



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 December 7, 2015

MEM-430-15 Senior Democrat seeks motivated, detail-oriented, and energetic individual with excellent oral and written communication skills for a **Staff Assistant** position in the Washington, DC office. Individuals 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. Women and minorities are encouraged to apply. Email cover letter and resume to employ@mail.house.gov.

MEM-418-15 Congressman Dan Kildee (MI-05) is seeking a **Communications Assistant** in Washington, D.C., to assist with the Member's external communications efforts. Responsibilities will include drafting media advisories and press releases; collating daily press clips and morning headlines; creating content for the Member's social media accounts; graphic design projects; drafting constituent mail and managing the constituent mail program.

The ideal candidate will be creative, have excellent written and oral communication skills, be strongly proficient with digital and social media platforms, be an energetic and a detail-oriented team player able to multi-task and produce high-quality work on tight deadlines. Graphic and/or video editing skills are highly preferred. Michiganders are strongly encouraged to apply.

Please e-mail resume, cover letter and two writing samples (no more than 1-page each) to michigan05jobs@gmail.com (subject line should read: Communications Assistant Application). No telephone calls, emails or walk-ins, please.

MEM-368-15

New England Democrat seeks an enthusiastic, motivated, and highly-organized **Staff Assistant** for Washington, DC office. Responsibilities include managing front office operations, overseeing intern program, serving as confidential assistant to Chief of Staff and Member, driving Member to meetings and appointments, supporting Member's daily activities, providing assistance to scheduling and legislative teams, and other tasks as assigned. Access to a vehicle and a clean driving record is required. New England ties preferred. Applicants should submit cover letter, resume, and brief writing sample to hill.jobs@mail.house.gov. No phone calls or drop-bys.

MEM-354-15

Investigator (Washington, DC) -- The Committee on Ethics seeks an experienced investigative professional for an investigator position. The Committee's investigator is responsible for assisting the Committee in all aspects of its investigative work, including researching and reviewing public data sources, forensic research, document review, data collection and analysis, and preparing for and participating in witness interviews. This is a nonpartisan position which requires the ability to assist with impartial investigations and refrain from political or partisan activity. Candidates must possess outstanding organizational, research, and analytical skills, as well as the sound judgment necessary to evaluate the sensitive matters that arise before the Committee. Experience in one or more of the following areas is desirable: government ethics, criminal law, civil litigation, administrative investigations and adjudications, depositions, investigative journalism, or financial accounting. Experience with document review/management platforms and/or online research services (Lexis/Nexis, Westlaw, CLEAR) also preferred. Salary commensurate with experience. Please email resume, cover letter, and a short writing sample to ethicsjobs@mail.house.gov. Please include the phrase "Investigator" in the subject line.

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. No phone calls, please.