



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
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Job Line: 202-226-4504

MEMBER AND COMMITTEE VACANCY LISTING

Week of February 20, 2018

MEM-064-18 Senior Rocky Mountain Democrat is seeking a **legislative assistant** to manage a very active health care portfolio, including the Member's leadership of two high-profile caucuses. Candidates should have at least three years of experience developing and implementing legislative strategies in a Congressional office. Strong research, writing, and negotiation skills are essential. An advanced degree in a health field is preferred. The ideal candidate will be creative and proactive, possess a strong work ethic, and be able to have fun while maintaining a busy schedule. Interested applicants should send a cover letter and resume to rockymountainhealthla@gmail.com.

MEM-059-18 Congressman John Delaney (D-MD) is seeking a highly-organized and detail-oriented **Staff Assistant** to work in his Washington office. Qualified candidates must have excellent written and oral communication skills. Responsibilities include greeting visitors, processing tour and flag requests, managing the internship program, and assisting with other assigned duties. Maryland ties a plus. Deadline for applications is Wednesday, February 21st. To apply, please email a resume and cover letter to

MD06.Jobs@mail.house.gov. This office is an equal opportunity employer. No phone calls or walk-ins please.

- MEM-056-18** The U.S.-China Economic and Security Review Commission is seeking an **Executive Director**. The position is responsible for the overall management of the USCC staff, as well as providing advice to Commissioners regarding Commission hearings, research topics, and contents of the Commission's Annual Report to Congress. Candidates should demonstrate firsthand knowledge and senior level experience in organization management, ability to establish program/policy goals and implement them, knowledge of how to manage a budget, and the highest degree of judgement, initiative, and objectivity. Candidates are expected to have substantive knowledge of US-China policy and China's economic, trade, military and security policies and practices. A full list of requirements, responsibilities, and information on how to apply can be obtained by emailing a request to contact@uscc.gov or can be found on the Commission website at www.uscc.gov/about/job-opportunities. The application period closes March 7, 2018.
- MEM-055-18** Northeastern progressive Democrat, Senior Member of Democratic Leadership, and Member of the Appropriations Committee seeks an experienced **speechwriter** to join busy, high-functioning office. The individual will work closely with the legislative staff and take the lead on crafting speeches and op-ed columns. Candidates must possess excellent and proven writing and organizational skills and the ability to grasp complex policy concepts, think strategically, and multitask effectively under tight deadlines. Applicants must also have command of the legislative process, sound political judgment, and a sense of humor. Salary commensurate with experience. Please send cover letter, resume, and 2-3 writing samples to: ctspeechwriter@gmail.com.
- MEM-051-18** **Scheduler/Executive Assistant:** Duties include managing the daily schedule for a Democratic Member of Congress; reviewing invitations and meeting requests with the Chief of Staff and other staff members; and organizing all the logistical aspects of the Member's schedule. Duties also include overseeing the front office reception area and a very active intern program. This position requires exceptional organization, strong interpersonal skills, attention to detail and the ability to multitask and prioritize. Salary commensurate with experience. An expanded portfolio to include financial administration is possible for qualified candidates. Please send resume and cover letter to Employment@mail.house.gov.
- MEM-047-18** **TITLE: Scheduler/Executive Assistant**
REPORTS TO: Member/ Chief of Staff
- CORE RESPONSIBILITIES:**

- to maintain the Member's official schedule, travel plans, and related records; and
- to act as liaison for the Member with the staff, public and other Members.

QUALIFICATIONS:

- at least 1-2 years of office experience;
- strong telephone skills;
- strong oral and written communication skills;
- ability to exercise discretion and independent judgment with respect to prioritization of and recommendations on Member appointments;
- strong organizational and filing skills;
- thoroughness and careful attention to detail;
- experience making travel reservations and arrangements;
- ability to work cooperatively and courteously with others;
- temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner; and
- availability to work long hours and at night

DUTIES:

Scheduling Duties

- prepares the daily schedule for the Member, and distributes copies to the Washington, DC, and district offices;
- prepares detailed itineraries for the Member, including important numbers, location and contact names;
- prepares monthly projected schedules for the Member;
- briefs the Member on all scheduling activities of the Washington, DC, and district offices and makes recommendations on proposed future meetings;
- schedules all staff meetings and briefings;
- coordinates scheduling of press, interviews, radio and T.V. time with the Press Secretary; and
- coordinates photo opportunities with constituents.

Travel Duties

- makes reservations for the Member's air travel, ground transportation, and lodging; and
- submits vouchers for travel and expense reimbursement.

