



House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING
Week of November 30, 2020

MEM-300-20 Rep. Abigail Spanberger (VA-7) seeks a **Scheduler**. Applicants should be highly attentive to detail, able to juggle multiple competing priorities, and have a “customer service” mentality. VA-07 ties a plus. Experience working in a Congressional office or on a campaign is preferred, but scheduling or other relevant experience outside of these contexts will be considered.

The office is primarily working remotely during the pandemic, with occasional in-person work that is optional and handled in a socially-distanced, COVID-safe manner. When the office returns to in-person work, this position will be based in the Congresswoman’s Washington, DC office.

To apply, please submit a cover letter that addresses how your skills match the needs of this position, a one-page resume, 2-3 references, and answers to the following three additional questions
to Spanberger.Inquiries@mail.house.gov with “DC Scheduler” in the subject line.
Competitive salary commensurate with experience.

Three additional questions:

1.If Rep. Spanberger was taking a meeting with a stakeholder group, what information would you want to make sure she had in advance of that meeting?

2. The person in this role may get dozens of requests every day for meetings/events for Rep. Spanberger to attend. What would be your system for tracking/responding to those invitations?
3. Do you have a salary requirement or expected salary range?

MEM-298-20 The House Committee on Education and Labor (Democratic staff) seeks an elementary and secondary education (K-12) **legislative assistant**.

This position will work on the education team, supporting the work of the Professional Staff. Candidates should have familiarity with federal education policy, including the Elementary and Secondary Education Act, General Education Provisions Act, Carl D. Perkins Career and Technical Education Act, and the Individuals with Disabilities Education Act. Knowledge of other statutes and policies within the Committee's jurisdiction and how they impact elementary and secondary education policy is required.

Applicants should have at least two years of policy or legal experience; prior Hill experience is preferred but not necessary. Tasks will include supporting the development of legislation, providing technical assistance to the Committee and Member offices, researching pertinent issues, preparing written materials and legislative analyses, and supporting the execution of committee proceedings and events related to K-12 education.

To apply, applicants must submit a resume, cover letter, and two short writing samples to E&L.Jobs@mail.house.gov with "K-12 Education Legislative Assistant" in the subject line.

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation. Candidates of diverse backgrounds are encouraged to apply.

MEM-296-20 The Energy & Commerce Committee, Democratic Staff, seeks a **Policy Analyst** for the Consumer Protection Subcommittee staff.

The broad jurisdiction of the subcommittee includes consumer protection generally; motor vehicle safety; consumer product safety; regulation of commercial practices, including sports-related matters; consumer privacy and data security; and travel, tourism, and time. The subcommittee oversees the National Highway Traffic Safety Administration, the Consumer Product Safety Commission, and the Federal Trade Commission, among others.

The position requires the handling of substantive legislative and administrative tasks, including staffing hearings and markups, conducting oversight, and drafting legislation.

Qualified candidates must have a minimum of 1-2 years of experience in the House of Representatives, strong writing, analytical, and legislative skills; sound political judgment; a proven ability to perform under pressure while juggling multiple tasks with competing priorities; and a willingness to work long hours and weekends. Candidates should have experience working with relevant public interest groups, relevant agencies, Congress, and industry.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), gender identity, disability, or age. Please submit a cover letter, resume, writing sample, and at least two professional references to ecdjobs@mail.house.gov using the subject line "Consumer Protection PA Candidate [your last name]."

MEM-294-20 The House Committee on Education and Labor (Democratic staff) seeks a **Staff Assistant** to provide administrative and legislative support. Applicants should have at least 2 years of administrative experience, preferably in a congressional setting.

Primary duties include welcoming and interacting with visitors; answering phone calls with a pleasant and professional demeanor; processing mail; drafting memos, letters, and other Committee documents; assist in preparing for Committee hearings, markups, and briefings; and ad hoc projects as assigned. Candidates should have excellent communications and interpersonal skills, should be team oriented while able to work independently, highly-organized, professional and resourceful.

To apply, applicants must submit a resume, cover letter, 3-5 page writing sample, and 3 professional references to E&L.Jobs@mail.house.gov with "Staff Assistant" in the subject line.

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation. Candidates of diverse backgrounds are encouraged to apply.

MEM-292-20 The House Committee on Education and Labor (Democratic staff) seeks a **Professional Staff** member responsible for labor policy legislation, with a dual focus on workforce development programs, and workplace safety and health/mine safety and health.

The successful applicant will work with lead labor policy staff in both areas to organize and prepare materials for legislative hearings, markups and floor activity; track floor and other committees' activities; research, review and draft legislation; solicit input from stakeholders; draft letters, dear colleagues and memos; track regulatory developments; support Member requests for assistance; and coordinate with oversight and communications teams in support of the Committee's agenda.

Applicants should have at least 3 years of experience in Congress, federal agency or advocacy organization working on labor policy issues with in-depth knowledge of federal workforce development programs and/or workplace health and safety. An advanced degree in either area can substitute for experience. This position is writing intensive and requires the ideal candidate to have exceptional writing, communication, and organizational skills. Must demonstrate the ability to successfully manage multiple projects under deadlines; display a collaborative disposition; and a commitment to social justice and expanding economic opportunity.

To apply, applicants must submit a resume, cover letter, 3-5 page writing sample, and 3 professional references to E&L.Jobs@mail.house.gov with "Labor Professional Staff" in the subject line.

