



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 July 13, 2020

MEM-194-20 The District Office of Congresswoman Katherine M. Clark (MA-5) is currently accepting applications for the position of **Staff Assistant**. The Staff Assistant greets visitors, answers the telephone, processes mail, assists with constituent casework, drafts correspondence, and performs other administrative duties as needed. The Staff Assistant will also be responsible for overseeing a robust internship program, including recruiting, interviewing, hiring, and supervising interns.

This role requires impeccable judgment and the ability to prioritize myriad tasks. The ideal candidate should be personable, organized, and detail-oriented. Applicants must possess excellent verbal and written communication skills and the ability to work cooperatively with others. This is a full-time position. Office staff are currently working remotely to mitigate the spread of COVID-19.

This office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status. Diverse candidates, women, and LGBTQ+ persons are strongly encouraged to apply.

Essential Job Functions:

- Manages the office intern program ensuring smooth front office operational duties
- Works with constituent services representatives to ensure efficient casework intake using the office's internal database
- Assists persons who have appointments with the Member or other staff Members and works closely with the District Director to ensure that the Members' appointments are on time
- Maintains literature regarding the district and House offices for distribution to visitors
- Coordinates the filing and indexing of all correspondence
- Signs for deliveries and forwards all materials delivered to the office to appropriate staff members in a timely matter
- Provides orientation and training for new staff
- Supervises the reception desk, mail operations, and the administrative files
- Assumes responsibility for overall office appearance and layout
- Maintains the office answering machine or voice mail
- Screens and refers cases, when appropriate, to other district offices
- Logs in all incoming and outgoing mail and incoming telephone calls relating to casework
- Performs other duties as assigned

Interested applicants should submit a cover letter, resume, & 2 writing samples to Jobs.MA05@mail.house.gov.

All materials will be reviewed on a rolling basis.

MEM-193-20 Rep. Lloyd Doggett (TX-D), a senior Member of the Ways and Means Committee, is seeking a highly motivated, detail-orientated, and energetic individual to act as **Systems Manager /Digital Director**.

Responsibilities include, but are not limited to: Managing Member's official website, mail program, coordinating office technology and equipment, implementing digital media strategy, including video editing and graphic design, copy-editing communications across platforms, and maintaining and expanding the office's digital infrastructure for virtual events, hearings, and interviews.

This is not an entry-level position. Spanish ability a plus. Candidates with strong proficiency in Adobe Creative Suite products are encouraged to apply. Qualified candidates should submit a cover letter, resume, brief writing sample, examples of prior digital work and three references to DoggettJobs@mail.house.gov. Use the email title of: Doggett Syst Mg/Dig Dir.

No phone calls, faxes, or drop-ins please.

MEM-191-20 The **Communications Director** manages and coordinates the messaging and communications activities, including media contacts, for the Member and the office. Traditional and digital communications including emails, social media posts, and website updates fall within the management of the Communications Director. The position reports to the Member and Chief of Staff.

ESSENTIAL JOB FUNCTIONS REQUIRED:

- *Acts as the formal spokesperson and media liaison for the Member;
- *Develops and implements media, communications, and public relations strategy for the Member;
- *Remains abreast of current legislative and non-legislative issues about which the Member may speak or be questioned;
- *Evaluates current events and media reports in the District and the nation for their impact on the Member;
- *Provides ideas and advice on the effect, in the media, of the Member's actions and legislative activities;
- *Writes speeches for the Member;
- *Meets attendance requirements as established by the office;
- *Maintains a good working relationship with the Member, staff, media, and constituents;
- *Works well under pressure and handles stress;
- *Accepts performance-based criticism and direction;
- *Works a flexible schedule including long hours, nights, and weekends; and
- *Performs other duties as assigned.

EDUCATION/EXPERIENCE:

Bachelor's degree in journalism, public relations, or a closely related field; strong academic credentials; and at least 5 years of professional media experience. Graduate degree preferred. Alternatively, 15 years of related experience or training may suffice.

SKILLS AND KNOWLEDGE REQUIRED:

- *Strong writing, editing, and proofreading skills;
- *Strong communication skills;
- *Thorough understanding of digital, print, social and broadcast media;
- *Thorough knowledge of the legislative process, procedures, and organization of the House;
- *Knowledge of current issues and events in which the Member is involved;
- *Ability to exercise discretion and independent judgment in the representation of the Member's position on policy issues;
- *Ability to work cooperatively and courteously with others;
- *Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- *Knowledge of office policies, practices, and procedures;
- *Knowledge of office computer applications; and
- *Proficiency in Microsoft Word, Power Point, Access, and Excel.

