



House Vacancy Announcement and Placement Service (HVAPS)

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Job Line: 202-226-4504

MEMBER AND COMMITTEE VACANCY LISTING

Week of January 13, 2014

MEM-109-14

Congressman Steven Horsford seeks Community Liaison/Caseworker for District Office in North Las Vegas. Applicants must be motivated to serve the 4th Congressional District of Nevada and possess a strong work ethic. The Community Liaison/Caseworker monitors and updates the Congressman and Deputy District Director on district and local issues. This position acts as a liaison to federal, district, and local agencies for the Congressman and constituents and answers casework correspondence and verbal communications with constituents. Recent experience with, and understanding of U.S. Military and Department of Veteran's Affairs structure, the procedures, and policies is required. Electronically submit cover letter, resume, professional references, and writing sample to NV04Jobs@mail.house.gov. Application deadline is Wednesday, January 22, 2014.

MEM-108-14

Job Summary and Requirements: Committee on Ethics has an opening for a **Staff Assistant**. Duties include: answering telephones; assisting with the committee investigations production process; assisting with the tracking and processing of committee correspondence; providing administrative support in setting up committee meetings; and entering data and navigating databases with accuracy. Applicants must have excellent organizational skills and a professional telephone manner; good computer skills; proficiency in Microsoft Word and Excel; ability to work cooperatively and courteously with others; ability to use good judgment in responding to inquiries and requests; and flexibility in assisting with daily tasks and projects.

Applicant Instructions: Please email cover letter and resume with “Staff Assistant” in the subject line to ethicsjobs@mail.house.gov NO PHONE CALLS PLEASE.

MEM-107-14

Labor Policy Counsel (Pensions): House Committee Democrats with jurisdiction over private sector employment issues seek highly motivated counsel or advisor to handle pension and retirement policy matters, including legislative and oversight work related to defined benefit pension plans, 401(k)’s, ERISA, the Pension Benefit Guaranty Corporation (PBGC), and the Employee Benefits Security Administration (EBSA). While the core of the work will be focused on retirement issues, this position may cover additional areas within labor policy, to be determined. Candidates must have familiarity with ERISA and employment and labor law generally, with at least three years of experience working in these areas. Candidates must have excellent research and writing skills. Candidates must thrive in a fast-moving environment; be team-oriented, creative, and strategic; and have a positive, can-do attitude. Experience working on Capitol Hill is a plus. This position provides an opportunity to work for highly engaged, energetic Members of Congress and policy staff with a strong commitment to strengthening workers’ rights and working families’ retirement security .Equal opportunity employer. Salary commensurate with experience. Send cover letter and resume to edlabor.press@mail.house.gov.

MEM-106-14

COMMUNICATIONS DIRECTOR: Southern conservative Democrat seeks a Communications Director to manage press operations in both the DC and District media markets. Responsibilities include pitching stories and responding to press inquiries; writing press releases, op-eds, and statements; coordinating in-district events; booking appearances on radio and television; ensuring an active online presence. Candidates must be proactive, team players, have excellent written and oral communications skills, substantial press experience, and the ability to work

quickly and carefully under tight deadlines. Must work closely with DC and district staff to quickly grasp legislative and local issues and communicate them effectively. Knowledge of Energy and Commerce Committee issues, Southern ties, and campaign experience a plus. This position will be based in the DC office. Please email cover letter, resume, and at least 2 writing samples to GA12jobs@mail.house.gov.

MEM-104-14

As the primary administrative staff member in the District Office, **Staff Assistant** duties Include (but are not limited to): answer phones; handle mail and faxes; greet and direct visitors; maintain order & efficiency of front and back offices order supplies; organize office files; coordinate with the Capitol Office to arrange tour and flag requests; coordinate vendor service needs; research the status of some legislation; draft some correspondence; assist the District Director and all District Office staff with additional tasks, as needed. In the absence of the District Scheduler, the staff assistant will serve as back-up and help facilitate any scheduling requests. Casework duties include (but are not limited to): Assist constituents with their individual cases pertaining to federal agencies. Help constituents to obtain timely consideration and cut through red tape. As the “front-line” caseworker, help constituents with nonfederal questions to find appropriate resources.

