



House Vacancy Announcement and Placement Service (HVAPS)

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Job Line: 202-226-4504

MEMBER AND COMMITTEE VACANCY LISTING

Week of April 22, 2019

MEM-188-19

Congresswoman Jahana Hayes seeks a **press secretary** to serve in her Washington, D.C., office. Candidates should be proactive and possess superior written and oral communications skills (including strong writing, editing, and proofreading capabilities). The ideal candidate will be a self-starter that can juggle multiple tasks and has prior political and communication experience.

Primary Responsibilities:

- Establishing and maintaining relationships with Connecticut, national, and D.C.-based media
- Coordinating all media efforts and communication-related events
- Drafting and distributing press releases and media advisories; drafting, editing, and placing op-eds
- Working with digital press assistant to draft, edit and post creative content across all social media platforms
- Pitching stories to reporters and producers, including national and Connecticut media, responding to press inquiries, and serving as the point-of-contact for media
- Monitoring media narratives and identifying opportunities to promote the Member
- Overseeing franked communications strategy, including: the drafting,

design, and distribution of franked mail content;

- Updating the congressional website and ensuring that it features timely content
- Coordinating and staffing the Congresswoman for interviews and events
- Compiling and distributing press clippings
- Work with legislative staff to coordinate E-newsletter
- Provide weekly reports on communications activities to Member and senior staff

Connecticut ties are a plus but not required. Minority candidates are encouraged to apply. Interested parties should e-mail a cover letter, resume and two writing samples in a single PDF to CT05employment@gmail.com with the following subject line: First name Last Name – Press Secretary. No phone calls or walk-ins, please.

MEM-186-19 Chairman of the Judiciary Subcommittee on Constitution, Civil Rights and Civil Liberties seeks **Legislative Assistant** to handle Judiciary portfolio in Member's personal office. Responsibilities include coordinating with committee staff, preparing materials for hearings, drafting legislation, meeting with stakeholders, writing talking points, coordinating with Communications Director and representing the Member at meetings and events. Applicants should have strong organizational, writing, and communication skills and be detail oriented. This is not an entry level position. A JD and substantial Hill experience, including thorough knowledge of House rules and legislative process, are required. Should also have ability to work in a fast-paced environment for a very active Member while keeping a sense of humor. Tennessee ties are a plus. Women and minorities are encouraged to apply. Qualified candidates should submit a cover letter, resume and 2 writing samples to tn09jobs18@mail.house.gov. Please write "Judiciary Legislative Assistant" in the subject line. No phone calls or drop-ins.

MEM-185-19 Representative Spanberger seeks a **staff assistant** for her Washington, D.C. office. Qualified applicants should be motivated self-starters, highly organized, detail-oriented, able to multitask, have exceptional interpersonal skills, and eager to join a mission-oriented team that thrives in a fast-paced environment. Candidates must demonstrate excellent "people skills" and a strong commitment to providing outstanding constituent service. The ideal candidate should: be able to think on their feet and be a problem solver; show keen attention to detail and an ability to multi-task; demonstrate; demonstrate excellent oral and written skills; maintain a positive demeanor and demonstrate resilience in a busy environment. Primary responsibilities include: managing the front office, including answering and tallying telephone calls, greeting visitors, monitoring office deliveries, distributing hard and electronic mail, and other administrative duties. The staff assistant will also serve as the office tour coordinator and will be responsible for

managing constituent requests for Capitol and White House tours. Additionally, they will manage incoming constituent requests for flags flown over the Capitol. Representative Spanberger's office is an equal opportunity employer. The office does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identify, national origin, age, genetic information, disability, or uniformed service. Please submit a resume, writing sample, and cover letter (3 pages or less) to spanberger.inquiries@mail.house.gov with "Staff Assistant" in the subject line.

