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**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

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of July 15, 2019**

**MEM-315-19** Congresswoman Sylvia R. Garcia (TX-29) seeks candidates for the position of **Press Secretary**. Candidates must be fluent in Spanish. Ideal candidates should have minimum of two years of successful work on communications for an elected leader or comparable experience, excellent writing abilities, and experience handling press inquiries. Applicants should be able to communicate effectively about a variety of policy issues. Applicants should also have a proven history of writing creative and original copy.

Candidates should be organized, creative, motivated and must have the ability to write content that accurately conveys the priorities of the congresswoman and the 29th district. Candidates must be able to work effectively in a fast-paced environment, including quickly researching and writing copy.

Candidates should have enough knowledge of video production/editing and creating graphic content that they can assist or fill-in when needed.

Responsibilities include but are not limited to: drafting talking points for speaking engagements; writing press releases; developing relationships with members of the media; tracking press and social media analytics; research. A

limited policy portfolio will eventually be incorporated into the position. Ability to independently produce content in English and Spanish is required. This is NOT an entry level position. The position reports to the Chief of Staff.

Candidates should submit a resume, cover letter, two one-page writing samples (one in English and one in Spanish) to:

[TX29SG.Resumes@mail.house.gov](mailto:TX29SG.Resumes@mail.house.gov).

No phone calls or drop-ins please.

THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER: Women and minorities are strongly encouraged to apply. The 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.

**MEM-306-19** The 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.

This is an entry level position with a starting salary of \$30,000 per year. 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-303-19** Senior Democratic Texas Member seeks an experienced **Communications Director**, immediately, based in the Washington, D.C. Congressional office. This person will plan and execute a proactive media and digital constituent outreach strategy. This is a senior staff role requiring a minimum of 3 years of previous Hill or political communications experience. This is not an entry-level position.

The position will require a tremendous amount of writing, and the aptitude to oversee all press and communications responsibilities. Candidates should be

proactive, detail-oriented and have demonstrated experience in national, local, and digital media.

Responsibilities Overview:

- Develop strong relationships with local/national media; know local TV media markets, radio stations, and newspapers to elevate Member's profile on key issues
- Work closely with district team to plan messaging and plan local press events in the district
- Develop and execute communications strategies for the office using best practices
- Write talking points, press releases, op-eds, speeches, and more
- Book and prepare Member for interviews
- Produce a weekly communications report for the Congresswoman and provide regular communications updates to staff
- Create and oversee digital communications outreach including e-newsletter, website, and social media platforms

Necessary Qualities:

- Political savvy
- Exceptional self-starter
- Creative/forward thinker
- Strong writer, editor, and proofreader
- Able to meet tight deadlines
- Detail oriented
- Team player
- Flexible schedule

The Communications Director is expected to have a close working relationship with the House Science, Space, and Technology Committee's media team. Dallas ties are preferred, but not necessary. Occasional district travel may be necessary.

Equal Opportunity Employer. Women, people of color, LGBTQ+ individuals and members of other underrepresented communities are strongly encouraged to apply.

Interested candidates should send their cover letter, resume, and three writing samples, immediately, in one email to [Kenneth.Nealy@mail.house.gov](mailto:Kenneth.Nealy@mail.house.gov) with "Communications Director" in the subject line. No walk-ins or calls please.

**MEM-302-19** Rocky Mountain Democrat is seeking an organized, detail-oriented individual to serve in the position of **Staff Assistant** in a fast-paced and highly collaborative Capitol Hill office. Responsibilities include staffing and

managing the front office, answering the phone, greeting visitors, handling tour and flag requests, overseeing the internship program, occasionally driving the Member to and from events during regular office hours and afterhours, and providing additional office support as needed.

While this is an entry-level position, candidates should have excellent oral and written communication skills, great attention to detail, strong time management skills, an ability to work under pressure to meet tight deadlines, and a sense of humor. Capitol Hill experience and/or Western ties are preferred, but not required.

