



House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING

Week of March 4, 2019

MEM-121-19 The office of Congresswoman Tulsi Gabbard seeks a **Press Secretary** to manage and coordinate all media and public relations activities in a very busy and dynamic office. The ideal candidate will be able to develop and execute integrated communications plans, collaborate effectively with colleagues and implement all press strategies.

Responsibilities include building and expanding the office's relationships with media outlets, working with the Chief of Staff and Legislative Director to develop media strategies, successfully pitching stories and press events to a wide range of media outlets, responding to and managing media inquiries

from diverse media outlets, writing op-eds, speeches, press releases, statements and talking points. Responsibilities will also include working with the deputy communications director in the District Office as well as maintaining an active social media profile, managing the Member's official website, and other tasks.

Potential candidates must be able to thrive in a fast-paced office, have excellent written and oral communication skills, and strong editing and proofreading abilities. Candidates must be able to develop a keen understanding of the unique priorities and views of the district and find ways to advance the Member's objectives.

This is a senior level position which requires dedication, close attention to detail and the ability to think outside the box. Non-traditional work hours, and travel to the District are to be expected. Hawaii ties are ideal but not required. Veteran applications are welcome.

No calls or drop ins. Qualified applicants may email a cover letter, resume and writing samples to: hi02jobs@gmail.com

MEM-119-19 Congressman Paul Cook's office seeks a **Scheduler** to handle all meeting and invitation requests. Previous scheduling experience is preferred. California ties preferred. Ideal candidates should be organized, display exceptional attention to detail, and be able to handle a fast-paced and demanding work environment. In addition, candidates should possess strong people skills with the ability to communicate with a variety of personalities in a pleasant and professional manner. Responsibilities include but are not limited to the following: processing all scheduling requests, invitations, and events for the Member's calendar; responding to all invitations, either by email correspondence or by personal telephone call; and handling Member correspondence and travel. Additional responsibilities include some driving and staffing the Member and other administrative tasks as assigned. Email resume to with "Scheduler" in the subject line to cook.ca08.jobs@gmail.com

MEM-116-19 The Office of Congressman G. K. Butterfield (D-NC) seeks an energetic, organized, and creative **Communications Director** to join the Washington, DC office. The Communications Director will be responsible for leading the press and media operations, and developing and implementing the media, communications, and public relations strategy for the Member. The Communications Director reports directly to the Member and the Chief of Staff, while closely collaborating with other members of the staff.

Primary Responsibilities

- Develop and execute creative strategies focused on highlighting the member's top priorities;
- Cultivate and maintain contact with key reporters in both Washington, DC and North Carolina;
- Book the member on television, radio, and other platforms as well as pitch to national and regional outlets;
- Organize press events, reporter backgrounders, press releases, floor speeches, op-eds, social media and e-newsletter content, and other materials as needed;
- Supervise and work in collaboration with the digital media assistant to utilize digital assets to reach broader audiences;
- Help with other assignments and tasks as requested by the member and the member's three offices.

Minimum Qualifications

- Experience pitching stories, cultivating reporter relations, speaking on the record, and staffing principles for interviews;
- Demonstrated understanding of media relations, the legislative process, and the procedures and organization of the House of Representatives;
- Ability to work well in fast-paced environments and prioritize a varied workload with the flexibility to adapt to the needs of the member, staff, media, and the constituents;
- Strong writing and editing skills with the ability to turn projects around on deadline.

North Carolina ties and Capitol Hill experience are preferred, but not required. Any interested applicant should be a team player. Applicants should submit their resume, cover letter, and 2-3 work samples here.

URL: <https://airtable.com/shrXJ6h70909EhTkL>

MEM-113-19 Congresswoman Lauren Underwood (IL-14) is seeking a **District Director** based in her West Chicago, Illinois office. The District Director will oversee the management and operation of two district offices, including establishing a second district office location and hiring and managing approximately 6 district office staff and interns. The District Director serves as a key liaison to local organizations and elected officials and works closely with the DC-based staff to provide unparalleled constituent services and develop and implement immediate and long-term strategic outreach plans. Qualified candidates will demonstrate management experience, a deep understanding of how to create and maintain a culture of exceptional service, strong oral and written communications skills, and strategic planning abilities. The position requires the ability to multi-task, thrive under pressure, and the flexibility to work long hours, including nights and weekends. Ties to the Illinois 14th Congressional District and Illinois are preferred but not essential.

