



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 July 23, 2018

- MEM-236-18** The office of Congresswoman Frederica S. Wilson (D-FL) seeks a dynamic **press assistant** with strong digital media skills to join our team. Press assistant tasks include helping to compile daily clips, drafting social media content, creating graphics, and assisting in any other aspects of the team's fast-paced media operation. Strong writing skills and expertise in and a passion for digital media and politics are required. Hill experience and Florida ties are a plus. Applicants should send a cover letter, resume, and two writing samples to: FL24.Resumes@mail.house.gov. No calls or drop-ins allowed.
- MEM-228-18** New York Republican Member of Congress is seeking an experienced **legislative assistant** to join the team. The legislative assistant is responsible for drafting legislation, analyzing bills, and meeting with constituents within their policy portfolio. The position requires a successful candidate to handle a diverse portfolio of policy issues. A successful candidate will possess impeccable writing skills, as well as the ability to work in a fast-paced environment. Two or more years of Hill experience is required. Candidates with NY ties a plus. This is not an entry level position. Please send resume

and writing sample to nyrepjobs@gmail.com. Phone calls and drop-ins not accepted.

ESSENTIAL JOB FUNCTIONS:

- Formulates legislative initiatives for assigned issue areas which include:
 1. devising a legislative plan;
 2. drafting the plan into legislative form;
 3. planning, coordinating and scheduling introduction of legislation in the House (or offering it on an appropriate vehicle if it is in an amendment);
 4. gathering support for a bill or amendment from other Members, as well as appropriate interest groups;
 5. working with committees on legislation;
 6. coordinating legislative support to get the bill passed in the House.
- Tracks legislation and other developments in his or her assigned issue areas and briefs the Member for floor work, committee work, work in the district, and outside House-related activities;
- Monitors legislative developments within committees;
- Plans and coordinates co-sponsorship and support of other legislation;
- Monitors legislation on the House floor, providing the Member with information on each vote;
- Writes Floor speeches for the Member;
- If assigned to issues pending before a specific committee, prepares for and attends committee meetings and hearings with or without the Member (i.e., keeps in contact with committee staff and meets with interest groups and constituents with interests in such meetings);
- Acts as a liaison with committee and agency staffs;
- Performs special projects assigned by the Member or Chief of Staff/Administrative Assistant;
- Meets with constituents and interest groups;
- Provides information on and generates ideas for press, mass mailings, and newsletters;
- Drafts press releases in issue areas and provides background on media inquiries;
- Answers constituent letters and helps constituents on federal matters;
- Supervises interns with regard to legislative issues and constituent responses;
- Meets attendance requirements as established by the office;
- Maintains a good working relationship with the Member, staff, and constituents;
- Accepts performance based criticism and direction;
- Works well under pressure and handles stress;
- Works a flexible schedule including long hours, nights and weekends; and

- Performs other duties as assigned.

EDUCATION/EXPERIENCE:

A bachelor's degree or higher education level is preferred, including strong academic credentials. Some period of related experience or training in legislation or equivalent is beneficial.

SKILLS AND KNOWLEDGE REQUIRED:

- Thorough knowledge of the legislative process and of House organization and procedures;
- Ability to perform the essential job functions above;
- Ability to exercise discretion and independent judgment in the formulation and recommendation of policy positions for the Member;
- Ability to work cooperatively and courteously with others;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Knowledge of office policies, practices, and procedures;
- Knowledge of office computer applications; and
- Proficiency in word processing.

WORKING CONDITIONS:

- Work is mainly performed in an office environment.
- Ability to work in a small work station without an expectation of privacy

MEM-219-18 Progressive Democrat seeks a highly motivated, detail-orientated and energetic **Scheduler/Executive Assistant** with excellent communications, organizational and inter-personal skills to maintain the Member's daily and long-range official Washington, D.C. and district appointments.

Primary responsibilities are tracking, evaluating and responding to invitations and incoming requests for appointments, managing all travel and logistical details, and working directly with the Chief of Staff and District Director to ensure smooth daily operations and a seamless schedule between both offices.

