



House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING

Week of May 22, 2017

- MEM-153-17** Midwestern Democratic House Member is seeking a **Scheduler** for the Washington, D.C. office. Primary responsibilities will include: receiving, evaluating and organizing incoming requests and invitations; coordinating the Member's briefing materials; greeting the communicating key information regarding the Member's schedule to staff; and ensuring proper advance work is done for Member's appearances and events. The Scheduler will work closely with senior staff. A successful candidate will be a self-starter, detail-oriented, with a shown a history of sound professional judgment and problem solving capabilities. Must have ability to multitask and balance workload in a dynamic, fast-paced environment. The ideal candidate will have strong teamwork skills and the ability to work with various personalities and styles. Qualified applicants should have previous Scheduling and/or Executive Assistant experience, preferably on Capitol Hill. Please e-mail a cover letter and resume to Walz.Resumes@mail.house.gov.
- MEM-152-17** The Office of Congressman Al Green (D-TX) seeks a **Legislative Assistant** to manage a diverse portfolio of issue areas including transportation, veterans affairs, healthcare and homeland security. Candidates should have strong communication, research, and writing skills. We are looking for a proactive, detail-oriented staffer with a collaborative working style. To apply, please email a cover letter, resume, writing sample and a list of references to TXResumeInbox@mail.house.gov. Prior

legislative experience on Capitol Hill and Houston ties are preferred. This is not an entry-level position.

MEM-151-17 Southern Republican House Member seeking a Hill experienced **staff member** to maintain the Member's schedule, arrange travel plans, and coordinate the administrative responsibilities of the office. This position will serve as a direct liaison between the visitors to the office and the member and/or staff.

Please send a resume, cover letter, and salary history to ushousestaffjob@gmail.com.

MEM-150-17 Senior Democratic Member of Congress seeks an energetic, organized, creative, self-starter to join the team of her very active and visible constituent services staff.

The **Events Coordinator/Constituent Services Representative** is also a caseworker who helps constituents with federal issues but spends part of the time managing and directing very diverse city-wide and neighborhood events that relate to the Congresswoman's congressional and constituent responsibilities, including staying on top of everyday events in the Member's district that keep the community connected to the Member's work. The Events Coordinator takes the lead to develop major events, among them, the Tax Fair, Small Business Fair, Job Fair, and Black History Month events.

Candidate must be able to handle multiple tasks. The office prizes staff able to think outside the box and work independently while also being available to assist in co-worker projects where necessary or requested. Prior community or event planning experience is desirable. The ideal candidate will have a bachelor's degree, excellent writing and communication skills, experience interacting with the public and leadership qualities. Candidate must be a resident of the District of Columbia or willing to move immediately to DC if hired.

Interested applicants should send a resume, cover letter and references to: (202) 225-1129 (fax) or to dc00.nortonresume@mail.house.gov. NO PHONE CALLS PLEASE!

This position is open until filled. Salary: based on skill and experience level.

MEM-149-17 Congresswoman Gabbard is seeking a dynamic, passionate Military **Legislative Assistant** or Senior National Security/Foreign Policy Advisor to support her work on the House Armed Services Committee and House Foreign Affairs Committee. This position's portfolio will include Veterans Affairs, Homeland Security, and Intelligence. Responsibilities include preparing and staffing the Member for committee hearings, managing the day-to-day development of Member requests for the National Defense Authorization Act, working closely with the Member on legislative strategy, researching and advising the Member on bills and other issues, and representing the Member in meetings and events.

We are seeking someone to join our fun, team-oriented, hard-working office. The successful candidate will possess a can-do attitude and will be solutions oriented. He or she will also be an independent worker, a self-starter and will possess the capacity to produce high quality work on short deadlines. He or she will also have a demonstrated ability to communicate effectively with colleagues and superiors in a

dynamic work environment. Veteran applications are encouraged. Ideal candidates should have House Armed Services Committee experience, Hill experience, or both. Hawaii ties and an active security clearance is a plus.

To submit your application, please email a resume, cover letter, and two short writing samples with the subject line “Military legislative assistant” to hi02jobs@gmail.com. Please no calls or walk-ins.

MEM-148-17 Progressive Democratic Member of the House Transportation and Infrastructure Committee seeks **Senior Legislative Assistant to staff Senior Member** on committee matters. Legislative portfolio will include financial services, tax, economic development, labor, budget, agriculture and postal issues. Responsibilities include: staffing the Member at committee hearings and markups, helping develop and advance legislation and other policy priorities of the Member, conducting research, and advising the Member on bills and other issues.

