



House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING

Week of June 5, 2017

MEM-163-17 Senior Democrat is seeking a highly energetic, motivated and organized lawyer with strong writing, legal and interpersonal skills. The ideal candidate will be able to manage multiple tasks and work well under pressure and after a year, may be promoted to legislative counsel. The **Legislative Assistant** works with the Chief Counsel/Legislative Director and with the Chief of Staff to develop and implement the Member's legislative strategy in his/her issue areas; prepares materials for hearings; prepare legislation, amendments, and congressional record statements; and conducts research. Responsibilities include managing and handling issues that include but are not limited to Federal Workforce, U.S. Postal Service, Federal-District of Columbia issues, and Labor policy. The ability to write well under tight deadlines is essential.

Candidate must be able to handle multiple tasks and issues effectively while meeting deadlines. A successful candidate will be a results-oriented, problem solving lawyer and motivated self-starter who can think outside the box. Prior Hill, law firm or similar experience is preferred but not always required. Candidate must possess a law degree and be, or be willing to become, a

resident of the District of Columbia. Salary based on skill and experience level.

Interested applicants should send a cover letter, resume, references and two writing samples to DC00.NortonResume@mail.house.gov.

MEM-162-17 Northeastern Republican seeks experienced **scheduler** for active Congressional office. Responsibilities include preparing Congressman's weekly and long term DC and state schedules; responding to all incoming scheduling requests, invitations, and other scheduling related inquiries in a timely, reliable and professional manner; coordinating closely with appropriate staff to ensure they are notified as needed regarding upcoming meetings and events. Individual will work closely with Chief of Staff to ensure smooth coordination of Congressman's scheduling requirements. Position requires ability to excel under pressure, manage multiple tasks, and work well with others. Prior Congressional Scheduling experience is **REQUIRED**.

To apply, send resume and two references to gopjobopening@gmail.com.

MEM-161-17 Ways and Means Committee Republican is seeking a **Legislative Assistant** to handle a legislative portfolio with an emphasis on trade, energy, defense, foreign affairs, and transportation issues. Duties include, but are not limited to monitoring floor, committee, and regulatory activity; conducting meetings with constituents and stakeholders; developing legislation; and advising the Congressman and senior staff. Applicants must have policy experience and strong writing, organizational, and project management skills.

Interested candidates should send a cover letter, resume, and writing sample to: goppolicyjob@gmail.com.

MEM-159-17 Midwestern Republican on the Energy & Commerce Committee is looking for a **legislative assistant** to handle healthcare policy. The successful applicant will have excellent writing and communications skills, the ability to build and maintain relationships both on and off the Hill, able to identify legislative initiatives to lead on, and comfortable operating in a fast-paced team environment. To apply, please e-mail your resume and cover letter to: Midwestern.Republican@mail.house.gov.

MEM-158-17 The New York District Office of Congresswoman Carolyn B. Maloney in Manhattan is looking for a bright, energetic individual with a strong interest in public service (**Caseworker/District Representative**). Responsibilities include representing the Congresswoman at community meetings and hearings, staffing her at weekend press conferences, and acting as a liaison between constituents and government agencies on a diverse range of issues which may include Medicare, health insurance, social security concerns, immigration, housing, taxes and student loans. Respondents should expect to

become involved in community concerns which can include issues relating to housing, development, veterans, transportation, environment and other district concerns. This is a full time position, with some weekend work and late nights.

Full federal benefits apply. Good writing skills are essential. Having a car is a plus.

Interested applicants should send a resume and a cover letter to minna.elias@mail.house.gov.

MEM-157-17 The office of Congressman Brendan F. Boyle is seeking a highly motivated and creative individual for the position of **Communications Assistant**. Successful applicant will work closely with the Communications Director and with the Member.

Candidates must possess strong writing skills, expertise in graphic design, proficiency in social media platforms and metrics, the ability to operate in a fast-paced office under strict deadlines, and a capacity to work collaboratively with both DC and district staff.

Responsibilities include: drafting press releases, speechwriting, preparing talking points, creating, writing and developing social media strategies, creating graphics and editing video. The right candidate will also be proficient in Adobe Photoshop (or similar photo editing program), Adobe Illustrator (or similar graphic creation program) and non-linear video editing.

Qualified candidates should submit a cover letter, resume, two writing samples, and graphic portfolio to PA13.Jobs@mail.house.gov with "Communications Assistant" in the Subject Line. No phone calls, faxes or drop-ins please.