Additionally, the Scheduler manages the Member's correspondence, performs various additional administrative duties, and effectively relays changes and updated information to the Member and staff in a timely manner.

The successful candidate is a self-starter, able to multi-task, quickly solve problems in a fast-paced, dynamic, team-oriented and constantly changing environment. The candidate must also be comfortable communicating with a wide variety of people. Previous Capitol Hill scheduling or other related experience is strongly preferred.

This position requires a positive attitude, an ability to be flexible and adapt quickly to changing circumstances, a strong level of competency and attention to detail and availability to assist the Member outside of regular business hours.

A Bachelor's degree is required and 1-3 years of prior scheduling experience desired. The salary is commensurate with the candidate's level of experience with a wide range of benefits. Previous scheduling or advance experience on Capitol Hill is preferred. Bay Area ties are a plus.

Women and people of color are strongly encouraged to apply. The office does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, military status, gender identity, or expression, or sexual orientation, or in any of its activities or operations.

Interested applicants should email their resume, one short writing sample and a list of references to CA17Scheduler@gmail.com. Please no walk-ins, faxes or phone-calls.

MEM-306-18 The office of Representative Debbie Wasserman Schultz is seeking a Legislative Assistant to handle energy, environment, transportation, agriculture, Native American issues, disaster response and other related issues. Responsibilities include but are not limited to advising the Member on all matters in the issue portfolio; developing and advancing policy proposals; drafting vote recommendations and talking points for related floor and committee proceedings; staffing the Member in relevant meetings; and representing the Member before constituents and stakeholders. The ideal candidate will have previous work expertise in the issue areas, prior experience advising a Member of Congress and advancing policy proposals; excellent written and verbal communication skills; and an eagerness to work in a fast-paced, collaborative environment. Florida ties are a plus.

Interested parties should e-mail a cover letter and resume to FL23Resume@mail.house.gov with the subject line "Legislative Assistant."

Please save cover letter and resume in a single file (pdf preferred) and name the file "Last name, First name." This office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity or expression.

Application materials must be received by 5:00 pm ET on July 16, 2018.

MEM-209-18 New Jersey Democrat is seeking a highly motivated and organized **staff assistant** with excellent oral and written communication skills for the Washington, D.C. office. Responsibilities include managing front desk operations, answering telephones, greeting visitors, coordinating tours for visiting guests, processing flag requests, reviewing, sorting, and responding to incoming constituent correspondence, addressing constituent matters, and assisting the Member and legislative staff as needed. Additional duties include management of the website and social media activities, including official Facebook and Twitter accounts.

Please e-mail cover letter, resume and two brief writing samples to nj08jobs@gmail.com. Please, no calls or drop-ins.

MEM-204-18 **Events Coordinator/Constituent Liaison:** 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 is also a caseworker who helps constituents with federal issues but spends more 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 Small Business Fair and Job Fair.

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: dc00.nortonresume@mail.house.gov.

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

MEM-193-18 New York Congressman is seeking an experienced **communications director** to join the team. The communications director is responsible for developing and executing a media strategy, which includes writing press releases, talking points, and op-eds, while also managing the Member's social media pages, web site, pitching story ideas and working closely with reporters. Must have on-the-record experience and strong writing skills. Candidates with NY ties a

plus. This is not an entry level position. Position could be based out of DC or NY.

Please send resume and writing sample to ny03.resumes@gmail.com. Phone calls and drop-ins not accepted.

MEM-186-18 **Military Legislative Assistant**

This position is open for individuals to apply that have a minimum of two years Congressional staff experience and prior military service preferred.

The position would include staffing a conservative Republican Member of Congress highly engaged through Committee work on Defense and Veterans policy. Some other policy areas this position would cover include appropriations, foreign affairs, homeland security, immigration, and intelligence.

Please send your resume and a cover letter to defensehilljob@gmail.com.

MEM-185-18

Progressive Democrat seeks a highly motivated, detail-orientated and energetic **Scheduler/Executive Assistant** with excellent communications, organizational and inter-personal skills to maintain the Member's daily and long-range official Washington, D.C. and district appointments.

