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**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  
in the CAO Human Resources Office - Ford HOB 102.

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Job Line: 202-226-4504

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of March 12, 2018**

**MEM-088-18** Iowa Republican (Rep. Rod Blum, IA-01) seeks experienced **legislative director** to develop and advance long-term legislative agenda.

Legislative Director will work closely with the Member, Chief of Staff, Communications Director, District Director, and staff to advance Member's priorities and implement strategic legislative and outreach strategies.

Successful candidate must work well in a collaborative, team-oriented environment and have the ability to oversee an active legislative team in implementing and advancing an expansive legislative agenda.

Legislative Director must be highly organized, detail oriented, and able to manage multiple tasks and projects. Excellent interpersonal skills and written and verbal communication, as well as strong editing and proofreading abilities are required.

Ideal candidate will be politically astute and have a positive attitude. Successful candidate must have the ability to thrive in a demanding, fast-

paced, deadline-driven environment, and must be able to respond to challenging situations quickly and strategically.

This is not an entry-level position; only candidates with previous Hill experience and a solid knowledge of legislative and political processes will be considered. Prior experience serving as a Legislative Director - is strongly preferred.

Qualified applicants should submit a cover letter, resume, and two writing samples to: [John.Ferland@mail.house.gov](mailto:John.Ferland@mail.house.gov) . No calls or drop ins please.

*Office/Location:* U.S. House of Representatives, Washington, D.C.

*Closing Date:* March 31, 2018

*Salary Level/Range:* Commensurate with experience

*Proposed Starting Date:* Immediate

**MEM-082-18** Conservative Western Republican is seeking a **Legislative Correspondent** in his DC office to manage all aspects of constituent correspondence. Ideal candidates will have knowledge of the legislative process, excellent writing and organizational skills, strong attention to detail, and familiarity with iConstituent. Duties include, but are not limited to, processing incoming correspondence through iConstituent, drafting timely responses, assisting with updating website, creating graphics/images and assisting with projects and events. Western ties are preferred but not required. Email résumé, cover letter and two writing samples to [WesternRepublicanJob@yahoo.com](mailto:WesternRepublicanJob@yahoo.com).

**MEM-078-18** The press office of Rep. Louise Slaughter (NY-25) and the House Rules Committee is seeking a **social media manager & press assistant** to join an aggressive communications team. Responsibilities include managing the congresswoman's digital media channels, including website and social media accounts, developing engaging online content, writing e-newsletters, and taking photos and video. The social media manager & press assistant will also compile press clips, copy-edit press releases and talking points, and other projects as necessary. Must be comfortable working collaboratively to execute a broad communications strategy. Prior press and/or digital experience and familiarity with both graphic design and video editing is preferred. Ideal candidates must also have strong written and verbal communications skills and be able to work demanding hours in a fast-paced environment.

Interested candidates must submit a resume, cover letter, two writing samples, and two examples of social media or digital media work to [digitalpressposting@mail.house.gov](mailto:digitalpressposting@mail.house.gov). Candidates will be considered on a rolling basis until the position is filled.

**MEM-076-18** California Democrat (Rep. Jerry McNerney, CA-09) seeks experienced **legislative director** to develop and advance long-term legislative agenda.

Legislative Director will work closely with the Member, Chief of Staff, Communications Director, District Director, and staff to advance Member's priorities and implement strategic legislative and outreach strategies.

Successful candidate must work well in a collaborative, team-oriented environment and have the ability to oversee an active legislative team in implementing and advancing an expansive legislative agenda.

Legislative Director must be highly organized, detail oriented, and able to manage multiple tasks and projects. Excellent interpersonal skills and written and verbal communication, as well as strong editing and proofreading abilities are required.

Ideal candidate will be politically astute and have a good sense of humor and positive attitude.

Successful candidate must have the ability to thrive in a demanding, fast-paced, deadline-driven environment, and must be able to respond to challenging situations quickly and strategically.

This is not an entry-level position; only candidates with previous Hill experience and a solid knowledge of legislative and political processes will be considered. Prior experience serving as a Legislative Director or working on Energy and Commerce Committee-related policy issues – including energy, environment, and water – is strongly preferred.

California ties, Spanish literacy, and previous supervisory experience are a plus. Minorities and candidates with CA-09 ties are encouraged to apply.

Qualified applicants should submit a cover letter, resume, and two writing samples to: [McNerneyResumes@mail.house.gov](mailto:McNerneyResumes@mail.house.gov).

No calls or drop ins, please.

**MEM-070-18** 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](mailto:DoggettJobs@mail.house.gov). No drop-ins please.

**MEM-064-18** Senior Rocky Mountain Democrat is seeking a **legislative assistant** to manage a very active health care portfolio, including the Member's leadership of two high-profile caucuses. Candidates should have at least three years of experience developing and implementing legislative strategies in a Congressional office. Strong research, writing, and negotiation skills are essential. An advanced degree in a health field is preferred. The ideal

candidate will be creative and proactive, possess a strong work ethic, and be able to have fun while maintaining a busy schedule. Interested applicants should send a cover letter and resume to [rockymountainhealthla@gmail.com](mailto:rockymountainhealthla@gmail.com).

**MEM-055-18** Northeastern progressive Democrat, Senior Member of Democratic Leadership, and Member of the Appropriations Committee seeks an experienced **speechwriter** to join busy, high-functioning office. The individual will work closely with the legislative staff and take the lead on crafting speeches and op-ed columns. Candidates must possess excellent and proven writing and organizational skills and the ability to grasp complex policy concepts, think strategically, and multitask effectively under tight deadlines. Applicants must also have command of the legislative process, sound political judgment, and a sense of humor. Salary commensurate with experience. Please send cover letter, resume, and 2-3 writing samples to: [ctspeechwriter@gmail.com](mailto:ctspeechwriter@gmail.com).