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

B-235 Longworth House Office Building  
Washington, D.C. 20515  
202-226-5836

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Job Line: 202-226-4504

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of December 11, 2017**

**MEM-489-17** Senior, active member of appropriations committee seeks hard working and experienced **legislative assistant** to handle health issues, including appropriations, budget, and tax policy. Experience working on the Hill is essential and related policy experience is preferred. Please send cover letter, resume, writing sample, and salary requirements to [ct03laopening@gmail.com](mailto:ct03laopening@gmail.com).

**MEM-485-17** Senior Democratic Member of Congress seeks an energetic, organized, creative, self-starter to join the team of her very active and visible legislative **staff assistant**. The candidate must have strong interpersonal skills, be comfortable with managing multiple tasks, and work well under pressure.

The staff assistant is responsible for front office duties, including answering and screening telephone calls, mail distribution, room reservations, and responding to constituent requests for flags, tours, and other information. The staff assistant also serves as intern coordinator by recruiting training, scheduling and assigning duties.

The ideal candidate will have a bachelor's degree, significant experience interacting with the public, excellent writing and communication skills and a working knowledge of the District of Columbia. *Candidate must be a resident of the District of Columbia or willing to move immediately to D.C., if hired.*

*Applications accepted until filled.* Salary is based on skill and experience level.

Interested applicants should send a resume, cover letter, references and two writing samples to: [DC00.NortonResume@mail.house.gov](mailto:DC00.NortonResume@mail.house.gov).

**MEM-483-17** Congresswoman Michelle Lujan Grisham is seeking a **Communications Director/Press Secretary** to lead an aggressive communications operation. The ideal candidate must be a talented writer; have previous communications experience; and be able to work quickly under pressure in a fast paced work environment. This role demands creativity, high attention to detail, and hard work. Responsibilities include working with the Congresswoman and the legislative team on developing and implementing a communications strategy; managing social media platforms; maintaining the office website; briefing the Congresswoman before interviews; writing talking points for the Congresswoman's speaking engagements, events, and floor speeches; drafting op-eds; and pitching stories. Diverse candidates are encouraged to apply. Hill experience a plus. Interested candidates should submit both a cover letter and resume in one attachment to [NM01.Resumes@mail.house.gov](mailto:NM01.Resumes@mail.house.gov).

**MEM-479-17** Virginia Republican House member is seeking an experienced **Legislative Assistant** to handle a diverse issue portfolio, including committee work. Successful applicants will be a creative thinker with exceptional writing and editing skills, and a willingness working in a fast-moving team environment.

Duties include tracking bills and legislative developments; developing policy recommendations on legislation and creative ideas for new legislation; preparing the Congressman for hearings, floor activities, and events in the district; tracking regulatory changes and advising the communications team on policy for messaging; and reviewing constituent correspondence. This position requires regular interface with Federal agencies, issue advocates, and constituents.

Qualifications: Minimum two years experience in a legislative role in a House/Senate office, Bachelor's degree. Salary is commensurate with experience. EOE. No calls or drop-in applications will be accepted.

To Apply: Interested applicants should send a resume, cover letter, and 3 writing samples in .pdf format to: [VirginiaLegislativeAssistant@gmail.com](mailto:VirginiaLegislativeAssistant@gmail.com)..

**MEM-478-17** Progressive Democrat seeks experienced, creative and proactive **Press Secretary** to help lead aggressive media outreach in fast-paced office. The ideal candidate will have at least five years' experience executing media plans and proven success pitching/booking national cable interviews. Responsibilities include pitching reporters and producers; managing local press outreach and social media platforms; and drafting statements, op-eds and other press materials as needed. Candidates must have excellent writing, editing and verbal skills and the ability to manage pressure and meet deadlines. Diverse candidates are encouraged to apply. Please submit a cover letter, outlining media relations success, resume and two writing samples with the subject line "Press Secretary" to [cademhilljobs@gmail.com](mailto:cademhilljobs@gmail.com).

**MEM-476-17** Conservative Midwest Republican Member seeks **Scheduler** in Washington, D.C. office. Responsibilities include maintaining the Congressman's Washington, D.C. and District calendar, organizing and tracking scheduling requests, booking travel, coordinating with staff on Member activities, and other duties as assigned.

Applicants must be highly organized, detail-oriented, and be able to work in a fast-paced environment. Dependability, friendliness, and exceptional interpersonal skills are a must! Well qualified candidates will have the ability to work cooperatively and courteously with others; temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner; and availability to work long hours and at night, if necessary.

Candidates should have a minimum of 2 years of Hill scheduling experience. Please email a resume and cover letter expressing your interest in the position to [IN03.Contacts@mail.house.gov](mailto:IN03.Contacts@mail.house.gov).