Primary responsibilities are tracking, evaluating and responding to invitations and incoming requests for appointments, managing all travel and logistical details, and working directly with the Chief of Staff and District Director to ensure smooth daily operations and a seamless schedule between both offices.

Additionally, the Scheduler manages the Member's correspondence, performs various additional administrative duties, and effectively relays changes and updated information to the Member and staff in a timely manner.

The successful candidate is a self-starter, able to multi-task, quickly solve problems in a fast-paced, dynamic, team-oriented and constantly changing environment. The candidate must also be comfortable communicating with a wide variety of people. Previous Capitol Hill scheduling or other related experience is strongly preferred.

This position requires a positive attitude, an ability to be flexible and adapt quickly to changing circumstances, a strong level of competency and attention to detail and availability to assist the Member outside of regular business hours.

A Bachelor's degree is required and 1-3 years of prior scheduling experience desired. The salary is commensurate with the candidate's level of experience

with a wide range of benefits. Previous scheduling or advance experience on Capitol Hill is preferred. Bay Area ties are a plus.

Women and people of color are strongly encouraged to apply. The office does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, military status, gender identity, or expression, or sexual orientation, or in any of its activities or operations.

Interested applicants should email their resume, one short writing sample and a list of references to CA17Scheduler@gmail.com. Please no walk-ins, faxes or phone-calls.

MEM-182-18 Rep. Tom McClintock is seeking a **Legislative Correspondent** in his DC office to manage all aspects of constituent correspondence and handle a small legislative portfolio. Ideal candidates will have knowledge of the legislative process, excellent writing and organizational skills, strong attention to detail, and familiarity with Intranet Quorum (IQ). Duties include, but are not limited to, processing incoming correspondence through Intranet Quorum (IQ), drafting timely responses, reviewing and writing legislation, and meeting with constituents on policy matters. Please email resumé and cover letter to ca04resumes@gmail.com.

MEM-180-18 The Office of Rep. Justin Amash (R-MI) is seeking a bright, creative, and self-motivated legislative assistant with a background in law 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. The person will be expected to handle a diverse portfolio of policy issues.

The successful applicant will be a libertarian or classical liberal in the tradition of F.A. Hayek, Henry Hazlitt, and Frédéric Bastiat. The applicant 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 JD or equivalent. 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 applydc@amash.com. Please include "legislative assistant applicant" in the subject line. No walk-in applicants or phone interviews.

MEM-179-18 The Office of Rep. Justin Amash (R-MI) is seeking a professional and dynamic executive assistant to join our Washington, DC-based team.

The **executive assistant** will be responsible for efficient and accurate management of all aspects of the member's daily and long-term schedule, meeting logistics, maintaining files and drafting correspondence, greeting visitors, answering phones, and contributing to other miscellaneous projects as needed. The person also will be involved in scheduling staff meetings and briefings, and helping constituents with their visits to Washington, DC, among other duties.

The successful applicant will be personable, organized, flexible, and calm under pressure. The applicant must possess excellent communication and time-management skills, a sense of urgency and the ability to work independently with sound judgment and minimal direction, and the ability to work cooperatively and courteously with others.

Applicants must have a BA or equivalent. Two years of experience in an administrative or scheduling role is preferred, although Hill experience is not required.

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

MEM-177-18 The Democratic Staff of the House Committee on Oversight and Government Reform seeks an active and reliable **Digital Press Secretary**.

- Responsibilities include managing the website, crafting content for social media channels, developing graphics and videos, covering hearings and press events, and working with our press team to identify new ways to engage our followers.
- Successful candidates will have at least 1 to 2 years of communications and digital experience. Candidates with diverse backgrounds are strongly encouraged to apply.
- Ideal candidates will be proficient in Adobe programs (Photoshop, Illustrator, LightRoom, Premiere Pro, Audition, and After Effects), CMS, CSS, HTML, manual photography, analytics, and enjoy working in a fast-paced, rapid response environment.

- Candidates should submit a resume and portfolio with the subject line “Digital Press Secretary” to Oversightpress@mail.house.gov. Please, no phone calls or drop-ins.