WORKING CONDITIONS:

*Work is mainly performed in a normal office environment. Noise levels are usually moderate; and

*Works in small a workstation without an expectation of privacy.

To apply, please send resume, cover letter, and two writing samples to MD07employment@mail.house.gov

MEM-190-20

The **Legislative Director** advises the Member on all legislative areas. This position assists in the development of policy positions and legislative initiatives and manages and supervises the office's legislative staff. The position reports to the Member and Chief of Staff.

ESSENTIAL JOB FUNCTIONS REQUIRED:

*Ensures that the legislative staff is properly focused on carrying out the Member's legislative goals and works to formulate positions on legislative issues;

*Monitors legislative activity on the House floor and handles long-term and short-term legislative planning for the Member and oversees the progression of bills with which the Member is involved as they move from Committee to the floor;

*Recommends strategies and tactics on bills and positions;

*Assigns legislative staff areas of responsibility, monitors and evaluates the work of legislative staff, trains and supervises legislative staff, and ensures that legislative staff complies with office policies, practices, and procedures;

*Schedules and directs legislative staff meetings and meets with groups of constituents or other office visitors, as necessary;

*Recommends co-sponsorships of legislation to the Member, writes and reviews legislative memos, and recommends hiring of legislative staff, with approval of the Chief of Staff and the Member, when necessary;

*Oversees activities of the D.C. office in the absence of the Chief of Staff/Administrative Assistant;

*Maintains up-to-date status reports on all legislation affecting the District, legislation in which the Member is a principal sponsor, or legislation on which the Member is a cosponsor;

*Monitors and reports on Floor action to the Member and the Chief of Staff;

*Coordinates responses to all legislative mail and assists organizations and constituents in the District with federal matters;

*Maintains a good working relationship with the Member, staff and constituents and accepts performance-based criticism;

*Works a flexible schedule including long hours, nights, and weekends and meets attendance requirements as established by the office;

*Works well under pressure and handles stress; performs other duties as assigned.

Supervisory: Directly supervises between 2 and 4 legislative employees.

Responsibilities include interviewing, hiring, and training legislative staff;

planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems.

EDUCATION/EXPERIENCE:

Bachelor's degree; strong academic credentials; graduate degree preferred. Alternatively, 10 years of related experience or training in management and/or legislation or equivalent similar experience.

SKILLS AND KNOWLEDGE REQUIRED:

- *Thorough knowledge of legislative process and of House organization and procedures;

- *Thorough knowledge of Members' Congressional Handbook and House Rules;

- *Ability to perform essential job functions above;

- *Ability to work cooperatively and courteously with others;

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

- *Provides necessary organization, supervisory, leadership and motivation to supervise the legislative staff;

- *Possesses excellent oral and written communication skills along with knowledge of office policies, practices, and procedures; knowledge of office computer applications including proficiency in Microsoft Word, Power Point, Access, and Excel.

WORKING CONDITIONS:

- *Work is mainly performed in an office environment. Noise levels are usually moderate; and

- *Ability to work in a small workstation without an expectation of privacy.

To apply, please submit resume, cover, letter, and two writing samples to MD07employment@mail.house.gov

MEM-187-20

The House Democratic Policy and Communications Committee (DPCC) seeks a **Digital Director** to help design and execute a proactive digital messaging strategy for the DPCC and assist with the digital reach of House Democratic offices.

Strong video editing skills required. Responsibilities include but are not limited to: creating graphics and custom videos on a regular basis; managing relationships with digital media outlets and identifying new audiences for House Democrats to reach online; managing all digital platforms of the DPCC; drafting sample digital content to be used by other Democratic offices; maintaining and updating websites; tracking analytics; and offering new, proactive ideas for growing the DPCC's digital presence and supporting House Democrats.

Successful candidates will be creative, proactive, team players, who are able to successfully manage multiple tasks at once. They will have previous experience and passion for creating video and graphic content and familiarity

with Adobe Creative Suite (Photoshop, Premiere, Illustrator), Final Cut Pro or other comparable tools. HTML/CSS knowledge a plus.

They will have a strong understanding of the digital media landscape and the latest digital trends and the ability to identify opportunities to reach new audiences online. Existing relationships with digital media outlets, podcasts, YouTube shows and influencers is a plus.

The position will report to the executive director of the DPCC and work collaboratively with Chair and Co-Chair staff and other leadership staff. Non-traditional work hours are expected.

This is not an entry-level position.

We are equal opportunity employers; we do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity or expression.

Qualified applicants should email a cover letter, resume, an original video, and an original graphic they are proud of to DPCC@mail.house.gov with "Digital Director" in the subject line.

