



---

**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

---

**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of October 26, 2015**

**MEM-331-15** House Committee Democratic staff seeks a detail-oriented **Committee Clerk/Administrator** to handle committee legislative clerk responsibilities as well as office administrator/payroll work. Hill experience strictly required, preferably 2+ years -- this is not an entry-level position. Committee legislative clerk, hearing coordination, or similar experience strongly preferred, familiarity with Congressional payroll and Hill office administrative work a strong plus. Please e-mail your résumé and cover letter to [demcommitteejob@mail.house.gov](mailto:demcommitteejob@mail.house.gov). No phone calls, please.

**MEM-330-15** Rep. Cheri Bustos (D-IL) seeks a **Press Assistant/Speechwriter** for an aggressive media operation. This position will require strong writing skills, attention to detail and a willingness to be flexible. Primary responsibilities will include drafting remarks, op-eds, press releases, talking points, social media, e-newsletters, compiling media clips and franked communication. Capitol Hill or campaign experience is preferred, but not a requirement, as are ties to Illinois. The Office is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment. Diverse candidates are strongly encouraged to apply. To be considered, please send a

cover letter, two writing samples and resume to [illinois17job@gmail.com](mailto:illinois17job@gmail.com) with the subject line "Press Assistant/Speechwriter". No phone calls or drop-bys, please.

**MEM-316-15** Senior Midwest Appropriator seeks a **Legislative Correspondent** to handle issue-specific constituent communications and legislative research. Responsibilities include, but are not limited to, drafting constituent correspondence, tracking legislation, meeting with constituents and interest groups, briefing the Congressman, and generally supporting the legislative and front office operations. Candidate must be highly dependable, flexible, value responsiveness to constituents, and have superior organizational and writing skills. Knowledge of the legislative process and Indiana ties a plus. Please send a cover letter, resume, and a short writing sample to [in01.resume@mail.house.gov](mailto:in01.resume@mail.house.gov) with "Legislative Correspondent" in the subject line. No calls, faxes, or drop-ins please.

**MEM-302-15** Congresswoman Norma J. Torres is seeking an energetic, community-oriented individual for the position of **District Representative**. The position will be based in the Ontario, CA District Office.

The District Representative will act as a liaison between constituent groups and Congresswoman Torres, in addition to initiating community outreach projects. The District Representative will respond to in-person, written and telephone inquiries from constituents, as well as make legislative and ceremonial presentations on behalf of Congresswoman Torres. The District Representative will also maintain an awareness and involvement in district affairs, representing the Congresswoman at public events in the district. In addition, the District Representative will work with the Press Secretary to maintain Congresswoman Torres' social media accounts.

Necessary qualifications:

- Strong public speaking skills
- Flexible schedule; the ability to attend early morning, evening and weekend events
- The ability to handle difficult situations with courtesy, tact and compassion
- Strong writing skills
- Problem solving abilities
- The ability to exercise a high degree of initiative
- The ability to work independently and use good judgment
- The ability to maintain confidentiality
- Knowledge of the cities, communities and issues of concern to the 35<sup>th</sup> Congressional District

Bilingual candidates are encouraged to apply.

Qualified candidates should send a cover letter and resume to [caldemresumes@gmail.com](mailto:caldemresumes@gmail.com) with “District Representative” in the subject. No phone calls please.

**MEM-297-15**

Conservative western republican seeks motivated and aggressive **Communications Director** to work placement of stories in local district media. Must have demonstrated experience working with various forms of media, pitching stories, and solid verbal and writing skills. Understanding of policy issues and ability to critically think of district implications a must. Send resume and cover letter to [western.jobs@mail.house.gov](mailto:western.jobs@mail.house.gov).

**MEM-292-15**

Progressive Tennessee Member seeks experienced, media-savvy, proactive **Communications Director** to manage a fast-paced communications operation. Responsibilities include developing and implementing a coordinated and strategic communications plan; identifying emerging press opportunities; writing press releases, talking points, speeches and op-eds; pitching stories and responding to press inquiries; booking interviews on radio and television; scheduling and organizing press events; managing congressional website, Facebook and Twitter accounts; producing a comprehensive weekly e-newsletter and regular print mailings to constituents; and fostering strong relationships with reporters to secure local and national coverage of the member's work.

Must work closely with DC and district staff to quickly grasp legislative and local issues and communicate them effectively. Additionally, CD will be responsible for portions of the office's mail operation. Strong political judgment, good sense of humor and ability to work under short deadlines in a rapidly changing environment is required. Must be comfortable with and show good judgment speaking on the record with press. Ideal candidate will have an existing network of press contacts, strong writing skills, political savvy and ability to strategically connect DC policy with district press opportunities.

Ideal candidate will have at least 3 years' experience in media relations or in journalism. Hill experience and Tennessee ties are a plus, as are knowledge of Judiciary and Transportation issues.

Interested parties should send a cover letter, resume and 2 writing samples to [cohen.jobs@mail.house.gov](mailto:cohen.jobs@mail.house.gov).

**MEM-276-15**

Colorado Republican seeking **Legislative Correspondent/Press Assistant** with strong writing skills. Responsibilities include: management of constituent mail and social media accounts; execution of 499 program; drafting op-eds, press releases, and talking points; coordinating media efforts; and working directly with the Communications Director. Applicants should be able to write quickly and effectively in a fast paced environment. Colorado

ties and Hill experience a plus.

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

**MEM-273-15**

Senior Member of Congress from the southern US seeks an experienced staffer for a **Legislative Director** position. Only current/previous Legislative Directors or Senior Legislative Assistants with experience will be considered. Incumbent will be responsible for driving member legislative initiatives, briefing the member and Chief of Staff on all policy matters, meetings 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, sense of humor, strong written and oral communication and analytical skills, attention to detail, and management skills are requirements. Staff members with ties to the south and staff with a legal background will be given special consideration.

Send a cover letter, resume, 2 writing samples, and salary requirements to  
[HouseStaffOpening@gmail.com](mailto:HouseStaffOpening@gmail.com). NO PHONE CALLS OR DROP INS.