



House Vacancy Announcement and Placement Service (HVAPS)

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Job Line: 202-226-4504

MEMBER AND COMMITTEE VACANCY LISTING

Week of July 27, 2015

MEM-197-15

Rep. Keith Ellison (MN-05) is accepting applications for an **Executive Assistant/Office Manager** position. The Executive Assistant/Office Manager will manage and prepare the Member's schedule, respond to all scheduling requests, arrange the Member's travel, and provide and assist with local travel. The Executive Assistant/Office Manager will order and maintain office supplies, will maintain office personnel files, and will work closely with the staff assistant and interns. This position requires candidates with proven experience in administrative roles, knowledge of the Congressional work setting, and comfort working one-on-one with the Member and his Chief of Staff. Strong written and oral communication skills, superior organizational skills, attention to detail, ability to work in an extremely fast paced office, and flexibility to work late hours on short notice are necessary for the position. Owning or having consistent access to a car is required. This is not an entry level position. Minnesota ties a plus. Please send resume, cover letter, and writing sample to mn05position@mail.house.gov. Please include references.

MEM-193-15 Rep. Jackie Speier (CA-14) seeks a **staff assistant** to assume the responsibilities of managing the front desk and greeting visitors. Daily tasks include answering telephones, conducting and organizing tours, processing flag requests, assisting the D.C. and District staff on various projects, and serving as intern coordinator. Applicants should be detail-oriented professionals with strong organizational skills and writing abilities, positive attitudes and pride in work product in addition to maintaining a vehicle in D.C. Applicants with ties to the 14th Congressional District and/or the Bay Area are strongly encouraged to apply. Salary commensurate with experience.

Please e-mail cover letter and resume to Cookab Hashemi, chief of staff at cookab.hashemi@mail.house.gov. The deadline to apply for the position is Wednesday, July 30, 2015. Absolutely no phone calls, e-mails or walk-ins, please.

MEM-192-15 Republican Committee in the House of Representatives seeks **Staff Assistant** with strong administrative skills and interest in workforce policy. Must be well-organized, detail-oriented, and a team player. Responsibilities include office administration, scheduling, legislative tracking, and other administrative projects as assigned. Excellent proof reading, writing, and computer skills required.

Please send resumes to edandlresumes@mail.house.gov.

MEM-191-15 Republican Committee in the House of Representatives seeks Professional **Staff Member** with background in workplace and employment law, with particular emphasis on traditional labor law, including the National Labor Relations Act. Law degree and congressional experience desired. Good writing and research skills necessary.

Please send resumes to edandlresumes@mail.house.gov.

MEM-188-15 Committee on Ethics has an opening for a **Staff Assistant**. Duties include: answering telephones; 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. This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. 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.

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

MEM-172-15

Active Democrat House Members seeks experienced, media savvy **Communications Director** to run aggressive press operation in fast-paced office. Duties include: managing day-to-day press operations in D.C. and the district, developing communication strategy, drafting press releases, op-eds, talking points and other content, overseeing and planning media events, preparing member, developing relationships with local and national reporters, and working in conjunction with outreach director and district staff. Ideal candidate will have on-the-record experience and excellent writing skills. Hill or other political experience/California ties a plus. Please send resume, cover letter, and two writing samples to jo.th@mail.house.gov. Please, no walk-ins or phone calls.

MEM-165-15

Congressman Xavier Becerra is seeking to immediately fill a full-time job opening for a **Field Deputy** position in his district office. The Field Deputy serves as the congressman's liaison with the community, local organizations and government agencies; staff and/or represent the congressman at events; advise the congressman about local issues; help organize community based meetings and events; implement proactive constituent outreach program; prepare Member for speeches and meetings; draft correspondence. This position requires work hours beyond the normal 8-hour work day and will include work on weekends and holidays.

Qualifications:

Strong written, communication, analytical, and organization skills; an ability to relate well with individuals of diverse backgrounds; impeccable customer service manners; and superior public speaking skills.

Minimum two (2) years of experience working directly with the community at large. Knowledge of the Asian Pacific Islander communities a plus.

Good computer skills, including proficiency and experience with Microsoft Word, Excel, Outlook, Publisher and Power Point.

Bachelor's degree required.

Candidate must have a thorough understanding of government agencies and structure (local, county, state and federal).

Must be able to work efficiently and effectively as a member of a team, be able to meet strict deadlines, balance multiple projects simultaneously and work under pressure. Attention to detail and accuracy is essential.