Women and people of color 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. To apply for the District Director position, please send cover letter and resume to Illinois14.DistrictJobs@gmail.com with "District Director" in the subject line. Salary commensurate with experience. This is NOT an entry-level position. No phone calls or drop-ins, please.

MEM-112-19 The office of Congresswoman Tulsi Gabbard seeks a **Deputy Chief of Staff** to lead operations of the DC office in a very busy and dynamic environment. The ideal candidate will be able to develop and manage an integrated communications and legislative strategy, advising on messaging strategy, collaborate effectively with colleagues and work directly with the Member and Chief of Staff. Background in Communications and/or Financial Services welcome, but not required. Potential candidates must be able to thrive in a fast-paced office, have strong leadership abilities, excellent written and oral communication skills, and editing/proofreading abilities. Candidates must be able to develop a keen understanding of the unique priorities and views of the district and find ways to advance the Member's objectives. This is a senior level position which requires dedication, close attention to detail and creative problem-solving. Non-traditional work hours, and travel to the District are to be expected. Hawaii ties are ideal but not required. Veteran applications are welcome. No calls or drop ins. Qualified applicants may email a cover letter, resume and writing samples to: hi02jobs@gmail.com

MEM-111-19 Senior Member on Appropriations looking for an experienced **Communications Director**. Candidates should have Hill experience, strong writing skills and experience 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.

MEM-109-19 Congressman Donald McEachin is hiring a **Communications Director** to work in his Washington, D.C. office. Responsibilities include communications planning and press strategy for D.C. and the district; drafting press materials including: remarks, talking points, newsletters, statements, press releases, and media advisories; pitching media events; assisting with the management of the Congressman's social media accounts; interview preparation; and overseeing the office's franked mail program.

The ideal candidate is a strong writer, politically savvy, detail-oriented, flexible, creative, and a self-starter. Occasional travel to the district and non-traditional hours - including night and weekend work - should be expected. Congressional district or Virginia ties are preferred but not required. Interested candidates should send a cover letter, resume, and writing sample to: McEachinJobs@mail.house.gov.

MEM-108-19 Congressman David Trone (MD06) is seeking a high-energy, highly-organized, and detail-oriented **District Staff Member** for his office in Gaithersburg, MD.

PRIMARY RESPONSIBILITIES:

- Serve as the official representative for the Member in the community.
- Act as liaison with federal, district, and local government agencies, political officials, and other community organizations to form effective relationships for the Member.
- Monitor and update the Member and District Director on district and local issues of importance.

- Staff and provide logistical support for scheduled district meetings and events for the Member.
- Assess local and casework related issues for problems requiring possible legislative action; make recommendations to the District Director.
- Answer casework correspondence and verbal communications with constituents.
- Provide casework assistance to constituents in a timely and efficient manner; proactively follow up on all open cases until a resolution is reached.

QUALIFICATIONS:

- Thoroughness and careful attention to detail.
- Ability to work well under pressure while juggling multiple tasks with competing priorities.
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities.
- Availability to work long hours, including nights and weekends, if needed.
- Ability to work cooperatively and courteously with others.
- Strong oral and written communication skills.
- Thorough knowledge of legislative process.
- Knowledge of all issues and events in the district in which the Member is involved.
- Maryland ties are a plus.

To apply, please email a resume and cover letter to md06.jobs@gmail.com with "District Staff" in the subject line. No phone calls or walk ins.

MEM-104-19 U.S. Rep. Lloyd Doggett seeks Senior Health LA for Washington office. Not an entry level job. Law degree a plus. Email cover letter, resume, and three references to: DoggettJobs@mail.house.gov. (No calls or drop-ins please) Reply with subject line, Senior Health LA.