MEM-156-17 Southern California Democrat is seeking an experienced **Communications Director**. Candidate will be responsible for planning and executing a proactive and aggressive media and community outreach strategy. Candidates should have a minimum of 2 years of political communications experience and have excellent writing skills, be creative, energetic, and able to work well in a fast-paced collaborative environment. Applicants need prior on-the-record experience, a strong history of drafting all forms of communications materials—especially op-eds and long form speeches—and an ability to respond to challenging situations quickly and strategically. Candidates should have a track-record of successfully pitching both national and local media entities. Responsibilities include serving as spokesperson, drafting press releases and advisories, op-eds, and talking points, and managing social media platforms. California ties and knowledge of CA media and political landscape a plus. Spanish-speaking preferred. This is not an entry-level

position. Qualified applicants should submit a resume, cover letter, and appropriate writing samples to: southerncalijobs@gmail.com.

MEM-153-17 Midwestern Democratic House Member is seeking a **Scheduler** for the Washington, D.C. office. Primary responsibilities will include: receiving, evaluating and organizing incoming requests and invitations; coordinating the Member's briefing materials; greeting the communicating key information regarding the Member's schedule to staff; and ensuring proper advance work is done for Member's appearances and events. The Scheduler will work closely with senior staff. A successful candidate will be a self-starter, detail-oriented, with a shown a history of sound professional judgment and problem solving capabilities. Must have ability to multitask and balance workload in a dynamic, fast-paced environment. The ideal candidate will have strong teamwork skills and the ability to work with various personalities and styles. Qualified applicants should have previous Scheduling and/or Executive Assistant experience, preferably on Capitol Hill. Please e-mail a cover letter and resume to Walz.Resumes@mail.house.gov.

MEM-152-17 The Office of Congressman Al Green (D-TX) seeks a **Legislative Assistant** to manage a diverse portfolio of issue areas including transportation, veterans affairs, healthcare and homeland security. Candidates should have strong communication, research, and writing skills. We are looking for a proactive, detail-oriented staffer with a collaborative working style. To apply, please email a cover letter, resume, writing sample and a list of references to TXResumeInbox@mail.house.gov. Prior legislative experience on Capitol Hill and Houston ties are preferred. This is not an entry-level position.

MEM-151-17 Southern Republican House Member seeking a Hill experienced **staff member** to maintain the Member's schedule, arrange travel plans, and coordinate the administrative responsibilities of the office. This position will serve as a direct liaison between the visitors to the office and the member and/or staff.

Please send a resume, cover letter, and salary history to ushousestaffjob@gmail.com.

MEM-150-17 Senior Democratic Member of Congress seeks an energetic, organized, creative, self-starter to join the team of her very active and visible constituent services staff.

The **Events Coordinator/Constituent Services Representative** is also a caseworker who helps constituents with federal issues but spends part of the time managing and directing very diverse city-wide and neighborhood events that relate to the Congresswoman's congressional and constituent responsibilities, including staying on top of everyday events in the Member's district that keep the community connected to the Member's work. The

Events Coordinator takes the lead to develop major events, among them, the Tax Fair, Small Business Fair, Job Fair, and Black History Month events.

Candidate must be able to handle multiple tasks. The office prizes staff able to think outside the box and work independently while also being available to assist in co-worker projects where necessary or requested. Prior community or event planning experience is desirable. The ideal candidate will have a bachelor's degree, excellent writing and communication skills, experience interacting with the public and leadership qualities. Candidate must be a resident of the District of Columbia or willing to move immediately to DC if hired.

Interested applicants should send a resume, cover letter and references to: (202) 225-1129 (fax) or to dc00.nortonresume@mail.house.gov. NO PHONE CALLS PLEASE!

This position is open until filled. Salary: based on skill and experience level.

MEM-149-17 Congresswoman Gabbard is seeking a dynamic, passionate Military **Legislative Assistant** or Senior National Security/Foreign Policy Advisor to support her work on the House Armed Services Committee and House Foreign Affairs Committee. This position's portfolio will include Veterans Affairs, Homeland Security, and Intelligence. Responsibilities include preparing and staffing the Member for committee hearings, managing the day-to-day development of Member requests for the National Defense Authorization Act, working closely with the Member on legislative strategy, researching and advising the Member on bills and other issues, and representing the Member in meetings and events.