Candidate should demonstrate a positive attitude, commitment to excellence,

upbeat demeanor and flexibility.

Candidate should expect weekend, some holidays, and after-hours assignments.

Salary will depend on the experience of the applicant.
Bilingual skills a plus.

To apply: All interested individuals should email a cover letter, resume and salary history to Resume.California@mail.house.gov. No phone calls please.

MEM-155-15

California Republican seeks **Legislative Assistant** to handle a diverse portfolio of issues.

Duties will include tracking legislation and other developments to brief the Member on floor votes and pending legislative matters, developing and implementing policy initiatives in line with office goals, meeting with constituents and other interest groups, and coordinating with DC and district staff regarding legislation, messaging, and events. Qualified candidates must be proactive and hard working with exceptional writing and communication skills and the ability to work effectively in a fast paced environment. Legislative experience required. Knowledge of the Appropriations process and California ties are a plus. Please email resume and cover letter to carepublicanjobs@gmail.com.

MEM-153-15

Established Member of Congress from the southeastern US seeks an experienced staffer for a **Legislative Director** position. Only current/previous Legislative Directors or Senior Legislative Assistants with experience will be considered. LD will be responsible for driving member legislative initiatives, briefing the member on all policy matters, meeting with relevant public interest groups and constituents, providing real time vote recommendations, and assisting the Chief of Staff on policy matters.

Position requires a comprehensive knowledge of House procedures as well as a working knowledge of all current issues debated in the House. Team-oriented skill, outgoing personality, and attention to detail are requirements and staff members with ties to the southeast will be given special consideration.

Please send a cover letter, resume, and salary requirements to USHouseStaffJob@gmail.com.

MEM-151-15

House Democrat seeks **Legislative Assistant** to handle a diverse portfolio of policy issues with a primary focus on legislation before the Transportation and Infrastructure Committee. Responsibilities include developing and advancing legislative initiatives, preparing briefing materials, drafting

constituent correspondence and floor statements, coordinating with the communications team and district staff on messaging and events, as well as building and maintaining stakeholder relationships. Candidate must be a strong and effective writer with excellent verbal communication skills. Good judgment and the ability to be proactive, resourceful and thrive in a fast-paced environment are essential. Previous congressional experience is required. This is not an entry level position. Candidates should have a demonstrable background in transportation policy.

Email resume and cover letter to hire@mail.house.gov. No calls or walk-ins, please.

MEM-148-15

The Office of Representative Justin Amash is seeking a bright, creative, and hard-working **legislative assistant** to join our Washington, D.C.-based policy team.

The legislative assistant will draft legislation, analyze bills, and meet with constituents concerning policy matters, among other duties. The legislative assistant will be expected to handle a diverse portfolio of policy issues, which can be tailored somewhat to the staffer's expertise and interests.

The successful candidate will demonstrate a strong commitment to individual liberty, economic freedom, and the defense of the Constitution. He or she also must be an excellent writer and clear thinker willing to take on the most serious impediments to a freer, more prosperous America. Candidates who prefer staid and steady work or who avoid challenges (and the occasional failure) may be more comfortable elsewhere.

Candidates must have a B.A. or equivalent, and we prefer candidates who have a background in economics and some policy experience, although Hill experience is not required.

To apply, please send a résumé and cover letter to mi03.apply@gmail.com.

MEM-147-15

A North Carolina Democrat seeks a **scheduler** to serve in her Washington, D.C. office. Responsibilities include but are not limited to managing the Member's D.C. calendar, District calendar, coordinating logistics and travel arrangements, and overseeing administrative work for the Member. Must be highly organized, detail oriented, self-motivated, have the ability to adapt to changing circumstances, creatively solve problems and be comfortable multi-tasking in a fast-paced environment while displaying a friendly, professional attitude. North Carolina ties are preferred but not required. Women and minorities are encouraged to apply. Please send a resume and cover letter to nchousejobs@gmail.com. No calls or drop-ins please.

MEM-146-15

The **District Office Field Representative/Caseworker** monitors and updates the Congressman and 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.

ESSENTIAL JOB FUNCTIONS:

Acts as the representative for the Congressman within his or her area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies;

Informs the Congressman and the District Director of all happenings in his or her assigned issue areas by screening district media sources and interacting with constituents;

Handles casework assignments;

Acts as a liaison to local, state and federal officials and other persons or groups to form effective relationships for the Congressman;

Assesses casework for problems requiring legislative action and makes recommendations to the District Director and Scheduler;

Monitors scheduled district meetings for the Congressman with constituents;

Works well under pressure and handles stress;

Works a flexible schedule including long hours, nights and weekends; and

Performs other duties as assigned.