- MEM-103-19** U.S. Rep. Lloyd Doggett seeks **Staff Assistant** for Washington office. Spanish a strong plus. Email cover letter, resume, and three references to: DoggettJobs@mail.house.gov. (No calls or drop-ins please) Reply with subject line, Staff Assistant Application.
- MEM-102-19** The Democratic Staff of the House Committee on Energy and Commerce Subcommittee on Health is seeking a **Policy Analyst/Clerk** available to start immediately. Responsibilities include administrative duties, liaising with member offices, aiding in preparation for and clerking Congressional hearings and mark-ups, and some writing, editing, and proofing. Successful candidates will be dependable, highly organized, and possess strong writing and communication skills. Please send resume, cover letter, and a writing sample to ecdjobs@mail.house.gov
- MEM-100-19** The Office of Congresswoman Sylvia R. Garcia seeks a **Counsel** to handle her Judiciary Committee portfolio with a significant focus on immigration. The position will also cover a wide ranging legislative portfolio of issues to be determined. Candidates should have experience drafting, advancing, and analyzing legislation and monitoring legislative developments along with a

proven track record of developing ideas for legislation. This is not an entry-level position.

Texas ties and Spanish fluency a plus. The office is an equal opportunity employer and encourages women, minorities, and LGBTQ candidates to apply. Qualified applicants should submit a cover letter and resume to TX29SG.Resumes@mail.house.gov with “TX-29 Judiciary Counsel” in the subject line. No phone calls or drop-ins please.

MEM-097-19 Congressman Denny Heck is hiring a **Communications Director** to work in his Washington, D.C. office. Responsibilities include communications planning; serving as on-the-record spokesperson and strategic communications advisor; drafting speeches, talking points, and video scripts; drafting press materials such as press releases, statements and media advisories; preparing outreach materials such as email newsletters and mass mailers; preparing memos for national TV appearances; staffing the member during media interviews; and assisting in management of social media accounts.

The communications director will work closely with the press secretary and digital assistant to execute communications plans and responsibilities. The ideal candidate is a strong writer with good press and political judgment. Hill experience and Washington state ties preferred, but not required. Non-traditional hours and occasional travel to the district to be expected. We value diversity and encourage applicants to highlight their diverse background in their applications.

To apply, send a cover letter, resume and a short writing sample to heck.resumes@mail.house.gov with “Communications Director” in the subject line. No drop-ins or phone calls, please.

MEM-090-19 The House Small Business Committee Majority Staff seeks a **Deputy Press Secretary/ Digital Strategist** to join an active communications office. The individual will help to spearhead the Committee’s digital presence as well as draft press materials such as press releases, talking points, and op-eds. Ideal candidate is a politically savvy, detail-oriented and creative self-starter, who is familiar with social media trends and able to use data to evaluate and improve the digital program. This is a great opportunity for a dynamic staffer with an interest in both the digital and traditional media realms. Ideal candidate will have a minimum of one year of experience working in communications, including working on Capitol Hill, or in government or a campaign environment. Previous digital experience is required. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

Qualified applicants should email a resume, cover letter, one writing and one digital sample to hsbcdems@gmail.com with “Deputy Press Secretary/ Digital Strategist” in the subject line.

MEM-085-19 **LEGISLATIVE ASSISTANT:** Northeast Freshman Democrat on the Agriculture and Education & Labor Committees seeks legislative assistant to handle diverse policy portfolio. Candidates should be accomplished at drafting, advancing, and analyzing legislation, monitoring legislative developments, conducting research, and drafting vote recommendations. Ideal candidates will have strong organizational and time management skills; excellent written and verbal communication skills; positive attitude and disposition suited to the work environment; solid knowledge of the legislative process; and an ability to work under pressure and meet deadlines in an unpredictable work environment. Connecticut ties are a plus but not required. Women and minority candidates are strongly encouraged to apply. Interested parties should e-mail a cover letter, resume and two writing samples in a single PDF to CT05employment@gmail.com with the following subject line: First name Last Name - Legislative Assistant. No phone calls or walk-ins, please.