Mail/Invitations Duties

- reviews the Member's mail and invitations;
- responds to all invitations, either by written correspondence or by personal telephone call;
- maintains files of invitations that have been declined, accepted, or that are tentative/pending; and
- ensures that the Member is provided with briefing materials for each event.

Administrative Duties

- monitors the Member's incoming telephone calls in a telephone log, takes messages, and returns calls as requested;
- places outgoing calls for the Member and maintains a record of calls;
- maintains the Member's files, including notes, correspondence, and all information relating to travel;
- organizes documentation and materials for the Member's annual financial disclosure report;
- acts as a liaison for constituents and other visitors that drop by to see the Member;
- acts as a liaison between the Member and other Members, committee staff, White House, and government offices and agencies to arrange for the Member's attendance at meetings or to coordinate travel plans; and
- performs other duties as assigned.

Please send all resumes to nyrepjobs@gmail.com.

MEM-046-18 Senior Democratic Congressman who serves as Ranking Member on a full committee seeks an experienced, energetic and creative **Press Secretary** to work in a fast-paced press operation. The ideal candidate should be entrepreneurial and aggressive in generating ideas that yield media coverage, promoting the Member's agenda through traditional and social media, and raising the Member's national profile. The Press Secretary will be responsible for all facets of daily press operation including: media strategy development and implementation; serving as primary spokesperson for national and local media; coordinating press conferences; pitching story ideas; managing coverage of legislative action and events; and drafting statements, releases, speeches, opinion editorials and responses to articles. This is not an entry-level position. The candidate must have previous Capitol Hill experience, extensive media contacts and background working with both print and electronic media. The Press Secretary must also seek innovative ways to increase the Member's visibility, including expanding the use of the Member's website and other on-line resources and developing/maintaining effective relationships with national and local media. Excellent oral and written communications skills and the ability to work in a high pressure, team-oriented environment while juggling multiple tasks are required. On-the-record experience preferred.

To apply, please e-mail a cover letter and resume with the words "Press Secretary" in the subject line to job_09@live.com.

MEM-045-18 Congressman Erik Paulsen's office seeks a **Communications Director** to craft a relevant, compelling communications strategy that engages a variety of audiences. The ideal candidate would have a knack for personalizing a

message and breaking down complicated issues. The candidate must be proactive and creative while possessing a clear, concise writing style. Responsibilities include implementing and managing a communications strategy, working with the legislative team to highlight a policy agenda, writing press releases and op-eds, drafting speeches, creating talking points, pitching, and building relationships with reporters. If interested, please submit a cover letter, resume, references and two short writing samples to MN03Jobs@gmail.com with the subject line “Communications Director.”

MEM-044-18 Southern Democratic Member seeks a **Legislative Director** for D.C. office. This individual is responsible for drafting legislation and amendments, tracking the floor, developing legislative initiatives, staffing committees, and representing the Member in meetings with constituents and interested parties. Applicants should have excellent written and verbal communication skills, and work well under pressure in a fast-paced environment. This is not an entry level position. Background in transportation is a plus. Qualified applicants should send a cover letter, resume, and two brief writing samples along with three references to southernhousedem@gmail.com. No drop-ins or phone calls. The office is an equal opportunity employer.

MEM-041-18 The press office of Rep. Louise Slaughter (NY-25) and the House Rules Committee is seeking a **social media manager & press assistant** to join an aggressive communications team. Responsibilities include managing the congresswoman’s digital media channels, including website and social media accounts, developing engaging online content, writing e-newsletters, and taking photos and video. The social media manager & press assistant will also compile press clips, copy-edit press releases and talking points, and other projects as necessary. Must be comfortable working collaboratively to execute a broad communications strategy. Prior press and/or digital experience and familiarity with both graphic design and video editing is preferred. Ideal candidates must also have strong written and verbal communications skills and be able to work demanding hours in a fast-paced environment. Interested candidates must submit a resume, cover letter, two writing samples, and two examples of social media or digital media work to digitalpressposting@mail.house.gov. Candidates will be considered on a rolling basis until the position is filled.

MEM-032-18 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-031-18 Congresswoman Michelle Lujan Grisham is seeking a **Legislative Correspondent** to oversee her mail program. The ideal candidate will be an outstanding writer and editor, have excellent organizational skills as well as high attention to detail, and be able to work quickly under pressure in a fast paced work environment. This is a writing intensive position. Responsibilities include working with the legislative team to understand the Congresswoman's position on different issues, drafting letters to constituents, organizing the constituent correspondence, and sending out mail to constituents in a timely manner. Diverse candidates are encouraged to apply. New Mexico ties, Hill experience, and knowledge of IQ a plus.

Interested candidates should submit a cover letter and resume in one attachment to NM01.Resumes@mail.house.gov.