We are seeking someone to join our fun, team-oriented, hard-working office. The successful candidate will possess a can-do attitude and will be solutions oriented. He or she will also be an independent worker, a self-starter and will possess the capacity to produce high quality work on short deadlines. He or she will also have a demonstrated ability to communicate effectively with colleagues and superiors in a dynamic work environment. Veteran applications are encouraged. Ideal candidates should have House Armed Services Committee experience, Hill experience, or both. Hawaii ties and an active security clearance is a plus.

To submit your application, please email a resume, cover letter, and two short writing samples with the subject line "Military legislative assistant" to hi02jobs@gmail.com. Please no calls or walk-ins.

MEM-147-17 Democratic Member of Congress from North Carolina seeks a **Legislative Director** for D.C. Office. The legislative portfolio includes transportation. This individual is responsible for drafting legislation and amendments,

tracking legislation, developing legislative initiatives, writing speeches and floor statements, staffing the Member in Committee, and representing the Member in meetings with constituents and interested parties. Applicants should have experience in education policy, excellent written and verbal communication skills, work well under pressure in a fast-paced environment, be a strong team player, and have at least two years of legislative experience on Capitol Hill. Ties to North Carolina are a plus. Qualified applicants should send a cover letter, resume, and two brief writing samples along with three references to nchousejobs@gmail.com. Please be sure to put LEGISLATIVE DIRECTOR in the subject line. No drop-ins or phone calls. The office is an equal opportunity employer.

MEM-145-17 The Office of Rep. Justin Amash (R-MI) is seeking a bright, creative, and self-motivated **legislative assistant** focused on economics to join our Washington, DC-based policy team.

The legislative assistant will draft legislation, analyze bills, and meet with constituents concerning policy matters, among other duties. He or she will be expected to handle a diverse portfolio of policy issues, including budget and appropriations, commerce, defense, housing, social welfare, and taxation.

The successful applicant will be a libertarian or classical liberal in the tradition of F.A. Hayek, Henry Hazlitt, and Frédéric Bastiat. He or she must demonstrate a strong commitment to individual liberty, economic freedom, the Rule of Law, and the Constitution.

The person also must be an excellent writer and clear thinker willing to take on the most serious impediments to a freer, more prosperous America. An individual who prefers staid and steady work or who avoids challenges (and the occasional failure) may be more comfortable elsewhere.

Applicants must have a BA or equivalent. A degree in economics or at least two years of relevant policy experience is preferred, although Hill experience is not required.

To apply, please send a résumé, cover letter, and two writing samples to mi03.apply@gmail.com. Please include "legislative assistant applicant" in the subject line. No walk-in applicants or phone interviews.

This job opportunity was first posted late last year, but no interviews were conducted. Previous applicants still interested in this opportunity should resubmit their materials, as previous submissions will not be considered.

- MEM-142-17** The Majority staff of the House Committee on Veterans' Affairs is seeking an IT professional with technical, project management, and policy expertise to serve as a Committee Investigator. This position involves examining agency IT activities and translating highly technical subject matter into analytical documents and policy recommendations in an extremely fast-paced environment; it is not a developer or operations role. Program/project manager, senior analyst, or subject matter expert-level experience managing enterprise modernization efforts is required. Government agency, contractor, or corporate backgrounds are equally acceptable. Health informatics, particularly electronic health records, experience is strongly preferred. Qualified veterans are strongly encouraged to apply. Prior Hill experience is helpful but not necessary. Interested candidates should send their (1) cover letter, (2) resume, (3) references, and (4) writing sample of a policy or analytical nature to VAR.Resumes@mail.house.gov with "IT Investigator" in the subject line. No walk-ins please.
- MEM-141-17** U.S. Rep. Lloyd Doggett (D-Texas) seeks motivated, hard-working **staffer** for his fast-paced San Antonio federal office. Responsibilities include handling district scheduling requests, administrative duties, intern supervision, and community and constituent work. Ideal candidates must be highly-organized, detail orientated, work well under pressure, be able to manage multiple tasks, possess excellent writing skills for handling correspondence, and have strong interpersonal skills. Spanish speaking and strong local ties a plus. Email resume, three references, and brief writing sample to DoggettJobs@mail.house.gov. Entitle your email: San Antonio District Office Position. No calls or drop-ins please.
- MEM-123-17** 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 (less than five years of experience) with a background or strong interest in environmental matters, including investigations, hearings, depositions, and briefings. 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, with "Counsel" in the subject line.