**MEM-184-19 DISTRICT SCHEDULER AND OFFICE MANAGER OPENING -
OFFICE of CONGRESSWOMAN SUZAN DELBENE (WA-01)
THIS POSITION IS IN THE BOTHELL, WASHINGTON DISTRICT
OFFICE**

Congresswoman Suzan DelBene is seeking an energetic District Scheduler. Primary responsibilities include managing the Congresswoman's official schedule, travel plans, and related events in the district. Duties also include managing the Bothell Office Internship Program and other office operations including office equipment and supplies, required reporting, and assisting with personnel tracking, as well as fielding requests of the Congresswoman with staff and the public. This is an entry to mid-level position in a fast-paced office that frequently requires non-traditional work hours. Qualified applicants should have prior professional office experience. Please send resume and cover letter to Washington.Resumes@mail.house.gov Please, no phone calls or drop-ins.

Job Description:

**DISTRICT SCHEDULER AND OFFICE MANAGER - OFFICE of
CONGRESSWOMAN SUZAN DELBENE (WA-01)**

SUMMARY:

The District Scheduler manages the Congresswoman's schedule including organizing and vetting meeting requests and invitations, making travel arrangements, office and intern management, and is able to multi-task and problem solve in a fast-paced office.

QUALIFICATIONS:

- have prior 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 the Congresswoman's appointments;
- very strong organizational skills;

- extreme thoroughness and careful attention to detail;
- experience making travel reservations and arrangements
- temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner; and
- availability to work long hours and at night and on weekends.
- management or leadership experience a plus

ESSENTIAL JOB FUNCTIONS:

- 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 in the district offices;
- schedules all staff meetings and briefings;
- 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 (prepare briefing book)
- monitors incoming telephone calls to the office, takes messages/comments, and returns calls as needed;
- monitors the Office's compliance with House Rules, including mail reporting and ethics rules;
- manages office's intern program, including recruiting, interviewing, hiring, and supervising;
- manages leave records for the, staff;
- tracks and administers awards and documentation to Congressional Award Recipients;
- assists in strategic outreach and engagement with constituents and groups throughout the First District;
- responsible for special projects as assigned;
- manages office equipment and supplies for the district offices;
- supervises the reception desk, mail operations and the administrative support for the office;
- assumes responsibility for layout of the office furniture, equipment, telephones, and computers, as well as decorating the office;
- assists in setting up and maintaining district offices; and
- performs other duties as assigned.

MEM-183-19 Senior House Republican seeks an experienced **scheduler** to maintain the Member's official schedule, travel plans, and associated duties. Strong interpersonal and organizational skills are a must. The position would also involve directly assisting the Congressman and Chief of Staff in coordinating meetings involving multiple Members of Congress. Previous Hill experience

strongly preferred. Please send a resume with "Scheduler" in the subject line to oh01jobs@gmail.com. Please, no phone calls or drop-ins.

MEM-181-19

The district office of Congresswoman Diana DeGette (CO-1) is seeking a **Staff Assistant** with superior communication (verbal and writing), customer service and problem-solving skills. The ideal candidate is organized, detail-oriented and resilient in the face of a fast-paced and ever changing environment. The ideal candidate is proactive and comfortable working with staff, community members and constituents.

SUMMARY:

The Staff Assistant assists in the overall operation of the Denver office, greets visitors, answers the telephone and responds to constituent request for general information, maintains the front office and conducts various administrative duties. In addition, the Staff Assistant assists with casework, acting as a liaison between constituents and federal, state and local agencies.

ESSENTIAL JOB FUNCTIONS

Administrative Support

- Handles the bulk of incoming phone calls to the District Office; forwards/screens phone calls for the Congresswoman and other staff members; routes calls to appropriate staff/staff message boxes;
- Greet and screens visitors / constituents;
- Opens and distributes mail to appropriate staff members on a daily basis; collects and distributes incoming faxes to appropriate staff members; signs for deliveries and forwards all materials delivered to the District Office to appropriate staff members in a timely manner;
- Records constituent comments and assists constituents as necessary;
- Trains new staff and interns to handle office administrative matters such as logging incoming and outgoing correspondence, handling visitors, telephone calls and computer operations;
- Responds to constituent requests and inquiries; researches legislation and other issues for constituents;
- Manages, inventories and orders supplies for the office;
- Manages office equipment and IT systems;
- Performs general administrative assignments;
- Drives and staffs the Congresswoman for various events, meetings and District Office outreach activities/functions, as needed;
- Meets attendance requirements established by the office; works full time which periodically, may include additional hours, nights, and weekends without overtime pay; works well under pressure and manages stress appropriately;
- Maintains a good working relationship with the Congresswoman, staff and constituents;
- Assists constituents by researching and sharing information on federal issues and directing them to the appropriate state, local governments or community

organizations.

