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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.

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

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Job Line: 202-226-4504

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of April 29, 2019**

**MEM-194-19** California Democrat and Member on the Transportation and Infrastructure Committee seeks **Legislative Assistant** to handle transportation policy along with a diverse portfolio of issues. Candidates should have excellent research, writing, and communication skills. Duties include identifying and advancing policy proposals, committee hearing and mark-up preparation, meetings with stakeholders, and assisting with constituent correspondence. Successful candidates should possess strong interpersonal skills and a willingness to work in a team environment. This is not an entry level position and prior legislative experience on Capitol Hill is preferred. Office is an equal opportunity employer.  
Qualified candidates should send resume, cover letter, and one writing sample to [CADemocratResumes@gmail.com](mailto:CADemocratResumes@gmail.com).

**MEM-193-19** **DEPUTY CHIEF OF STAFF** – Southern Democratic Member of Congress is seeking an experienced and enthusiastic Deputy Chief of Staff to help manage the day-to-day operations and to serve as a top advisor on key issues. Ideal candidate will have at least 5 years of Capitol Hill experience. Candidates should possess a strong understanding of the legislative process, including House organization and procedures, excellent written and oral

communication skills, and editing abilities. Applicants must also demonstrate an ability to manage and mentor staff, think strategically, and have experience in formulating strategic plans for advancing legislation. Qualified candidates should submit a cover letter, resume and three writing samples to [nchousejobs@gmail.com](mailto:nchousejobs@gmail.com) with “Deputy Chief of Staff” in the Subject Line. No phone calls or drop-ins please. This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or expression, or sexual orientation.

**MEM-192-19** Active Ways and Means Democrat seeks an experienced **Legislative Assistant** to handle a diverse portfolio of issues including healthcare, education, and veterans issues. The Legislative Assistant will be responsible for developing legislative initiatives, staffing the Member for hearings and mark-ups, and meeting with constituents and interested groups on behalf of the Member. Qualified candidates should have at least 2-4 years of experience and possess a strong understanding of the healthcare universe. Applicants must demonstrate an ability to work well with a team in a small, fast-paced environment, while maintaining a sense of humor. This is not an entry level position. To apply, please submit a resume, cover letter, and writing sample to [CAdemoofficejob@gmail.com](mailto:CAdemoofficejob@gmail.com). No calls or drop-ins, please.

**MEM-190-19** Progressive Democrat Seeks **Staff Assistant/Legislative Correspondent** – 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](mailto:StaffAstLegCorr@gmail.com).

**MEM-188-19** Congresswoman Jahana Hayes seeks a **press secretary** to serve in her Washington, D.C., office. Candidates should be proactive and possess superior written and oral communications skills (including strong writing, editing, and proofreading capabilities). The ideal candidate will be a self-starter that can juggle multiple tasks and has prior political and communication experience.

Primary Responsibilities:

- Establishing and maintaining relationships with Connecticut, national, and D.C.-based media
- Coordinating all media efforts and communication-related events
- Drafting and distributing press releases and media advisories; drafting,

editing, and placing op-eds

- Working with digital press assistant to draft, edit and post creative content across all social media platforms
- Pitching stories to reporters and producers, including national and Connecticut media, responding to press inquiries, and serving as the point-of-contact for media
- Monitoring media narratives and identifying opportunities to promote the Member
- Overseeing franked communications strategy, including: the drafting, design, and distribution of franked mail content;
- Updating the congressional website and ensuring that it features timely content
- Coordinating and staffing the Congresswoman for interviews and events
- Compiling and distributing press clippings
- Work with legislative staff to coordinate E-newsletter
- Provide weekly reports on communications activities to Member and senior staff

Connecticut ties are a plus but not required. Minority candidates are encouraged to apply. Interested parties should e-mail a cover letter, resume and two writing samples in a single PDF to [CT05employment@gmail.com](mailto:CT05employment@gmail.com) with the following subject line: First name Last Name – Press Secretary. No phone calls or walk-ins, please.

**MEM-186-19** Chairman of the Judiciary Subcommittee on Constitution, Civil Rights and Civil Liberties seeks **Legislative Assistant** to handle Judiciary portfolio in Member's personal office. Responsibilities include coordinating with committee staff, preparing materials for hearings, drafting legislation, meeting with stakeholders, writing talking points, coordinating with Communications Director and representing the Member at meetings and events. Applicants should have strong organizational, writing, and communication skills and be detail oriented. This is not an entry level position. A JD and substantial Hill experience, including thorough knowledge of House rules and legislative process, are required. Should also have ability to work in a fast-paced environment for a very active Member while keeping a sense of humor. Tennessee ties are a plus. Women and minorities are encouraged to apply. Qualified candidates should submit a cover letter, resume and 2 writing samples to [tn09jobs18@mail.house.gov](mailto:tn09jobs18@mail.house.gov). Please write "Judiciary Legislative Assistant" in the subject line. No phone calls or drop-ins.

**MEM-183-19** Senior House Republican seeks an experienced **scheduler** to maintain the Member's official schedule, travel plans, and associated duties. Strong interpersonal and organizational skills are a must. The position would also involve directly assisting the Congressman and Chief of Staff in coordinating

meetings involving multiple Members of Congress. Previous Hill experience strongly preferred. Please send a resume with “Scheduler” in the subject line to [oh01jobs@gmail.com](mailto:oh01jobs@gmail.com). Please, no phone calls or drop-ins.

