



House Vacancy Announcement and Placement Service (HVAPS)

B-235 Longworth House Office Building
Washington, D.C. 20515
202-226-5836

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Job Line: 202-226-4504

MEMBER AND COMMITTEE VACANCY LISTING

Week of December 4, 2017

MEM-474-17 Representative Anna G. Eshoo (CA-18) seeks a **Staff Assistant** to assume the responsibilities of managing the front office. Daily tasks include answering telephones; greeting visitors; processing flag and tour requests; drafting correspondence; and serving as Intern Coordinator. Candidates should be detail-oriented professionals with strong organizational skills and writing abilities, have a positive attitude, take pride in their work product, and thrive in a fast-paced environment. Applicants must also have a car. Individuals with ties to the Bay Area are strongly encouraged to apply. Please e-mail a cover letter and resume to StaffAssistantCalifornia@gmail.com no later than December 8th. No phone calls, e-mails or walk-ins, please.

MEM-471-17 Southern conservative Republican member of the Energy and Commerce Committee seeks experienced **Health Legislative Assistant** to coordinate Member's legislative agenda on relevant committee work and oversee other issues within the applicant's skills and interests. Eligible candidates should have a firm grasp on the legislative process – including a track record of passing legislation – as well as in depth knowledge of the regulatory and legislative framework surrounding health care. Experience in health care

delivery is a plus. Excellent writing, verbal, and organizational skills are essential as is the ability to work well under pressure in a fast paced environment while maintaining a positive attitude. Submit resume, cover letter, and references to healthla2017@gmail.com.

MEM-466-17 Conservative Republican Member of Congress is seeking a **Scheduler**.

Responsibilities include maintaining the Member's official schedule, travel plans, and related records; acting as liaison for the Member with the staff, public and other Members; overseeing/managing front office operations at the DC Office; managing/supervises the Staff Assistant; various administrative duties as assigned by the Chief of Staff or the Member.

Well qualified candidates will have thoroughness and careful attention to detail; excellent oral and written communication skills, including strong telephone skills; ability to exercise discretion and independent judgment with respect to prioritization of and recommendations on Member appointments; proficiency in word processing, outlook, and google calendar; strong organizational and filing skills; experience making travel reservations and arrangements; ability to work cooperatively and courteously with others; temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner; and availability to work long hours and at night, if necessary.

Scheduling Duties:

- prepares the daily schedules and detailed itineraries for the Member;
- prepares monthly projected schedules for the Member;
- briefs the Member on all scheduling activities of the Washington, DC, and district offices and makes recommendations on proposed future meetings;
- coordinates scheduling of press, interviews, radio and T.V. time with the Communications Director; and
- coordinates photo opportunities with constituents.

Travel Duties:

- makes reservations for the Member's air travel, ground transportation, and lodging.
- fully understanding the complex CODEL rules for international travel and completes necessary pre and post-travel paperwork.

Mail/Invitations Duties:

- reviews the Member's mail and invitations;
- responds to all invitations, either by written correspondence or by personal telephone call;

- maintains records 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.

Administrative Duties:

- oversee all front office operations;
- directly oversee the Staff Assistant;
- acts as a liaison for constituents and other visitors that drop by to see the Member;
- acts as a liaison between the Member and other Members, committee staff, White House, and government offices and agencies to arrange for the Member's attendance at meetings or to coordinate travel plans; and
- performs other duties as assigned.

Interested candidates should send their cover letter and one-page resume to gop.scheduler.1776@gmail.com.

MEM-458-17 Outreach and Member Services Coordinator

The Energy and Commerce Democratic Staff seeks an organized and enthusiastic person to coordinate outreach and member services. Responsibilities include planning and executing member, staff and stakeholder meetings on issues before the committee; collaborating with policy staff to plan and organize Democratic Committee Forums; drafting and circulating notifications and communications so members, staff and external organizations are aware of the Committee's actions; and handling other administrative tasks for the Committee. Qualified candidates must have administrative experience; strong writing and organizational skills; a proven ability to perform under pressure while juggling multiple tasks; and sound political judgment. Women and minority candidates are strongly encouraged to apply. This is not an entry level position, and candidates must have at least two years of relevant experience in a paid position. Please submit a cover letter, resume and a short writing sample to ecdjobs@mail.house.gov. Please no walk-ins or phone calls.

MEM-448-17 Congresswoman Tulsi Gabbard's Oahu district office is searching for a full-time **staff assistant. Job responsibilities include fielding constituent calls, processing mail, coordinating internship program, assisting with casework and constituent requests for information, maintaining a photographic database, drafting correspondence, maintaining office equipment, and other administrative duties. In addition, the staff assistant occasionally represents Congresswoman Gabbard at community events.**

Strong ties to the state and organizational skills are a must. To apply for the position, please e-mail your cover letter, resume, two writing samples and

contact information for three work references to hi02jobs@gmail.com with the subject line "STAFF ASSISTANT." No calls or "walk-ins" please.

MEM-447-17 The office of Congresswoman Tulsi Gabbard seeks a **Military and Veterans Liaison and Caseworker** with strong organizational and communication skills.

The liaison/caseworker is responsible for helping constituents resolve issues and navigate the services provided by the federal government. This person manages constituent casework, and participates in community projects and events. Responsibilities include monitoring and updating the Congresswoman and Chief of Staff on district and local issues, and acts as a liaison to federal and local agencies for the Congresswoman for the following issue areas: Department of Defense/Military, Homeland Security (Military-related) including U.S. Coast Guard, Intelligence, Veterans, Foreign Affairs, FAA, and FEMA/Disaster Management.

The ideal candidate will possess a can-do attitude and is solutions oriented. He or she will also be a self-starter and will possess the capacity to produce quality work on short deadlines. He or she will also have a demonstrated ability to communicate effectively with colleagues in a dynamic work environment.

The selected applicant will be expected to thrive in a fast-paced office, with the ability to pay close attention to detail and think creatively to find solutions. Non-traditional work hours, and occasional travel are required. Veteran applications are welcome!

Please do not call or drop by the office, qualified applicants may email a cover letter, resume and two writing samples with "Military Liaison" in the email title to: hi02jobs@gmail.com.

MEM-316-17 The Committee on Oversight and Government Reform is the principal investigative body for the U.S. House of Representatives, and Ranking Member Elijah Cummings seeks to fill a **Counsel** position on the Democratic staff. The ideal candidate will be a junior attorney (fewer than five years of experience) with a background or strong interest in investigations. Responsibilities include depositions, transcribed interviews, briefings, and congressional hearings. Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Candidates must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Please send a resume and

cover letter to oversightjobs@mail.house.gov, with “Counsel” in the subject line.