well as within a team.

This is not an entry-level position. A minimum of three years of experience is required. Applicants with Michigan ties are a plus. Compensation is commensurate with experience.

This office is an equal opportunity employer, committed to developing an organization that is reflective of the district that we serve. The office does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability.

Qualified candidates should submit a resume, cover letter and a writing sample to Michigan05jobs@gmail.com. Please no walk-ins or phone calls.

MEM-626-19 Congressman Greg Pence is seeking an experienced, highly organized, and detail-oriented **Scheduler** to serve in the DC office. The applicant must be able to multi-task effectively in a fast-paced environment and possess outstanding interpersonal skills.

The scheduler will manage all aspects of the Member's daily and long-term schedule in DC, coordinate the Member's travel, serve as a staff liaison with the Member, and assist with administrative office functions as assigned. The ideal candidate will have a positive and professional demeanor, exercise discretion and excellent judgment, and be able to anticipate problems and offer solutions.

This is not an entry level position. Qualified applicants should send submit their resume and cover letter to RepublicanScheduler@gmail.com.

MEM-622-19 The Office of Rep. Abigail Spanberger (VA-7) is seeking an experienced, highly-motivated **Legislative Director** to lead the Representative's legislative work and manage a team of Legislative Assistants and Fellows. The LD will work with the Chief of Staff, Member, and other senior team members to develop a legislative strategy and priorities. S/he will train and supervise the legislative team members, review/approve work from other legislative team members, track legislative accomplishments and statistics, provide vote recommendations, and develop and advance legislative proposals from initial idea to final passage.

The LD will also work closely with the District team to ensure that the team's legislative focus aligns with District priorities and legislative ideas are coming from District issues and casework. As the senior member of the Legislative Team and as a member of the office's Senior Leadership Team, the Legislative Director should be knowledgeable about procedure in the House of Representatives, have a handle on major legislation across policy areas, and be able to provide legislative ideas and process/procedural guidance to other team members.

The LD will also manage his/her own portfolio of legislative work. The portfolio will have a domestic policy focus, with flexibility as to the specific policy topics. (The portfolio could include some but not all of: healthcare, finance, taxes, appropriations, small business, agriculture, rural broadband, transportation, infrastructure, energy, environment, education, civil rights, workforce development, labor, gun violence prevention.) As the office is currently also in the process of hiring an LA and legislative fellow(s), there is substantial flexibility in portfolios. Cover letters should include a sentence on the portfolio you would like to cover.

The best-qualified candidates will have several years of Hill experience, preferably in the House and ideally in more than one office. Other requirements include strong writing and analytical skills, a substantial policy background, attention to detail, facility at managing multiple competing tasks, and the ability to operate with grace and humor in a fast-paced environment. Other advantages include experience in a frontline or Blue Dog office, ties to

Central Virginia, advanced education, management experience, and the ability to motivate others.

Applicants should email a cover letter, resume, two writing samples, and three references to Spanberger.Inquiries@mail.house.gov with “Legislative Director – [Last Name]” as the subject line. For consideration in the first round of interviews, please apply by 12pm Eastern time on Sunday, December 1. (Applications will continue to be accepted and considered on a rolling basis after that time.)

Representative Spanberger’s office is an equal opportunity employer. The office does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service.

MEM-621-19 The Office of Rep. Abigail Spanberger (VA-7) is seeking an experienced, highly-motivated **Legislative Assistant**. The Legislative Assistant will handle one of the following two portfolios:

- 1) Agriculture (including Agriculture Committee work), rural broadband, transportation, infrastructure, and other domestic policy issues.
- 2) Healthcare, taxes, finance, small business, workforce development, and other domestic policy issues.

Responsibilities will include drafting and advancing legislative proposals, preparing the Member for hearings and markups, meeting with stakeholders and constituents, providing vote recommendations, and performing additional tasks as assigned.

The best-qualified candidates will have policy experience in one or more of those issue areas, Hill experience, strong writing and analytical skills, and the ability to operate with grace and humor in a fast-paced environment. Other advantages include experience in a frontline or Blue Dog office, ties to Central Virginia, and advanced education. This is not an entry level position.

Applicants should email a cover letter, resume, two writing samples, and three references to Spanberger.Inquiries@mail.house.gov with “Legislative Assistant – [Last Name]” as the subject line. Please include in your cover letter a sentence describing your preferred portfolio.

Representative Spanberger’s office is an equal opportunity employer. The office does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service.

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-462-19 The Office of the Law Revision Counsel—a small, nonpartisan office within the U.S. House of Representatives—seeks an **attorney** to assist in the editing and publishing of the United States Code, the codification of general and permanent Federal statutory law.

The editorial work needed to maintain the U.S. Code involves a number of tasks, including:

- reading new laws to determine which provisions should appear in the Code and where,
- updating the Code to reflect new law and amendments to existing law,
- writing concise editorial notes to explain amendments, effective dates, references within the text to other laws, and a variety of other legislative concepts,
- preparing statutory citations and tables, and
- identifying errors in grammar and spelling—
- all while conforming to very strict style guidelines.

In addition to the basic tasks required to integrate new laws into the Code, other duties may be required, such as reviewing drafts of bills to enact titles as positive law, doing extensive research and editorial work to improve the organization of existing provisions in the Code, and assisting in the continuing modernization of the Office, including support of online and machine readable versions of the Code.

Qualifications

- J.D. degree and attorney license in any U.S. jurisdiction or intention to obtain license within one year.

- At least one year of professional experience in editing or publishing, preferably in the legal field.
- Meticulous attention to detail and dedication to accuracy.
- Excellent verbal and written communication skills.
- Absolute proficiency in grammar, spelling, and usage.
- Ability to analyze and summarize complex legal issues.
- Ability to identify issues affecting Federal statutes and explain them clearly and concisely within firmly established parameters.

Other conditions to note:

Familiarity with Federal or State statutory law is highly desirable.

This position is better suited to someone able to engage in extended periods of solitary work, often involving tedious and repetitive tasks.

The ability to adhere to, and function comfortably within, established styles and practices is essential.

Please be aware that this is a long-term career position with the Office, not a stepping stone to another position within Congress or the Federal Government.

Applicant Instructions

Qualified candidates should submit a resume and cover letter with salary requirements to:

uscodeapplicant@mail.house.gov

Applicants will be evaluated based on the ability to meet the qualifications stated above. Significant weight will be given to the applicant's cover letter. If chosen for an interview, an applicant will be requested to submit a writing sample.

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.