**MEM-180-19** Southern California Democrat seeks **Staff Assistant** for Washington, DC office. Must have own car. Responsibilities include driving the Member to events, welcoming office visitors, answering telephone calls, coordinating flag and tour requests, hiring and supervising interns, sorting and processing constituent correspondence, and other administrative and legislative duties as assigned. A safe vehicle and a good driving record are required. Please include make/model information in your cover letter. The ideal candidate will be detail-oriented, able to multi-task, and willing to work long hours in a fast-paced and demanding setting. Candidates should exhibit situational awareness, discretion, a solutions-oriented attitude, and a sense of humor. Spanish fluency and Southern California ties are preferred. Candidates should submit a cover letter describing their fit for the role, resume, and references to [CA26Resumes@gmail.com](mailto:CA26Resumes@gmail.com) with just “Staff Assistant” in the subject line. No phone calls, faxes, or walk-ins, please. This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

**MEM-176-19** Senior Rocky Mountain Democrat is seeking a **Legislative Assistant** to manage a very active health care portfolio, including the Member’s leadership of two high-profile caucuses. Candidates should have at least three years of experience developing and implementing legislative strategies in a Congressional office. Strong research, writing, and negotiation skills are essential. An advanced degree in a health field is preferred. The ideal candidate will be creative and proactive, possess a strong work ethic, and be able to have fun while maintaining a busy schedule. Interested applicants should send a cover letter and resume to [rockymountainhealthla@gmail.com](mailto:rockymountainhealthla@gmail.com).

**MEM-174-19** **Investigative Counsel** (Washington, DC) -- The Committee on Ethics seeks an attorney for an investigative counsel position. The Committee’s investigative counsels are responsible for conducting investigations and adjudicatory and disciplinary proceedings regarding Members and staff of the U.S. House of Representatives. This is a nonpartisan position which requires the ability to conduct impartial investigations and refrain from political or partisan activity. Candidates must possess outstanding analytical and written/oral communications skills, as well as the sound judgment necessary to evaluate the sensitive matters that arise before the Committee. Experience in one or more of the following areas is desirable: government ethics; criminal law; employment law, including the laws governing sexual harassment in the workplace; civil litigation; administrative investigations and adjudications; depositions; and financial accounting. Salary commensurate with experience. Please email resume, cover letter, and short writing sample to

[ethicsjobs@mail.house.gov](mailto:ethicsjobs@mail.house.gov). Please include the phrase “Investigative Counsel” in the subject line.

**MEM-173-19** A House Committee (Democratic staff) seeks a **staffer** to work on issues related to small business agriculture, energy, and trade policy. Candidate must be an outstanding writer, have a demonstrated capacity to generate new ideas, and the proven ability to analyze legislation. This is not an entry level position. Exceptional writing and analytical skills are a must. Prior Hill, federal agency, private sector, or policy think tank experience is preferred. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Please send cover letter and resume to [hsbcdems@gmail.com](mailto:hsbcdems@gmail.com) with the position name in the subject line.

**MEM-172-19** The Office of Congressman Ed Case (HI-01) seeks a hardworking and detailed-oriented **Executive Assistant** in DC. Responsibilities include answering the phone, greeting visitors, leading tours, and processing flag requests. The position would also involve directly assisting the Congressman on various administrative tasks. The Executive Assistant would not work on legislative-related matters or perform any casework. Hawai'i ties and previous Hill experience strongly preferred. Please send a resume, cover letter, and two short writing samples to [HI01resumes@gmail.com](mailto:HI01resumes@gmail.com) with “Executive Assistant” in the subject line. Please, no phone calls or drop-ins.

**MEM-168-19** **Digital Production Specialist**  
The House Select Committee on the Climate Crisis seeks a full-time digital production specialist to support the Committee’s Democratic staff. Candidates should have at least two years of experience generating graphics, video and social media content. Responsibilities include conceiving, developing and publishing online video and graphics, updating the committee’s website, and maintaining the committee’s presence on major social media platforms, including Facebook, Twitter, Instagram, and Youtube. Fluency in Spanish and participation in climate or other justice-based movements is a plus. Salary commensurate with skills and experience. Please email a cover letter with links to an online resume or LinkedIn profile as well as a portfolio of your work to [SCCCDjobs@mail.house.gov](mailto:SCCCDjobs@mail.house.gov) with “Digital Production Specialist” in the subject line. The committee is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

**MEM-456-18** The Committee on Education and the Workforce, Democratic Staff is currently seeking a **Deputy Clerk** to assist the Chief Clerk in the 116th Congress. Duties include, but are not limited to archiving and records keeping, notices and circulations, official filings, editing letters and reports, hearing, markup and conference logistics and proceeding, bill drops and floor logistics, redlines, updates to the website, managing intern and fellowship program, maintaining the documents room, updating and maintaining the Committee Calendar and all other duties as assigned. Candidates should possess exceptional organizational skills, be comfortable with public

speaking, and have excellent writing and research skills. The Deputy clerk will be required to assume all clerking duties in the absence of the Chief Clerk. Previous congressional experience is highly encouraged. Salary commensurate with experience. Interested applicants should email their cover letter, resume and writing sample to [jobs\\_ewdems@mail.house.gov](mailto:jobs_ewdems@mail.house.gov). To ensure proper identification, please put "DEPUTY CLERK APPLICATION" in the subject line.