Please send a resume and cover letter to:

[RockyMountainDem@mail.house.gov](mailto:RockyMountainDem@mail.house.gov) with “Staff Assistant” in the subject line. Equal Employment Opportunity Employer.

**MEM-299-19** Congresswoman Jahana Hayes (D-CT) is pleased to announce paid fall **internship** opportunities in her Washington, DC and Waterbury, CT offices. Internships are designed to offer students and recent graduates direct participation in public service through supporting our offices' constituent engagement and services, administrative responsibilities, and research. Interns' responsibilities will vary depending on the office in which they work. They will be asked to answer phones, assist with correspondence, coordinate and conduct tours, research legislation, assist with constituent casework, develop the Congresswoman's community outreach, and attend hearings and briefings on various issues.

Qualified candidates must be friendly, organized, flexible, and possess the ability to multitask in a fast-paced environment.

Fall internships are available from mid-August through mid-December, with start and end dates tailored to accommodate an academic calendar year. Internship hours follow the floor schedule in Washington, DC, and run 9:00-5:00 PM on weekdays in Waterbury, CT.

Please note that interns are expected to work a minimum of 20 hours per week. Payment is limited to those interns who are not sponsored by outside organizations.

Please apply through the website at

<https://hayes.house.gov/services/internships>. The deadline to apply is August 1, 2019. Please go no walk-ins or calls, please.

**MEM-294-19** Senior Congressional Hispanic Caucus Member and Co-Chair of the Labor and Working Families Caucus seeks a **Legislative Assistant** to handle a diverse portfolio of issues including labor, immigration, housing, and civil

rights. The Legislative Assistant will be responsible for developing legislative initiatives, meeting with constituents and interested groups on behalf of the Member, and staffing the Member.

Qualified candidates should have at least 2-4 years of experience and possess a strong understanding of the issues listed. Applicants must demonstrate an ability to work well with a team in a small, fast-paced environment, while maintaining a sense of humor. This is not an entry level position. To apply, please submit a resume, cover letter, and writing sample to [CAdemoofficejob@gmail.com](mailto:CAdemoofficejob@gmail.com). No calls or drop-ins, please.

**MEM-292-19** Congressman Ted Lieu has an immediate opening for a **Staff Assistant** in his Los Angeles District Office. Primary responsibilities include answering phones, maintaining the front office, assisting with various administrative and legislative duties and aiding constituents with federal casework. The Staff Assistant will greet constituents, ensures that constituent requests for assistance are directed to the appropriate staff member in a timely manner and will assist district staff to ensure the proper execution of events and programs in the district.

The successful applicant must have a positive attitude and the ability to work and set priorities in a fast paced and challenging environment. Strong writing and verbal communications skills are essential. A valid California Driver License and automobile are required. Bilingual skills are a plus.

The position is full-time with federal benefits. Congressman Lieu's primary district office is located in West Los Angeles. Our office is an Equal Opportunity Employer.

If interested, please send a resume, cover letter, references, and two short writing samples no later than  
July 18, 2019 to:

NICOLAS RODRIQUEZ  
District Director  
Congressman Ted Lieu (CA-33)  
1645 Corinth Avenue, Suite 101  
Los Angeles, CA 90025  
[Lieu.Staff@mail.house.gov](mailto:Lieu.Staff@mail.house.gov)

**MEM-290-19** The Committee on Natural Resources' Subcommittee on Oversight and Investigations is seeking to fill a **Professional Staff Member** position on the Republican staff. The ideal candidate will have a strong interest in investigations and natural resources issues.

Responsibilities include, but are not limited to, staffing Subcommittee and some Full Committee congressional hearings, drafting Subcommittee and some Full Committee correspondence to and from the Executive Branch as well as with outside organizations, transcribed interviews, reviewing document productions, research, interacting with various congressional committee and personal offices, and managing the Subcommittee's administrative needs.

