



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 September 5, 2016

MEM-274-16

The District Office of Congresswoman Katherine M. Clark is currently accepting applicants for the position of **Constituent Service Representative (CSR)**. The CSR monitors and updates the Member and District Director on district and local issues as well as serves as a liaison to federal, district, and local agencies for the member and constituents.

This position is responsible for a wide range of outreach, relationship management, event coordination, and correspondence. We're looking for someone who has great judgment, keen political skills, is quick on their feet and ready to seize opportunities (or create them). The ideal candidate is fast but highly detail oriented, and is a strong written and oral communicator.

Essential Job Functions Required:

- Acts as the representative for the Congresswoman within his or her area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies;
- Informs the Congresswoman and the District Director of all happenings in his or her assigned geographic & issue areas by screening district media

sources and interacting with constituents;

- Acts as a liaison to local, state and federal officials and other persons or groups to form effective relationships for the Member;
- Manages at least 1 casework assignment area & assesses casework for problems requiring legislative action and makes recommendations to the District Director and/or Chief of Staff;
- Monitors scheduled district meetings for the Member with constituents;
- Screens and refers cases, when appropriate, to other district offices;
- Prepares periodic reports for the District Director on pending cases and district activities in his or her assigned geographic & issue areas;
- Continually screens active cases and acts as liaison with constituents 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;
- Performs other duties as assigned.

This is a full time position.

Education, Skills, & Knowledge Required:

- 3-5 years relevant experience required; experience with the military & veteran's issues or SSDI preferred.
- Exceptional written & oral communication, organizational and project management skills with an overall execution orientation; track record of effectively managing complex, multi-stakeholder projects;
- Thorough knowledge of legislative process and of House organization and procedures;
- Thorough knowledge of local, state and federal agencies and departments;
- Knowledge of all issues and events in the district in which the Congresswoman is involved;
- Strong political instincts, and a proactive entrepreneurial mindset;
- Grace under pressure; ability to delegate, communicate, and act decisively as well as adapt well to changing priorities;
- Availability & ability to work long, irregular hours including evenings and weekends;
- A professional style that includes flexibility, evenness, and sense of humor.

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-271-16

The Republican Office of the Committee on House Administration seeks an energetic and self-motivated individual to fill a paid Temporary **Staff Assistant** position. Working closely with Committee staff, the Temporary Staff Assistant will have the opportunity to gain first-hand knowledge of the inner-workings of a congressional committee and learn about the day-to-day administrative operations of the House of Representatives. Responsibilities include assisting with answering phones, aiding in the execution of daily events and meetings, filing and scanning committee documents, helping prepare for New Member Orientation, and assisting staff with various

projects. The ideal candidate would have excellent communications skills, be detail oriented, have working knowledge of graphics/video programs such as Adobe Creative Cloud, and work well as part of a team. Interested applicants should apply to CHAJobs@mail.house.gov no later than September 14, 2016.

MEM-270-16

Member of Congress from North Carolina seeks a **Legislative Assistant** for the D.C. Office. The legislative portfolio includes Education, Transportation, Science, Space, & Technology, Telecommunications, and Women's Rights. This individual is responsible for drafting legislation and amendments, tracking legislation, developing legislative initiatives, writing speeches and floor statements, staffing the Member in Committee, and representing the Member in meetings with constituents and interested parties. Applicants should have experience in education policy, excellent written and verbal communication skills, work well under pressure in a fast-paced environment, a strong team player, and have at least two years of legislative experience on Capitol Hill. Ties to North Carolina are a plus. Qualified applicants should send a cover letter, resume, and two brief writing samples along with three references to nchousejobs@gmail.com. Please be sure to put LEGISLATIVE ASSISTANT in the subject line.

MEM-269-16

The Office of Congressman Joaquin Castro is announcing the following available position in his San Antonio District Office: **Staff Assistant/Caseworker**. This entry-level position will provide coverage for the front desk and include responsibilities such as: Answer and screen telephone calls and visitors; Respond to constituent requests for flags, tours and other information; Maintain office supplies and equipment; Handle casework assignments, serving as a liaison with constituents, federal, district, and local agencies; Act as the representative for the Congressman within his or her area of responsibility; Staff Congressman at community events and meetings, as needed; Assist to train interns to handle office matters; Perform other duties as assigned. A successful candidate will have the following skills and knowledge: Ability to multi-task; Maintain a good working relationship with the Congressman, staff, and constituents; Accept performance-based criticism and direction; Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner; Work a flexible schedule including long hours, nights, and weekends; Strong verbal and written communication skills, with Spanish skills preferred; Thoroughness and careful attention to detail; Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities; Ability to use in-house data system, Intranet Quorum (IQ); Ability to use and troubleshoot photocopier, facsimile machine, telephone, and other office equipment; Thorough knowledge of local, state and federal agencies and departments; 4-year degree preferred.

Please submit a cover letter with your resume and email to District Director, Toni Serna, at toni.serna@mail.house.gov. Closing date is September 9, 2016

- MEM-268-16** Senior Democratic House member from CA seeks proactive, experienced **communications director** to develop and implement strategic media plan in a fast-paced and results-driven environment. Must have proven track-record, and ability to manage website and social media tools. Outstanding writing skills and strong pitching skills are required. Southern California ties are preferred but not necessary. This is not an entry level position. Qualified candidates should submit resume, cover letter to commstafferCA2016@gmail.com.
- MEM-267-16** U.S. Rep. Lloyd Doggett (D-Texas) seeks a **press secretary** for his Washington office. Spanish skills and Hill experience a plus. Send resume, brief writing sample, and three references to DoggettJobs@mail.house.gov. No drop-ins please.
- MEM-256-16** North Bay legislative office seeking **District Scheduler/Office Manager**: Responsibilities include coordinating the legislator's California schedule by making travel and meeting arrangements while anticipating and responding to day-to-day developments; serving as the office's primary point of contact for constituents, elected officials, and nonprofit and advocacy organizations seeking meetings in the district; coordinating with staff (including field, legislative, press, and campaign) to identify schedule priorities, and then working proactively to make short- and long-term decisions to implement plans; working directly with the district director, the legislator, and his family, on logistics for work, travel, and personal matters. Also responsible for assisting the Capitol office and District Director on maintaining financial and expense records, and with various administrative duties. Opportunities for additional responsibilities commensurate with skills and abilities. A successful candidate will be highly organized, detail oriented, possess strong writing skills, have experience working in a fast-paced office, and the ability to maintain a professional, flexible, and cheerful demeanor while managing multiple and competing tasks and projects. Please send cover letter and resume to CA02.Requests@mail.house.gov with the subject line "CA02 District Scheduler/Office Manager."
- MEM-253-16** Ranking Democratic Member of the House Committee on Science, Space, and Technology seeks professional **staff** member for the Committee's Environment Subcommittee. Duties include staffing hearings; preparing memos, statements, and speeches; outreach to stakeholder groups; and drafting legislation and conducting oversight. Applicant should have familiarity and experience with environmental policy issues. Knowledge of the programs and activities of the National Oceanic and Atmospheric Administration is desirable. Applicant should possess strong writing, organizational, and communications skills, including the ability to articulate technical and policy issues clearly and concisely; the ability to be responsive to and work with Members of the Committee; and the ability to meet tight

deadlines. The ideal candidate will have congressional and/or relevant government or industry experience. No calls or drop-ins please. This is not an entry-level position. Please send a resume and cover letter to SciResumes@mail.house.gov. This position will close on September 9, 2016.