



House Vacancy Announcement and Placement Service (HVAPS)

B-235 Longworth House Office Building
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202-226-5836

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MEMBER AND COMMITTEE VACANCY LISTING

Week of January 3, 2018

MEM-003-18 Congressman Ted Lieu has an immediate opening for a **Caseworker** in his Los Angeles District Office. Primary responsibilities include assisting constituents with federal casework, assisting the Casework Supervisor with casework outreach, intake and processing. The Caseworker would also attend community events and conduct casework outreach directly with constituents. Caseworkers meet frequently with constituents and liaise with federal agencies, and help organize outreach events for the Congressman's office.

The successful applicant should have experience working on federal casework, must have a positive attitude and the ability to work and set priorities in a fast-paced and challenging environment. Strong writing and verbal communications skills are essential. At least one year of experience working for an elected official or community-based organization is strongly preferred. A valid California Driver License and automobile are required. Bilingual skills are a plus.

The position is full-time with federal benefits. Congressman Lieu's primary district office is located in Central Los Angeles.

If interested, please send a resume, cover letter, and two short writing samples no later than January 15, 2018 to:

NICOLAS RODRIQUEZ
District Director
Congressman Ted Lieu (CA-33)
5055 Wilshire Blvd., Suite 310
Los Angeles, CA 90036
Lieu.Staff@mail.house.gov

- MEM-001-18** Texas Democrat is seeking an experienced **Communications Director** to plan and execute a proactive and aggressive media and community outreach strategy. Candidates should have excellent writing skills and work well in a fast-paced collaborative environment. Applicant should also have an extensive social media background. Texas ties and knowledge of TX media and political landscape are a plus and management experience is preferred. This is not an entry-level position. Qualified applicants should submit a resume, cover letter, and two writing samples, including a press release to TXResumeInbox@mail.house.gov.
- MEM-512-17** Senior Democratic House member and Committee Ranking Member seeks **Legislative Director**. Primary responsibilities include developing policy and legislative initiatives and advising Member on all legislative issues. Position will manage long-term and short-term legislative planning; monitor legislative activity on the House floor; supervise all legislative staff in the personal office; ensure effective coordination between the personal office and committee office; and assist with hearing preparation as needed. Position will also manage health policy portfolio. The successful candidate will be a results-oriented problem solver and have a proven track record of developing and advancing legislation. Excellent oral and written communication skills, time-management skills, and the ability to quickly analyze and summarize complex legislative details are essential. Advanced degree and extensive experience on Capitol Hill are required. To apply, please e-mail a cover letter and resume with the words "Legislative Director" in the subject line to job_09@live.com. Please paste the cover letter and resume directly in the body of the email.
- MEM-511-17** The Committee on Natural Resources' Subcommittee on Oversight and Investigations is seeking to fill a **Clerk** position on the majority staff. The ideal candidate should have a strong interest in investigations and natural resources issues. Some responsibilities include staffing Subcommittee hearings as well as some Full Committee hearings, sending and receiving Subcommittee correspondence to and from the Executive Branch as well as with outside organizations, and managing the Subcommittee's administrative needs. Candidates must possess a strong work ethic, attention to detail, desire

to learn how to conduct congressional oversight and investigations, and be self-motivated. Prior Hill experience preferred, but not required. Interested candidates should send a resume and cover letter to NaturalResources.Jobs@mail.house.gov, with "O&I Clerk" in the subject line.

MEM-509-17 The House Committee on Homeland Security is looking for a non-partisan **Deputy Chief Clerk/Calendar Clerk** to assist with Committee operations. Among other duties, the person filling this role will assist the Chief Clerk in the performance of the following:

- Managing Committee hearings and markups;
- Plan and manage Committee field hearings;
- Maintain Committee legislative calendar; and
- Prepare Committee archive and historical records.

The ideal candidate for this position is detail oriented, a self-starter and works well independently as well as with others. At least 1 year of prior Capitol Hill experience required. Please send resumes and statement of interest to: Resumes.CHS@mail.house.gov.

MEM-508-17 U.S. Rep. Lloyd Doggett (D-Texas) seeks a **staff assistant** for his Washington office. Excellent written and oral communication skills required. Texas connection and Spanish ability a plus. Send resume, brief writing sample, and three references to DoggettJobs@mail.house.gov. Use title on your email: Staff Assistant Application. No drop-ins please.

MEM-507-17 U.S. Rep. Lloyd Doggett (D-Texas) seeks a **senior legislative aide** with a minimum of three years of Hill experience. This is not an entry level position. Excellent written and oral communication skills required. Advanced degree a plus. Spanish ability a plus. Send resume, brief writing sample, and three references to DoggettJobs@mail.house.gov. Use title on your email: Senior LA Position. No drop-ins please.

MEM-490-17 **Investigative Counsel** (Washington, DC) -- The Committee on Ethics seeks an attorney for an investigative counsel position. The Committee's investigative counsels are responsible for conducting investigations and adjudicatory and disciplinary proceedings regarding Members and staff of the U.S. House of Representatives. This is a nonpartisan position which requires the ability to conduct impartial investigations and refrain from political or partisan activity. Candidates must possess outstanding analytical and written/oral communications 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; employment law, including the laws governing sexual harassment in the workplace; civil litigation; administrative investigations and adjudications; depositions; and financial accounting. Salary commensurate with experience.

Please email resume, cover letter, and short writing sample to ethicsjobs@mail.house.gov. Please include the phrase “Investigative Counsel” in the subject line.

- 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.
- 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.
- 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.

- 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.
- 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, with "Counsel" in the subject line.