Candidates must possess a strong work ethic, attention to detail, desire to learn how to conduct congressional oversight and investigations, be self-motivated, work well under pressure, and possess strong research, written, and oral communication skills. Prior Hill experience preferred, but not required. Interested candidates should send a resume and cover letter to [NaturalResources.Jobs@mail.house.gov](mailto:NaturalResources.Jobs@mail.house.gov), with "O&I PSM" in the subject line.

**MEM-289-19** The Committee on Natural Resources' Subcommittee on Oversight and Investigations is seeking to fill a **Counsel** position on the Republican staff. The ideal candidate will have at least three years of experience with a background or strong interest in investigations. Experience in natural resources issues is a plus.

Responsibilities include, but are not limited to, staffing Subcommittee and some Full Committee congressional hearings, drafting Subcommittee and some Full Committee correspondence to and from the Executive Branch as well as with outside organizations, depositions/ transcribed interviews, reviewing document productions, research, managing external sources of information, and interacting with various congressional committee and personal offices.

Candidates must possess a strong work ethic, superior attention to detail, be self-motivated, work well under pressure, and possess excellent written and oral communication skills. JD required. Prior Hill experience preferred, but not required. Interested candidates should send a resume and cover letter to [NaturalResources.Jobs@mail.house.gov](mailto:NaturalResources.Jobs@mail.house.gov), with "O&I Counsel" in the subject line.

**MEM-279-19** Senior Republican Member on Appropriations looking for **Communications Director**. Ideal candidates should have 3-5 years of Hill experience, strong writing skills, are detailed oriented, and familiar working with the media. Salary commensurate with experience.

Interested applicants should send their cover letter, resume and writing samples to [TX.JobListing@mail.house.gov](mailto:TX.JobListing@mail.house.gov)

**MEM-264-19** The Office of U.S. Representative Pramila Jayapal (WA-07) seeks an experienced, creative and highly motivated Digital Specialist for her Washington, D.C. office. Reporting to the Communications Director, the **Digital Specialist** is responsible for creating original and creative content (including, but not limited to, videos and graphics) and managing the Congresswoman's social media channels to further communicate and elevate her agenda and accomplishments.

The ideal candidate will have:

- \*Social media, graphic design, and video production experience in a legislative office, campaign, political organization or progressive advocacy group;

- \*Fluency with social media platforms and a nuanced understanding of the current social media landscape and trends;

- \*Excellent organization and time management skills necessary to work in a fast-paced environment that requires rapid response;

- \*Strong writing skills and attention to detail;

- \*A passion for storytelling and social justice.

Responsibilities include, but are not limited to:

- \*Drafting daily digital content for highly active social media channels;

- \*Serving as the lead graphic designer and video producer/editor for the office;

- \*Tracking social media performance and providing analysis of trends and opportunities for future growth;

- \*Updating and managing the Congresswoman's official website; and

- \*Coordinating the creation and distribution of an e-newsletter.

Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. State and/or district ties are a plus.

Qualified candidates should include in their application: resume, cover letter, two writing samples, two graphic design samples, three references, and links to either a reel or samples of video work.

Please send applications to [jobs.pramila@mail.house.gov](mailto:jobs.pramila@mail.house.gov) with "Digital Specialist" in the subject line. No calls or drop-ins please.

**MEM-263-19** The Denver district office of Congresswoman Diana DeGette (CO-01) is seeking a **Constituent Services Representative** with superior communication (verbal and writing), customer service, relationship building and problem-solving skills. The ideal candidate will have experience in public service, grants work and/or arts and education. Moreover, the ideal candidate is organized, detail-oriented and resilient in the face of a fast-paced legislative office. The ideal candidate is proactive and comfortable working with diverse staff, community members and constituents.

### SUMMARY

The Constituent Services Representative acts as a representative for the Congresswoman in assigned communities and provides casework assistance to constituents in assigned issue areas.

### ESSENTIAL JOB FUNCTIONS

- \*Assists constituents by providing information and is capable of researching federal issues, answering questions on federal issues, directing constituents to appropriate state or local governments or community resources.

- \*Writes memorandums for meetings the Congresswoman has scheduled within assigned areas.