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation. Candidates of diverse backgrounds are encouraged to apply.

MEM-290-20 Congressman Mike Johnson Seeks **Communications Director**.

The Office of Congressman Mike Johnson (LA-04), Vice Chairman-elect of the Republican Conference, is seeking a highly-motivated and experienced communications director to develop and manage the overall messaging strategy for the member and the office. A successful applicant will have exceptional writing and editing skills, a keen eye for detail, social media experience, booking experience and on-the-record press experience.

Additionally, this applicant will be familiar with the current political issues and be able to demonstrate situational awareness. This position will hold dual responsibilities for the Congressman's personal and vice chair communications department. This person is responsible for managing the entire press operation, including two direct reports.

Minimum of 5 years of experience. Microsoft Office, Adobe Suite and video editing experience is necessary. Advanced degree preferred. Interested applicants should submit their resume and writing samples to: LA04jobs@mail.house.gov

MEM-280-20 Texas Democrat seeks a **Staff Assistant/Driver** to assist the Washington D.C. Office. The office maintains a state of telework, however this position will need to report to the D.C. office when the House Floor is in session.

Primary duties will include driving the Member to and from events during regular office hours, after hours, and occasional weekends, ensuring the member's schedule is executed according to plan, handling tour and flag requests, helping manage the internship program, managing the incoming calls and voicemails to

both offices phone systems, coordinating member correspondence, and assisting the Washington D.C. office with legislative work. Qualified candidates must have an impeccable driving record and a vehicle.

At such time as the COVID-19 pandemic allows, this individual will fulfill the role of the Staff Assistant in the Washington D.C. office. Those responsibilities will include staffing and managing the front office, answering the phone, greeting visitors, and providing additional office support as needed.

Interested candidates should submit a cover letter and resume to TX29SG.Resumes@mail.house.gov. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or sexual orientation.

MEM-278-20 The Energy & Commerce Committee, Democratic Staff, seeks a **Counsel/Professional Staff Member** for the Consumer Protection Subcommittee staff to handle portfolio that includes Federal Trade Commission oversight, unfair and deceptive practices, consumer privacy and data security, and technology, among other issues. This is not an entry level position.

Responsibilities include staffing hearings and markups, conducting oversight, drafting legislation, and advising staff and members on legislative and non-legislative matters.

Qualified candidates must have a minimum of 4 years of experience in the U.S. House of Representatives, be knowledgeable of current legislative and non-legislative issues before the subcommittee, and have a thorough understanding of the legislative process and the organization and procedures of the House of Representatives.

Strong writing, analytical, and legislative skills; sound political judgment; a proven ability to perform under pressure while juggling multiple tasks with competing priorities; and a willingness to work long hours and weekends are a must. Candidates should also have experience working with relevant public interest groups, agencies, Congress, and industry stakeholders.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), gender identity, disability, or age. Please submit a cover letter, resume, short writing sample, and at least two professional references to ecdjobs@mail.house.gov using the subject line Consumer Protection Counsel/PSM Candidate.

MEM-269-20 The District office of Congresswoman Linda Sánchez seeks a hard-working, organized individual to serve as a **Caseworker/ Field Representative** based in Norwalk, CA.

Summary: This position primarily entails constituent casework and community outreach. Other responsibilities include meeting with local stakeholders, representing the Congresswoman at community and government events, special projects, as well as general project and event work.

Position Description

Caseworker: Casework responsibilities involve assisting constituents of the 38th Congressional District resolve problems with federal agencies or find the appropriate state or local contact for non-federal issues. The candidate should be persistent and detail-orientated, and put a priority on facilitating resolutions and expediting priority requests. Knowledge of federal and California state government agencies and experience in customer service will be highly regarded.

Field Representative: Field Representatives are primarily charged with (but not limited to) maintaining, strengthening, and establishing new relationships with local community stakeholders, non-profit organizations, and local elected officials in the 38th Congressional District.

This position represents the Member of Congress in assigned areas and keeps the Member of Congress informed on all happenings in those areas. In addition to community outreach efforts, the Field Representative will be responsible for managing projects and large-scale public events.

Minimum Qualifications/Education Required

- *Bachelor's Degree from an accredited four-year college or university.
- *Thorough understanding or experience with government agencies (county, state, and federal), community and grassroots organizing.
- *Strong written, communication, analytical, and organizational skills; an ability to relate well with individuals of diverse backgrounds; impeccable customer service manners; and superior public speaking skills.
- *Skilled in Microsoft Word, Excel, Outlook, Publisher and Power Point.
- *Able to work efficiently and effectively as a member of a team, be able to meet strict deadlines, balance multiple projects simultaneously, and work under pressure.
- *Positive attitude, commitment to excellence, upbeat demeanor, flexibility, and sense of humor.
- *Enjoy working with the public and constituents.
- *Flexibility to work weekends, some holidays, and after-hours.

Salary will depend on the experience of the applicant. Employees will receive health care insurance, 401(k)-style retirement benefits, and other federal employee benefits.

To Apply

Interested applicants should submit a resume, cover letter, writing sample, and

references by email to: CA38Jobs@mail.house.gov. Please indicate the title of the position in the subject line.

MEM-206-20 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.
- 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 apply by following the instructions here:

<https://house.csod.com/ux/ats/careersite/1/home/requisition/86?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.