



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

MEMBER AND COMMITTEE VACANCY LISTING

Week of July 25, 2016

MEM-217-16

Congresswoman Gabbard is seeking a dynamic, passionate **Military Legislative Assistant** to support her work on the House Armed Services Committee.

The MLA will be the primary staffer for the Members' work on House Armed Services Committee, working closely under the guidance of the Legislative Director. He or she will also manage the Congresswoman's Asia-Pacific policy work on the Foreign Affairs Committee. This position's portfolio focuses primarily on Asia-Pacific policy and defense-related issues, but also includes Veterans Affairs and Homeland Security. Responsibilities include preparing and staffing the Member for committee hearings, development of Member requests for the National Defense Authorization Act, working closely with the Legislative Director on NDAA 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 have strong writing skills and a demonstrated ability to communicate effectively with colleagues and superiors in a dynamic work environment. Ideal candidates should have experience working on Asia-Pacific issues and/or defense-related issues in a policy context, Hill experience, or both. Hawaii ties and an active security clearance are a plus. To submit your application, please email a resume, cover letter, and two short writing samples with the subject line “military legislative assistant” tohi02jobs@gmail.com. Please no calls or walk-ins.

MEM-216-16

Congresswoman Gabbard is seeking a dynamic, passionate **Senior Legislative Assistant** with experience working on the Hill to support her domestic policy agenda.

This position opening is for a Senior Legislative Assistant, who will work closely with the Legislative Director as a senior member of the legislative team. The staffer’s legislative work will focus on helping the Member build upon and expand her work on domestic policy issues. The portfolio includes financial services, jobs, healthcare, small business, Social Security, Medicare and Medicaid, and education. Responsibilities include developing and advancing legislation and other policy priorities of the Member, researching and advising the Member on bills and other issues, and representing the Member in meetings and events.

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MEM-212-16

Senior Democratic Member seeks motivated, detail-oriented, and energetic individual with excellent oral and written communication skills to serve as a **staff assistant**. Candidates should demonstrate strong interpersonal skills, be comfortable with managing multiple tasks, and have a strong work ethic. Responsibilities include managing the front office, answering and screening telephone calls, greeting visitors, coordinating tour requests for visiting constituents, managing flag requests, supervising and coordinating the intern

program, and assisting staff. Capitol Hill experience preferred. Email cover letter and resume to job_09@live.com.

MEM-209-16 New England Democrat seeks **communications director**. Communications Director is responsible for managing all aspects of very active, fast-paced press operation. Duties include but are not limited to: crafting overall message strategy; planning and executing local and national press events; drafting and distributing press releases, advisories, and statements; engaging in outreach to and maintaining relationships with local and national media; managing social media pages; preparing speeches and written remarks; drafting internal communications documents for Member and staff. Candidates must demonstrate excellent written and verbal skills, keen attention to detail, strong organizational skills, ability to perform well under pressure, and comfort working in team environment. This is not an entry-level position. Interested applicants should submit cover letter, resume, and two writing samples to hill.jobs@mail.house.gov. No phone calls or walk-ins, please.

MEM-203-16 Southern Republican seeking **Legislative Correspondent** for Washington, D.C. office. Primary responsibilities include managing constituent correspondence, conducting research, and providing support to the legislative staff when necessary. Applicants must be hardworking, detail oriented, and possess strong writing skills. Experience with the Intranet Quorum database and having ties to Tennessee are preferred but not required. This position also allows for the opportunity to experience the press side of a congressional office if interested. Qualified candidates should send their resume to TN08.HouseJobs@mail.house.gov.

MEM-199-16 U.S. Rep. Ann McLane Kuster seeks **Communications & Outreach Coordinator** for Concord, New Hampshire office.

Communications:

- Work with Communications team to draft and disseminate press releases, media advisories, statements, and other communications material.
- Help plan local press events and assist Communications Director in pitching stories to the media as needed.
- Manage Facebook, Twitter, and other social media pages.
- Work with Communications Director and other staff to develop and implement office messaging strategy.

Issue Area Outreach:

- Develop and maintain relationships with leaders and stakeholders in assigned issue areas.
- Attend and hold meetings as necessary with issue area leaders and stakeholders; engage with the public on projects within these areas.
- Monitor ongoing projects and legislative actions connected to assigned issue areas.

- Develop and coordinate public events, business visits and private meetings in connection with assigned issue areas.

General:

- Answer phones and walk-in cases as necessary.
- Draft letters, memos and reports on meetings, events and projects.
- Attend occasional night or weekend events as necessary.

Qualifications:

- Strong writing skills
- Strict attention-to-detail
- Ability to “think on your toes” and work in a constantly shifting, fast-paced work environment
- Prior political or press experience strongly preferred.

If interested, please submit resume, cover letter, and two writing samples to NH02.Jobs@mail.house.gov.

MEM-194-16

U.S. Member of Congress in New York seeks a **Legislative Assistant** for the D.C. Office. Individuals will handle a portfolio of legislative issues including small business, economic development, housing, environment, immigration, and foreign affairs – including the Middle East and Caribbean. This individual is responsible for drafting legislation and amendments, tracking legislative, 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 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. This is a full-time permanent position. Ties to New York are a plus. Qualified applicants should send a cover letter, resume, and brief writing sample to ResumeNY@mail.house.gov. Please be sure to put LEGISLATIVE ASSISTANT in the subject line.

PLEASE NO WALK-INS OR PHONE CALLS

An Equal Opportunity Employer.

MEM-189-16

The **press office** of Rules Committee Ranking Member Louise Slaughter (NY-25) is looking for talented candidates with a passion for public policy messaging, strong writing and communications skills, and the ability to work collaboratively.

The ideal candidate:

- Has Capitol Hill and campaign experience
- Writes beautiful speeches with historical references
- Is an expert social media manager with attention to detail
- Enjoys making info graphics during lunch breaks
- Does not offend easily during the editing process

- Likes staying up late and waking up early
- Loves Rochester, NY and the Rules Committee

Applicants should submit a cover letter and resume to employ@mail.house.gov.

- MEM-184-16** A Senior Member of the House Foreign Affairs Committee is seeking a skilled and experienced **Legislative Assistant** to handle foreign policy and related issues. Candidates should have relevant Capitol Hill experience, excellent communications skills, and a background in foreign policy and/or an advanced degree. Interested applicants should submit a resume and cover letter to ForeignAffairsLA@gmail.com.
- MEM-183-16** California Republican seeks qualified **Staff Assistant/Legislative Correspondent** for Washington, DC office. Duties include management of constituent correspondence program, flag requests, tour coordinating, and general administrative duties. Applicants must demonstrate excellent writing and research ability, be self-starters, energetic, and have strong organizational and time management skills. Please send resume, cover letter, and short writing sample to CARepublicanjobs@gmail.com.