MEM-185-20

“Democratic Leadership office seeks an energetic, highly motivated individual to serve as a **Press Assistant** in a fast-paced environment. The job primarily involves distributing daily press clips, managing the press internship program, drafting preparation materials for media hits and serving as a logistical point of contact for press conferences.

The Press Assistant will report directly to the Deputy Press Secretary. Candidates must be proactive project supervisors, excellent writers, diligent organizers and have great attention to detail. Candidates with proficiency in Spanish are strongly encouraged to apply.

This office is an equal opportunity employer committed to a diverse and inclusive workforce and does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity or disability. Women and minority applicants are encouraged to apply.

To apply, please send PDFs of your resume, cover letter, one writing sample and three professional references to DemCaucus.Jobs@mail.house.gov with your name and “2020 Press Assistant Application” in the subject line.

Absolutely no phone calls or drop-ins please.”

MEM-181-20

Congresswoman Diana DeGette (D-CO) seeks a **Communications Assistant** with extensive digital experience.

The position reports directly to the Communications Director and is responsible for assisting in all aspects of the press shop's day-to-day responsibilities, including: daily media monitoring, drafting and editing news releases and newsletters, and pitching media events.

The position is also responsible for maintaining the Congresswoman's website, managing her various social media accounts and coming up with creative new ways to enhance her new media presence.

This is not an entry-level position; ideal candidate will have 2-3 years of experience working with various digital platforms, developing websites, editing videos and managing social media accounts for a political candidate or elected official.

Previous Capitol Hill or campaign experience is preferred.

Qualified candidates should submit a cover letter, resume and two writing samples to Ryan.Brown@mail.house.gov.

Please put "Communications Assistant" in the subject line.

MEM-179-20 Midwestern Republican office is looking for a **Legislative Assistant**.

Responsibilities will include drafting and advancing legislation; preparing talking points, vote recommendations, and other legislative materials; monitoring and analyzing legislative developments, committee proceedings; and representing the Member in meetings with constituents and stakeholders. Portfolio of issues will include Healthcare, Education, Second Amendment, Homeland Security, Oversight and Government Reform, and others as needed.

Successful candidates must be proactive, possess exceptional organizational skills and attention to detail, and be interested in working in a fast-paced office environment. Candidate must be professional and able to protect the integrity of personal and confidential information.

Candidates should have at least one year of policy experience. Interested applicants should email a resume and cover letter with Legislative Assistant in the subject line to RepJobResume@gmail.com.

No phone calls or drop-ins.

MEM-178-20 Rep. Robert C. "Bobby" Scott (VA-03) seeks a **Staff Assistant/Legislative Correspondent** for his personal office, to assume the responsibilities of managing the front office, greeting visitors and managing the mail program.

Daily tasks include answering telephones, conducting and organizing tours, processing flag requests and performing other administrative tasks as required. Management of the mail program will include answering constituent correspondence, conducting any research necessary to formulate an adequate response, developing and maintaining a collection of prepared text for use in responding to constituent mail, drafting and updating form letters to respond to a large number of letters on the same issue, as well as providing assistance and training to interns as needed.

Successful candidates will be given the opportunity to oversee a small legislative portfolio. Applicants should be highly-motivated, detail-oriented professionals with strong organizational and time-management skills, as well as having a positive attitude, and take pride in their work. Applicants with ties to the 3rd Congressional District of Virginia are strongly encouraged to apply. Hill Experience and proficiency in Intranet Quorum (IQ) preferred. Please e-mail cover letter and resume to jobs.va03@mail.house.gov. Absolutely no phone calls, e-mails or walk-ins, please.

The Office of Representative Robert C. “Bobby” Scott is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment.

MEM-175-20 “Democratic Leadership office seeks an innovative, diligent and solutions-oriented individual to create, manage and track the success of digital and social media campaigns and messaging, maintain a weekly posting schedule for all social media platforms and assist the Digital Director as-needed.

The **Digital Manager** is responsible for crafting social media content along with managing digital projects with a focus on opportunities for growth and expansion. The Digital Manager will also assist and serve as a thought partner on implementation of social media, design, cross-departmental projects as-needed and other critical Caucus projects.

The Digital Manager will also supervise the Digital Assistant and department interns including reviewing and editing content, providing feedback and serving as a cross-team editor on digital and written content. The Digital Manager will report directly to the Digital Director. Candidates must be proactive project managers, excellent writers, meticulous proofreaders and have at least two years of experience managing digital campaigns and/or social media programs in a fast-paced environment.