### CASEWORK

- \* Answers casework correspondence, meets with constituents and serves as a liaison with federal, state and local agencies in terms of assigned issue areas.

- \*Controls and processes constituent correspondence and cases in the casework areas as assigned; exercises judgment to determine the best course of action for individual cases.

- \*Follows district office casework policy and employs appropriate congressional casework tools, programs and resources, logs in all incoming and outgoing mail and incoming telephone calls relating to casework.

- \*Screens and refers cases, where appropriate, to other congressional district offices; continually screens active cases to ensure that their cases are handled in a responsive manner; maintains up-to-date files on all cases and categories of information of importance to the office.

- \*Logs-in constituent comments and researches questions on federal policy, law or procedure in the casework / issue areas as assigned; works with legislative staff in the Washington, D.C. office on researching issues regarding pending legislation in conjunction with district office outreach/events.

### OUTREACH

- \*Acts as a liaison to assigned constituency groups to form effective relationships for the district office; facilitates meetings with federal agencies, constituents, and groups having a common interest.

- \*Represents the Congresswoman at meetings/events of assigned constituency groups.



### GENERAL DUTIES

- \*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;
- \*Performs other duties as assigned by the District Director.

### 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;
- \*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.
- Please send cover letter and resume to [degette.employment@mail.house.gov](mailto:degette.employment@mail.house.gov)

**MEM-258-19** We are looking to expand the Member's visibility and outreach, resulting in a need for highly diligent, confident candidates with substantial experience for the role of **Communications Director**. Spanish speaking skills are also important.

The position comes with great responsibility, as our Communications Director is part of the senior staff for the Congressman and responsible for helping in development and promotion of the Member's agenda. All aspects of communications are covered, including but not limited to, televised press

conferences, statements to the press, speeches, radio addresses and social media. Experience with graphic design is a plus. The selected individual will also work closely with the entire office team to formulate consistent messaging in district mail pieces, and our 499-program.

Salary is commensurate with experience. Benefits include paid vacation and sick leave, parking or metro benefits, health insurance and retirement -- Plus an awesome work environment! Anyone interested may send their applications to [Congressionaljobopening@gmail.com](mailto:Congressionaljobopening@gmail.com)

**MEM-256-19** The Republican (Minority) staff of the House Committee on Veteran's Affairs is seeking a full-time **press assistant** in its Washington office. Responsibilities include but are not limited to: drafting talking points, press releases, speeches, and op-eds; managing the website; updating social media; and compiling and monitoring press clips.

The ideal candidate will possess strong written and verbal communication skills, the ability to work in a fast-paced environment, professionalism, and a good sense of humor. Prior Capitol Hill experience and/ or military service are a plus. Interested candidates should send their cover letter, resume, references, and three writing samples to [var.resumes@mail.house.gov](mailto:var.resumes@mail.house.gov) with "Press Assistant" in the subject line. No calls or walk-ins, please.

**MEM-252-19** The Office of Rep. Justin Amash (MI-03) is seeking a bright, creative, and self-motivated **legislative assistant** with a background in law to join our Washington, DC-based policy team. The legislative assistant will draft legislation, analyze bills, and meet with constituents concerning policy matters, among other duties. The person will be expected to handle a diverse portfolio of policy issues.

The successful applicant will be a libertarian or classical liberal in the tradition of F.A. Hayek, Henry Hazlitt, and Frédéric Bastiat. The applicant must demonstrate a strong commitment to individual liberty, economic freedom, the Rule of Law, and the Constitution.

The person also must be an excellent writer and clear thinker willing to take on the most serious impediments to a freer, more prosperous America. An individual who prefers staid and steady work or who avoids challenges (and the occasional failure) may be more comfortable elsewhere. Applicants must have a JD or equivalent. Two years of relevant policy experience is preferred, although Hill experience is not required.

To apply, please send a résumé, cover letter, and two writing samples to [applydc@amash.com](mailto:applydc@amash.com). Please include "legislative assistant applicant" in the subject line. No walk-in applicants or phone interviews.