EX P E R I E N C E R E Q U I R E D:

Prefer some experience working directly with the community. Solid interpersonal, Writing and organizational skills are essential. The successful applicant will be a team player, have a positive attitude and the ability to work and set priorities in a fast-paced environment. Spanish language skills considered a plus.

TO APPLY: Please fax or email cover letter and resume to:

Office of Congressman Xavier Becerra

350 S. Bixel Street, Suite 120

Los Angeles, CA 90017

Fax :(213) 481-1427

Email: Resume.California@mail.house.gov

MEM-100-14

Staff Assistant: We are seeking a highly energetic, motivated, and organized individual to join the team of a Senior Democratic member of Congress. The

candidate will have strong interpersonal skills, be comfortable with managing multiple tasks and work well under pressure.

The staff assistant is responsible for preparing letters of greetings, condolence and congratulations on behalf of the Member; answering the phones; coordinating mail and casework distribution; making room reservations for meetings. Light casework assignments will include post office problems and requests for expedited passports and as assigned by the District Director. The staff assistant also serves as intern coordinator by recruiting training, scheduling and assigning duties.

The ideal candidate will have a bachelor's degree, significant experience interacting with the public, excellent writing and communication skills and a working knowledge of the District of Columbia. **Candidate must be a resident of the District of Columbia or willing to move immediately to D.C., if hired.**

The closing date for this position is January 15, 2014. Salary is based on skill and experience level. Interested applicants should send a resume, cover letter, references and two writing samples to: DC00.NortonResume@mail.house.gov or fax to (202) 225-1129. **Absolutely no phone calls will be accepted!**

MEM-376-13

Press secretary -- Dem member seeks **press secretary** for DC office, Hill experience a plus, not required. Please submit resumes to DCPRSecCV@gmail.com

MEM-375-13

Congressman Aaron Schock (IL-18) seeks an experienced **Communications Director** to manage a fast-paced press operation. Strong speech writing skills are a must as duties include: working with the Congressman to help craft talking points, speeches and op-eds; writing press releases and e-newsletters; booking and pitching media outlets nationally and in district; and maintaining and updating the Member's website. The ideal candidate has demonstrated creative writing and speech writing skills. In addition, the job requires one to be innovative and proactive in growing district and national media opportunities for the Congressman. Must have the ability to work with diverse media outlets, write well under a deadline, and have experience working in communications. Qualified applicants should send resume and writing sample to IL18resumes@gmail.com.

MEM-374-13

Freshman Democratic Member seeks an organized, energetic and savvy **Legislative Assistant** to handle the Member's work on the House Financial Services Committee, with a focus on economic development, affordable housing and infrastructure needs of America's legacy cities. The selected candidate will be joining a fast-paced, team-oriented Washington, DC office.

Duties include preparing and staffing the Member for committee hearings and markups, monitoring legislative developments within Committees and on the House floor; developing and advancing legislation and other policy priorities of the Member, contributing to floor speeches and other external communications, researching and advising the Member on bills and other issues, representing the Member in meetings, and drafting constituent correspondence. This legislative portfolio will also include additional issues outside of the HFSC work.

Applicants must have superior organizational skills, strong written and oral communication skills, and strong interpersonal skills, be able to multi-task and thrive in a fast paced environment, and have poise, patience and a sense of humor. Prior experience in economic development and community/urban planning strongly preferred. Michigan ties a plus.

Please email a resume and cover letter to Michigan05jobs@gmail.com with "Legislative Assistant" in the subject line.

MEM-373-13

Ohio Republican House Member seeking **press assistant** to join staff. Applicants should be self-starting, hard-working and creative. Must have strong writing and verbal skills and be extremely detail oriented. Job responsibilities include: managing all new media platforms (Facebook, Twitter, You Tube and Instagram), updating the web site, writing press releases and columns, creating videos and graphics, taking photos and running telephone town halls. Experience with new media, HTML, Final Cut Pro, Movie Maker and Photoshop helpful. Possibility of eventual promotion to press secretary a possibility based on job performance over time. Interested applicants should send cover letter, resume and writing sample to oh.ushouse.job@gmail.com.