Candidates with strong proficiency in photography, audio/video editing, Adobe Creative Suite products (e.g. InDesign, Photoshop, Premiere Pro and Illustrator) are strongly encouraged to apply. Fluency with social media platforms including Twitter, Facebook, Instagram and Snapchat is required.

This office is an equal opportunity employer committed to a diverse and inclusive workforce and does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity or disability.

Women and minority applicants are encouraged to apply.

To apply, please send PDFs of resume, cover letter, social media writing sample and digital portfolio / website links and three professional references to DemCaucus.Jobs@mail.house.gov with name and “2020 Digital Manager Application” in the subject line.

Absolutely no phone calls or drop-ins please.”

MEM-171-20 Orange County Democrat seeks a **Field Representative**. The ideal candidate is proactive, highly- organized, detail-oriented, friendly, and has strong written and verbal communication skills in both English and a second language. Preference will be given to candidates who are fluent in Spanish, Farsi, Mandarin, or Korean.

The Field Representative will serve as the Congresswoman’s in-district liaison for a broad portfolio of issue areas and constituency groups.

Responsibilities and expectations include, but are not limited to:

- Write, develop, and execute a strategic plan to build connections between community members and the Congresswoman
- Establish and maintain in-district stakeholder relationships
- Be knowledgeable on issue areas regarding the district and the Congresswoman’s priorities
- Plan and execute in-district events, including preparing written briefs and memos
- Conduct outreach to constituents to inform and promote office services
- Write constituent correspondence relating to issue areas
- Regularly communicate with DC counterparts on issues, events, and communications

The Field Representative will be required to work some evenings and portions of weekends to accommodate community events and constituent needs. Reliable car transportation is needed to travel within the district; mileage is reimbursed.

Candidates should submit a cover letter and resume to dd45lb@gmail.com with “Field Representative” in the subject line.

This office is an equal opportunity employer and all qualified candidates are encouraged to apply.

MEM-157-20 The House Office of Diversity and Inclusion is seeking to hire a **Research and Data Analyst**. In this capacity the Analyst will be responsible for leading data and research collection and analysis for the Office of Diversity and Inclusion.

This individual will lead the development of the required diversity report, maintain key metrics and key performance indicators for the Office, and serve as a resource for external and internal diversity best practices.

This individual will also serve as the project manager for any consultants and/or contractors with whom the Office may engage to support the completion of the diversity report and to develop relevant diversity and inclusion-based training, in collaboration with the Congressional Staff Academy.

Key Responsibilities:

- This staffer will assist in the translation of research findings into materials that staff can effectively utilize in their engagements with Members and Member offices.
- Provide research support on diversity and inclusion studies, techniques and tools.
- Serve as project manager for the diversity report and, where necessary, direct and coordinate activities of external consultants.
- Research and study best practices for retention and growth in House employing offices.
- Lead data tracking and reporting with a focus on performance and results.
- Prepare regular updates and briefing documents on research that is relevant to House employing offices.
- Assist with the development and delivery of training sessions and, as needed, conduct presentations at professional conferences and meetings.

Qualifications:

Master's degree in social or behavioral sciences or related field; or equivalent level of experience providing technical assistance, data collections and/or research.

- Must have knowledge and experience in diversity, equity, and inclusion research efforts, ideally with a strong background in curriculum development. Current working knowledge of coalition functioning, evaluation and research.
- Quantitative and qualitative evaluation and research skills.
- Expertise using relevant software.
- Customer-service orientation and ability to work harmoniously with a diverse team.
- Ability to work under deadline pressure and extra hours if needed on assignment.
- Demonstrated ability to self-motivate, initiate project activities, and work on

multiple assignments simultaneously.

- Extensive computer skills, including data input.

Interested candidates should send an email to Diverse.House@mail.house.gov with “Research and Data Analyst” in the subject line and. Women, minority, veterans, people of all political ideologies, and LGBTQ+ candidates are strongly encouraged to apply.

No phone calls or drop-ins please.

MEM-155-20

The House Office of Diversity and Inclusion is seeking to hire two (2) **Professional Staffers of Member and Candidate Services**. The professional staffers will be responsible for corresponding and providing direct support to House employing offices in the areas of diversity and inclusion training, consulting and applicant placement.

These individuals will also be responsible for corresponding and providing direct support to candidates by providing applicant coaching and preparedness services.

Position requires exceptional interpersonal skills, a hospitality-minded approach, excellent organizational skills and attention to detail. The ideal candidate will have experience working on Capitol Hill and will bring experience in office administration, database system management, program management and event planning.