EDUCATION (OR EQUIVALENT EXPERIENCE):

Full-time experience preferred; strong academic credentials required; extensive community relationships desired.

SKILLS AND KNOWLEDGE REQUIRED:

Strong oral and written communication skills;

Thorough knowledge of local, state and federal agencies and departments;

Knowledge of all issues and events in the district in which the Congressman is involved;

Ability to work cooperatively and courteously with others;

Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;

Thoroughness and careful attention to detail;

Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;

Knowledge of office policies, practices, procedures, and computer applications.

WORKING CONDITIONS:

Work is mainly performed in an office environment, but the Field Representative will often need to attend and participate in meetings and public functions out of the office including evenings and weekend events.

Noise levels are usually moderate; and
Ability to work in a small work station without an expectation of privacy.

E-mail a resume and cover letter to CA02.Requests@mail.house.gov with the subject line "CA02 Field Representative/Caseworker."

MEM-143-15 Senior California Democrat seeks **Legislative Assistant**, or Senior Legislative Assistant depending on qualifications, to handle work on the Financial Services Committee. Candidates should have substantial experience with financial services issues and substantial Congressional experience. The successful applicant will possess strong writing and oral communication skills, work well with others, be comfortable in a fast-paced environment, and understand the legislative process.

To apply, please e-mail a cover letter, resume, and three writing samples to HouseFinancialServicesLA@gmail.com. No phone calls or drop-ins please.

MEM-141-15 Republican Member seeks a **Legislative Assistant** with strong Tennessee ties. Legislative duties will include briefing the Member on floor votes and other pending legislation. Preference will be given to those with expertise on issues involving healthcare, education and veterans' affairs. Successful candidates must demonstrate exceptional writing ability, attention to detail, and organizational skills. Hill experience and familiarity with IQ are a plus.

Send resume and cover letter to TNHousejob@gmail.com.

MEM-140-15 The Office of Congressman Juan Vargas is seeking a high energy, highly-organized, and detail oriented **Field Representative/Caseworker** for his District Office.

PRIMARY RESPONSIBILITIES:

- Serve as an official representative for the Member throughout communities in the District.
- Act as liaison with federal, district, and local government agencies, political officials, and other community organizations to form effective relationships for the Member.
- Monitor and update the Member and District Director on district and local issues of importance.
- Staff and provide logistical support for scheduled district meetings and events for the Member.
- Assess local and casework related issues for problems requiring possible legislative action; make recommendations to the District Director and Chief of Staff.
- Answer casework correspondence and verbal communications with constituents.
- Provide casework assistance to constituents in a timely and efficient manner; proactively follow up on all open cases until a resolution is reached.

QUALIFICATIONS:

- A candidate with a background in and/or understanding of military/veteran issues.
- Veterans, reservists, women, and minorities are strongly encouraged to apply.
- Ability to work non-traditional hours, including nights and weekends, if needed.
- Excellent written (English and Spanish) and interpersonal communication skills.
- Ability to work with staff at all levels, work well under pressure and be detail oriented.
- Possess an understanding of the federal legislative process.
- Ability to quickly learn about key issues and events in the district for which the Member is involved.
- A qualified applicant must be a U.S. Citizen, possess a valid California driver's license with the ability to travel as needed.

To apply, please email a resume and cover letter to CAJobs@mail.house.gov.

MEM-111-15

Senior Democratic Congresswoman seeks an experienced, organized and detail-oriented **Scheduler/Office Manager** for the Washington, D.C. office. Responsibilities include managing office calendars and visitor access to Member and staff in front office, organizing and tracking invitations, speaking engagements, travel reservations and other requests for the Member, coordinating with district staff, and maintaining administrative demands. The Scheduler/Office Manager will work closely with other staff members, particularly senior staffers, to ensure efficient and seamless office operations. Ideal candidates are flexible, responsive, collaborative, work well under pressure and on short deadlines, and are able to balance competing demands. Candidates must be available to assist the Member outside of regular business hours. Applicants should also have a positive attitude, excellent organizational skills, strong written and verbal communication and interpersonal skills, political instincts and an ability to thrive in a fast-paced environment. This is not an entry-level position. Previous Capitol Hill operational and/or scheduling experience is required. Ohio ties preferred. No phone calls, emails or drop-bys.

Please submit cover letter, resume, and at least two references to Midwestern.Resume@mail.house.gov.