Applicants should have substantial Hill legislative experience, strong organizational, writing, and communication skills and be detail oriented. Should also have ability to work in a fast-paced environment while keeping a sense of humor. Minorities and women are encouraged to apply. Please send a cover letter, resume and two writing samples to cohen.jobs@mail.house.gov. No phone calls or drop-ins.

MEM-147-17 Democratic Member of Congress from North Carolina seeks a **Legislative Director** for D.C. Office. The legislative portfolio includes transportation. 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, be 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 DIRECTOR in the subject line. No drop-ins or phone calls. The office is an equal opportunity employer.

MEM-145-17 The Office of Rep. Justin Amash (R-MI) is seeking a bright, creative, and self-motivated **legislative assistant** focused on economics 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. He or she will be expected to handle a diverse portfolio of policy issues, including budget and appropriations, commerce, defense, housing, social welfare, and taxation.

The successful applicant will be a libertarian or classical liberal in the tradition of F.A. Hayek, Henry Hazlitt, and Frédéric Bastiat. He or she 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 BA or equivalent. A degree in economics or at least 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 mi03.apply@gmail.com. Please include "legislative assistant applicant" in the subject line. No walk-in applicants or phone interviews.

This job opportunity was first posted late last year, but no interviews were conducted. Previous applicants still interested in this opportunity should resubmit their materials, as previous submissions will not be considered.

MEM-142-17 The Majority staff of the House Committee on Veterans' Affairs is seeking an IT professional with technical, project management, and policy expertise to serve as a Committee Investigator. This position involves examining agency IT activities and translating highly technical subject matter into analytical documents and policy recommendations in an extremely fast-paced environment; it is not a developer or operations role. Program/project manager, senior analyst, or subject matter expert-level experience managing enterprise modernization efforts is required. Government agency, contractor, or corporate backgrounds are equally acceptable. Health informatics, particularly electronic health records, experience is strongly preferred. Qualified veterans are strongly encouraged to apply. Prior Hill experience is helpful but not necessary. Interested candidates should send their (1) cover letter, (2) resume, (3) references, and (4) writing sample of a policy or analytical nature to VAR.Resumes@mail.house.gov with "IT Investigator" in the subject line. No walk-ins please.

MEM-141-17 U.S. Rep. Lloyd Doggett (D-Texas) seeks motivated, hard-working **staffer** for his fast-paced San Antonio federal office. Responsibilities include handling district scheduling requests, administrative duties, intern supervision, and community and constituent work. Ideal candidates must be highly-organized, detail orientated, work well under pressure, be able to manage multiple tasks, possess excellent writing skills for handling correspondence, and have strong interpersonal skills. Spanish speaking and strong local ties a plus. Email resume, three references, and brief writing sample to DoggettJobs@mail.house.gov. Entitle your email: San Antonio District Office Position. No calls or drop-ins please.

MEM-140-17 The House Committee on Homeland Security, is looking for a non-partisan, **Deputy Chief Clerk/Calendar Clerk** to assist with Committee operations. Among other duties, the person filling this role will assist the Chief Clerk in the performance of the following:

- Managing Committee hearings and markups;
- Plan and manage Committee field hearings;
- Maintain Committee legislative calendar; and
- Prepare Committee archive and historical records.

The ideal candidate for this position is detail oriented, a self-starter and works well independently as well as with others. Previous experience in a Capitol Hill office required, Committee preferred. Please send resumes and statement of interest to: Resumes.CHS@mail.house.gov.

MEM-139-17 House Committee on Energy and Commerce, Subcommittee on Oversight & Investigations is seeking a professional **staffer or counsel** to work on public health and Food and Drug Administration issues for the Committee's Democratic staff. Experience with congressional oversight, investigations, or issues within the Committee's jurisdiction, a plus. Responsibilities include staffing Congressional hearings, conducting research and investigations, writing and editing, and conducting document review and analysis. Successful candidate will be detail oriented, possessing strong communication and writing skills. Two to five years of professional experience and J.D. preferred but not required, as experience within the areas of the Committee's public health jurisdiction may be equally relevant. Please send resume, cover letter, writing sample, and at least two professional references to ecdjobs@mail.house.gov.

MEM-138-17 Southern Republican seeks qualified candidates for a Washington based **Press Secretary**. Responsibilities include: writing all press releases, drafting statements, working with both national and district reporters, acting as an official spokesperson, and maintaining the Member's official website and social media pages. The ideal candidate for this position is detail-oriented, proactive, and can thrive in a fast paced environment. Prior Hill communications experience is preferred. Salary commensurate with experience. Please email your resume to tnjobvacancy@gmail.com to apply.

MEM-123-17 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 (less than five years of experience) with a background or strong interest in environmental matters, including investigations, hearings, depositions, and briefings. 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.