- Performs other duties as assigned by the District Director.

Casework

- Answers casework correspondence, meets with constituents and serves as a liaison with federal, state and local agencies in assigned issue areas.
- Reviews and processes constituent correspondence and casework as assigned; determines the best course of action for individual cases.
- Implements district office casework policy using congressional casework tools, programs and resources,
- Screens and refers cases (when appropriate) to other congressional district offices; reviews active cases to ensure that they are handled in a timely manner
- Maintains files on all cases and collects information of importance to the office.
- Records constituent comments and conducts research on questions relating to Federal policy, law or procedures in their assigned issue areas.

SKILLS & KNOWLEDGE REQUIRED:

- Ability to perform Essential Job Functions referenced herein;
- Good organizational skills, professional manner and appearance;
- Good communications skills (written and verbal); ability to communicate effectively with a variety of personalities in a tactful, pleasant, and professional manner;
- Ability to use and troubleshoot problems with photocopier, facsimile machine, telephone, and other office equipment;
- Knowledge of Microsoft Office Suite; proficiency in word processing and mail-merge;
- Ability to work cooperatively and courteously with others;
- Ability to drive a car – valid driver's license.

WORKING CONDITIONS:

- Work is mainly performed in an office environment. Noise levels are usually moderate;
- Work at a small workstation without an expectation of privacy.

EDUCATION/EXPERIENCE:

- U.S. Citizen; office experience preferred; driver's license;
- High school or GED required; college degree preferred.

Send cover letter and resume to andrea.autobee-trujillo@mail.house.gov

MEM-180-19

Southern California Democrat seeks **Staff Assistant** for Washington, DC office. Must have own car.

Responsibilities include driving the Member to events, welcoming office visitors, answering telephone calls, coordinating flag and tour requests, hiring and supervising interns, sorting and processing constituent correspondence, and other administrative and legislative duties as assigned. A safe vehicle and a good driving record are required. Please include make/model information in your cover letter.

The ideal candidate will be detail-oriented, able to multi-task, and willing to work long hours in a fast-paced and demanding setting. Candidates should exhibit situational awareness, discretion, a solutions-oriented attitude, and a sense of humor. Spanish fluency and Southern California ties are preferred. Candidates should submit a cover letter describing their fit for the role, resume, and references to CA26Resumes@gmail.com with just “Staff Assistant” in the subject line. No phone calls, faxes, or walk-ins, please. This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

MEM-176-19 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-174-19 **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-173-19 A House Committee (Democratic staff) seeks a **staffer** to work on issues related to small business agriculture, energy, and trade policy. Candidate must be an outstanding writer, have a demonstrated capacity to generate new ideas, and the proven ability to analyze legislation. This is not an entry level position. Exceptional writing and analytical skills are a must. Prior Hill, federal agency, private sector, or policy think tank experience is preferred. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Please send cover letter and resume to hsbcdems@gmail.com with the position name in the subject line.

MEM-172-19 The Office of Congressman Ed Case (HI-01) seeks a hardworking and detailed-oriented **Executive Assistant** in DC. Responsibilities include answering the phone, greeting visitors, leading tours, and processing flag requests. The position would also involve directly assisting the Congressman on various administrative tasks. The Executive Assistant would not work on legislative-related matters or perform any casework. Hawai'i ties and previous Hill experience strongly preferred. Please send a resume, cover letter, and two short writing samples to HI01resumes@gmail.com with "Executive Assistant" in the subject line. Please, no phone calls or drop-ins.

