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**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  
in the CAO Human Resources Office - Ford HOB 102.

To Subscribe or Unsubscribe to the Vacancy Listserv visit:

<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of April 20, 2015**

**MEM-110-15**      Midwestern Democrat seeks **Legislative Correspondent** with strong research, writing, organizational and communications skills. Qualified candidates will have experience working in the House, a strong understanding of the legislative process and have worked with IQ. This position will be responsible for researching and drafting responses to constituents, building and maintaining constituent group mailing lists, and managing some legislative issues.

Resumes and cover letters should be submitted by c.o.b. May 1 to  
[job.app@mail.house.gov](mailto:job.app@mail.house.gov).

**MEM-108-15**      Democratic member of the U.S. House of Representatives seeks a prolific **writer**. The writer will be responsible for writing in the Member's unique voice for a weekly newsletter, op-eds, speeches, floor statements, press releases and more.

The successful candidate may have decades of writing experience or s/he may be a gifted recent graduate who can adeptly turn a phrase. An ability to digest

complicated policies and turn them into short and concise articles or statements is a necessity. The qualified applicant will have the ability to work and thrive in a fast-paced environment with short deadlines. Basic knowledge and understanding of web site technology for producing and sending newsletter is a must.

Please submit a resume and several types of writing samples to:

[job.app@mail.house.gov](mailto:job.app@mail.house.gov) by close of business May 1st.

**MEM-104-15**

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.

Applicant Instructions:

Please email cover letter and resume with “Staff Assistant” in the subject line to [ethicsjobs@mail.house.gov](mailto:ethicsjobs@mail.house.gov).

NO PHONE CALLS PLEASE

**MEM-098-15**

The Majority staff of the House Committee on Veterans’ Affairs is seeking a health care professional with expert knowledge of drug interactions, pathology, and general issues regarding quality of care to serve as a **Committee Investigator**. Clinical experience and/or healthcare-related investigatory background preferred. Veterans with requisite experience strongly encouraged to apply. Interested candidates should send their cover letter, resume, references and writing samples to [VAR.Resumes@Mail.house.gov](mailto:VAR.Resumes@Mail.house.gov) with “Health Care Investigator” in the subject line. No walk-ins please.

**MEM-097-15**

The Majority staff of the House Committee on Veterans’ Affairs is seeking a federal contracting professional with expert knowledge of federal statutes and regulations pertaining to acquisitions and procurement to serve as a **Committee Investigator**. At least 5 years of federal government acquisitions and procurement experience preferred, as is experience with facility construction contracts. Veterans with requisite experience are strongly encouraged to apply. Interested candidates should send their cover letter,

resume, references and writing samples to [VAR.Resumes@Mail.house.gov](mailto:VAR.Resumes@Mail.house.gov) with “Contract Investigator” in the subject line. No walk-ins please.

**MEM-092-15**

California Democrat (Rep. Jerry McNerney) seeks experienced **communications director** to develop and execute aggressive, proactive long-term media and outreach strategy.

Responsibilities include serving as chief spokesperson, successfully pitching stories and press events to both national and local media outlets, responding to media inquiries, effectively messaging policy and other priorities, maintaining an active new media profile, and writing press releases, op-eds, speeches, talking points, and franked mail.

Excellent written and oral communication skills, strong editing and proofreading abilities, and the desire to work collaboratively with a team in a fast-paced environment are required.

Candidate must be comfortable working closely with the Member and staff.

Ideal candidate would be politically astute and have a good sense of humor. Desired qualities include the ability to respond to challenging situations quickly and strategically.

This position requires non-traditional hours and travel to the District.

California ties, Hill experience, and Spanish literacy are a plus. Qualified applicants should submit a cover letter, resume and two writing samples to: [McNerneyResumes@mail.house.gov](mailto:McNerneyResumes@mail.house.gov). No calls or drop ins, please.

**MEM-091-15**

The Democratic staff of the Committee on Oversight and Government Reform is seeking a mid-level **Health Counsel** with 5 to 10 years of congressional experience on health policy issues including ACA, Medicare, and Medicaid. Attorneys with investigative or litigation experience are preferred. Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Please send resume and cover letter to [oversightjobs@mail.house.gov](mailto:oversightjobs@mail.house.gov). Please no phone calls.