Key Responsibilities:

- Establish relationships with House employing offices.
- Determine Member office staffing needs through initial assessment and ongoing meetings.
- Drive increased participation in programs and services.
- Create and maintain diversity and inclusion resource materials (diversity and inclusion handbook, best practice documents, etc.) for dissemination to House employing offices.
- Database management for candidate selection and placement.
- Conduct initial assessment for applicants including resume reviews and advising.
- Conduct mock interviews and exit interviews for applicants.
- Represent the Office at internal and external engagements as needed.

Qualifications:

Bachelor’s degree and a combination of knowledge and experience in diversity and inclusion issues in the public and/or private sectors. The individual must be a self-starter with a history of working collaboratively with a diverse cross section of stakeholders. Experience in building consensus and gaining support around challenging issues.

- Experience with program management and implementation.
- Experience with computers and working knowledge of Word, Excel, and social media.
- Management experience in hiring, and supervision of staff.

Interested candidates should apply by following the instructions here <https://house.csod.com/ux/ats/careersite/1/home/requisition/84?c=house>. Candidates will be asked to upload a cover letter, resume, and two writing samples.

Salary commensurate with experience.

Women, minority, veterans, people of all political ideologies, and LGBTQ+ candidates are strongly encouraged to apply.

No phone calls or drop-ins please.

MEM-154-20 The House Office of Diversity and Inclusion is seeking a **Communications Manager**. The communications manager will be responsible for helping to “tell the story” of the office with internal and external audiences.

This individual will develop and drive communications and outreach efforts targeting House Offices, ensuring that they are aware of the ways in which the House Office of Diversity and Inclusion can support diversity objectives.

This individual will also help to communicate the diversity “business case,” and support writing and creative needs for the Office.

Successful candidate must be results-driven and proactive in the application of innovative and creative approaches to drive engagement with House Offices.

Key Responsibilities:

- Responsible for the development/production of content across multiple platforms including photography, videos, infographics, and other creative executions for Member offices, events, trainings and research products.
- Manage the Office of Diversity and Inclusion web site, newsletter, and social media platforms. Activity includes drafting and scheduling content, monitoring for mentions, identifying opportunities for engagement, updating follower lists, and keeping up with social media trends.
- Repurpose existing content and find opportunities for new content.
- Support the House D&I program with writing and implementation as needed.
- Perform other duties and projects as assigned

Qualifications:

- Bachelor's degree or equivalent experience in Digital Communications, Publishing, or Content Production.
- Have a strong knowledge of social media and content trends, and emerging technologies and platforms. Have a working knowledge of digital and social media metrics.
- The ideal candidate will have a background in photography and video production and editing and have a strong focus on storytelling.
- Experience with social media community management required
- Excellent writing skills required
- Design knowledge strongly preferred
- Extensive experience handling multiple projects from ideation to final delivery
- Knowledge and understanding of Canva, Adobe Creative Cloud apps including Premiere Pro, Photoshop, Illustrator, Media Encoder and After Effects are preferred.

Interested candidates should send an email to Diverse.House@mail.house.gov with “Communications Manager” in the subject line and include a cover letter, resume, a writing sample, and digital portfolio.

Salary commensurate with experience.

Women, minority, veterans, people of all political ideologies, and LGBTQ+ candidates are strongly encouraged to apply.

No phone calls or drop-ins please.

MEM-512-19 Southern Republican seeks an experienced and enthusiastic **Legislative Assistant** to cover their work on Homeland Security Committee issues, among others.

The ideal candidate will have 3-5 years of experience, ideally 2-3 on the Hill, as well as a solid grasp of House procedures and a deep understanding of relevant policy. This is not an entry level position.

Excellent writing, verbal and organizational skills are essential along with the ability to be a self-starter while working in a fast-paced environment.

Job responsibilities will include drafting legislation, writing hearing statements and legislative memos, and preparing briefing materials.

Qualified candidates should include in their application a resume and professional references.

Please send applications to congressionaljobs2805@gmail.com with “Legislative Assistant” in the subject line.

MEM-428-19 Email: cademhouseoffice@gmail.com
Position Available: **Senior Staff**
Office/Location: California
Closing Date: Until filled
Salary Level/Range: Commensurate with experience
Proposed Starting Date: Immediate

Job Summary:

Qualified candidates should have a minimum of 2 years' experience managing a team, possess excellent oral and written communications skills, highly organized, meet deadlines, and manage multiple projects.

A flexible schedule and ability to travel throughout the district is required.
Equal opportunity employer.

Interested applicants should submit a cover letter, resume, and writing sample to cademhouseoffice@gmail.com please include Senior Staff in the subject line.