MEM-168-19 **Digital Production Specialist**
The House Select Committee on the Climate Crisis seeks a full-time digital production specialist to support the Committee's Democratic staff. Candidates should have at least two years of experience generating graphics, video and social media content. Responsibilities include conceiving, developing and publishing online video and graphics, updating the committee's website, and maintaining the committee's presence on major social media platforms, including Facebook, Twitter, Instagram, and Youtube. Fluency in Spanish and participation in climate or other justice-based movements is a plus. Salary commensurate with skills and experience. Please email a cover letter with links to an online resume or LinkedIn profile as well as a portfolio of your work to SCCCDjobs@mail.house.gov with "Digital Production Specialist" in the subject line. The committee is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

MEM-165-19 The Office of Congressman Juan Vargas is seeking a bilingual, high energy, highly-organized, and detail- oriented **Military and Veterans Liaison/Caseworker** for his San Diego County District Office.
PRIMARY RESPONSIBILITIES:

- Serve as an official representative for the Member throughout communities in the District.
- Act as liaison to federal, district, and local government agencies and elected officials.
- Establish and maintain effective relationships with military, veterans and community organizations.
- Monitor local issues of importance and keep the District Director updated.
- Provide logistical support and staff the Member at district meetings and events.
- Assess local and casework-related issues for problems requiring possible legislative action; make recommendations to the District Director and Chief of Staff.
- Respond to casework correspondence and inquiries from 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.
 - Excellent written and interpersonal communication skills in English and Spanish.
 - 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 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-160-19 Northern Virginia office seeks a **Case Worker** for the district office to handle health care, Social Security and veterans' issues, as well as occasional other duties, such as events and some outreach. This office has a high and steady volume of case work, and the applicant should be someone who is interested in the subject area, patient and ready to juggle.

This person will join a (congenial!) four-person Rosslyn office, so must be collaborative and available to jump in on other tasks, such as answering phones in the office, and occasionally staffing the Congressman at various events, including some evening and weekend hours. This office is an equal opportunity employer and minority candidates and candidates of diverse backgrounds are strongly encouraged to apply. Please send resume and cover letter to beyerstaff@gmail.com.

MEM-159-19 Congresswoman Susan Wild is seeking an enthusiastic, self-motivated, creative and tech-savvy **Digital Communications Assistant/Manager** to work in her Washington, D.C. office. The Digital Communications Assistant/Manager would work closely with the Communications Director to produce high-quality, innovative digital content and manage social media platforms and franking program to amplify Rep. Wild's work and proactively reach constituents utilizing all available digital mediums. This position is primarily responsible for managing the development and process of high-visibility public content for social media, email, and website. Along with drafting social media posts, graphics, video and newsletters, this candidate will manage all social media platforms, using data-driven analytics to boost engagement. 1+ years of comms/digital experience required. Ability to take initiative and work within a team under tight deadlines is a must. Fluency in Spanish is a bonus. Sense of humor strongly encouraged. Interested candidates should submit a resume, cover letter, and digital samples to wildresumespa7@gmail.com with the subject line: Digital Communications Assistant/Manager

MEM-456-18 The Committee on Education and the Workforce, Democratic Staff is currently seeking a **Deputy Clerk** to assist the Chief Clerk in the 116th

Congress. Duties include, but are not limited to archiving and records keeping, notices and circulations, official filings, editing letters and reports, hearing, markup and conference logistics and proceeding, bill drops and floor logistics, redlines, updates to the website, managing intern and fellowship program, maintaining the documents room, updating and maintaining the Committee Calendar and all other duties as assigned. Candidates should possess exceptional organizational skills, be comfortable with public speaking, and have excellent writing and research skills. The Deputy clerk will be required to assume all clerking duties in the absence of the Chief Clerk. Previous congressional experience is highly encouraged. Salary commensurate with experience. Interested applicants should email their cover letter, resume and writing sample to jobs_ewdems@mail.house.gov. To ensure proper identification, please put "DEPUTY CLERK APPLICATION" in the subject line.