**MEM-474-17** Representative Anna G. Eshoo (CA-18) seeks a **Staff Assistant** to assume the responsibilities of managing the front office. Daily tasks include answering telephones; greeting visitors; processing flag and tour requests; drafting correspondence; and serving as Intern Coordinator. Candidates should be detail-oriented professionals with strong organizational skills and writing abilities, have a positive attitude, take pride in their work product, and thrive in a fast-paced environment. Applicants must also have a car. Individuals with ties to the Bay Area are strongly encouraged to apply. Please e-mail a cover letter and resume to [StaffAssistantCalifornia@gmail.com](mailto:StaffAssistantCalifornia@gmail.com) no later than December 8th. No phone calls, e-mails or walk-ins, please.

**MEM-471-17** Southern conservative Republican member of the Energy and Commerce Committee seeks experienced **Health Legislative Assistant** to coordinate Member's legislative agenda on relevant committee work and oversee other issues within the applicant's skills and interests. Eligible candidates should have a firm grasp on the legislative process – including a track record of passing legislation – as well as in depth knowledge of the regulatory and legislative framework surrounding health care. Experience in health care

delivery is a plus. Excellent writing, verbal, and organizational skills are essential as is the ability to work well under pressure in a fast paced environment while maintaining a positive attitude. Submit resume, cover letter, and references to [healthla2017@gmail.com](mailto:healthla2017@gmail.com).

**MEM-466-17** Conservative Republican Member of Congress is seeking a **Scheduler**.

Responsibilities include maintaining the Member's official schedule, travel plans, and related records; acting as liaison for the Member with the staff, public and other Members; overseeing/managing front office operations at the DC Office; managing/supervises the Staff Assistant; various administrative duties as assigned by the Chief of Staff or the Member.

Well qualified candidates will have thoroughness and careful attention to detail; excellent oral and written communication skills, including strong telephone skills; ability to exercise discretion and independent judgment with respect to prioritization of and recommendations on Member appointments; proficiency in word processing, outlook, and google calendar; strong organizational and filing skills; experience making travel reservations and arrangements; ability to work cooperatively and courteously with others; temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner; and availability to work long hours and at night, if necessary.

*Scheduling Duties:*

- prepares the daily schedules and detailed itineraries for the Member;
- prepares monthly projected schedules for the Member;
- briefs the Member on all scheduling activities of the Washington, DC, and district offices and makes recommendations on proposed future meetings;
- coordinates scheduling of press, interviews, radio and T.V. time with the Communications Director; and
- coordinates photo opportunities with constituents.

*Travel Duties:*

- makes reservations for the Member's air travel, ground transportation, and lodging.
- fully understanding the complex CODEL rules for international travel and completes necessary pre and post-travel paperwork.

*Mail/Invitations Duties:*

- reviews the Member's mail and invitations;
- responds to all invitations, either by written correspondence or by personal telephone call;

- maintains records of invitations that have been declined, accepted, or that are tentative/pending; and
- ensures that the Member is provided with briefing materials for each event.

*Administrative Duties:*

- oversee all front office operations;
- directly oversee the Staff Assistant;
- acts as a liaison for constituents and other visitors that drop by to see the Member;
- acts as a liaison between the Member and other Members, committee staff, White House, and government offices and agencies to arrange for the Member's attendance at meetings or to coordinate travel plans; and
- performs other duties as assigned.

Interested candidates should send their cover letter and one-page resume to [gop.scheduler.1776@gmail.com](mailto:gop.scheduler.1776@gmail.com).

**MEM-458-17 Outreach and Member Services Coordinator**

The Energy and Commerce Democratic Staff seeks an organized and enthusiastic person to coordinate outreach and member services. Responsibilities include planning and executing member, staff and stakeholder meetings on issues before the committee; collaborating with policy staff to plan and organize Democratic Committee Forums; drafting and circulating notifications and communications so members, staff and external organizations are aware of the Committee's actions; and handling other administrative tasks for the Committee. Qualified candidates must have administrative experience; strong writing and organizational skills; a proven ability to perform under pressure while juggling multiple tasks; and sound political judgment. Women and minority candidates are strongly encouraged to apply. This is not an entry level position, and candidates must have at least two years of relevant experience in a paid position. Please submit a cover letter, resume and a short writing sample to [ecdjobs@mail.house.gov](mailto:ecdjobs@mail.house.gov). Please no walk-ins or phone calls.

**MEM-316-17** The Committee on Oversight and Government Reform is the principal investigative body for the U.S. House of Representatives, and Ranking Member Elijah Cummings seeks to fill a **Counsel** position on the Democratic staff. The ideal candidate will be a junior attorney (fewer than five years of experience) with a background or strong interest in investigations. Responsibilities include depositions, transcribed interviews, briefings, and congressional hearings. Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Candidates must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Please send a resume and

cover letter to [oversightjobs@mail.house.gov](mailto:oversightjobs@mail.house.gov), with “Counsel” in the subject line.