MEM-084-19 Pennsylvania Congressman seeks proactive **District Office Manager** to implement outreach objectives, strategies and operating plans for the Congressman's district office and direct all activities and staff of the district office. The District Office Manager will represent the Congressman and will assign appropriate staff to do so in the district office as needed and will travel throughout the district at regular intervals to meet with local constituents and stakeholders. The ideal candidate must be strategic and must work well under pressure and handle stress, and work a flexible schedule including long hours, nights and weekends. Prior managerial experience, experience with constituent casework, and coalition-building is essential. This is not an entry level position. Interested applicants should send a resume to pa01joblisting@gmail.com

MEM-083-19 Midwestern Democrat seeks an experienced **Executive Assistant** for the Washington, DC office. Responsibilities include coordinating and maintaining the Member's Washington and travel schedule and ensuring the Member has materials, logistics and other support for daily activities. Some driving, including at day and evening events, will be required. Qualified applicants must be highly organized, experienced dealing with high profile individuals and organizations, accustomed to working under tight deadlines and with sensitive information. Several years of Capitol Hill or other relevant scheduling and administrative experience are required. To apply, please submit a resume and cover letter to ea.resumes2@mail.house.gov.

MEM-081-19 Congresswoman Lisa Blunt Rochester (DE-At Large) is seeking a highly motivated individual with extensive legislative, management, and political experience to join her team as **Legislative Director**. Responsibilities include overseeing and executing the Congresswoman's legislative agenda, including her four Energy & Commerce subcommittee assignments, overseeing floor activity, and managing a talented legislative staff. Qualified candidates should have an in-depth knowledge of the legislative process, coalition building, and have the ability to maintain strategic relationships with constituent organizations. This position requires the ability to maintain, update, and advance the Congresswoman's legislative priorities both short- and long-term. Candidates must be able to meet short deadlines and juggle many priorities in a fast-paced environment. Ties to Delaware are a plus. This is not an entry level position and this is an Equal Opportunity Employer. Salary commensurate with experience. Interested candidates should send a cover letter and resume to lbr.jobposting@gmail.com with "Legislative Director" in

the subject line by COB Wednesday, February 20, 2019. No phone calls, drop-ins, or emails please.

MEM-079-19 The Office of Congressman Tom Malinowski seeks a **Scheduler/Executive Assistant** for his Washington, D.C. office. Responsibilities include managing and maintaining the Member's daily and long-term calendar in D.C., working with a variety of stakeholders to balance the Member's time between commitments, ensure the Member is provided with briefing materials for each event and meeting, assisting with office management responsibilities, and performing other duties as required. Capitol Hill and/or executive assistant experience is preferred.

The ideal candidate would be detail-oriented, able to juggle multiple tasks at once, and be able to handle last minute changes to the Member's schedule. This position can involve long hours while the Member is in Washington, D.C. This position will report directly to the Chief of Staff and will require availability by phone and email on weekends and evenings.

To apply, please email cover letter, and resume to nj07resumes2018@gmail.com, with the subject line "Scheduler – last name."

MEM-078-19 The House Committee on Energy and Commerce Democratic (majority) seeks an enthusiastic, motivated, and highly-organized **staff assistant** for fast-paced committee office. Responsibilities include tasks associated with a front office such as receptionist duties, answer phone, greet visitors, ensure that office and meeting rooms are kept in order; support staff in preparations for committee events such as hearings, markups, meetings, and events; deliver documents and obtain signatures on letters, training and supervising interns; handle and sort incoming mail, maintaining both digital and paper records and files, maintain office supplies and master basic equipment operations; assist other staff with research, work product, web content, special projects, and other duties as assigned. Qualified applicants must possess excellent written and oral communication skills, attention to detail, professionalism, and strong organizational skills. Hill experience preferred but not required. Please submit a cover letter, resume, and a short writing sample to ecdjobs@mail.house.gov

MEM-077-19 The Committee on Energy and Commerce Majority seeks an organized and enthusiastic **Policy Analyst** to assist with a legislative portfolio focusing on energy and environment issues. The position requires handling administrative tasks, but it also entails assisting with substantive legislative tasks and member services. Qualified candidates must have excellent research, writing, analytical, and organizational skills; a proven ability to perform under pressure while juggling multiple tasks with competing priorities; and sound political judgment. This is not an entry-level position; relevant Hill, academic, and professional experience preferred. Please submit a cover letter, resume, and short writing sample to ecdjobs@mail.house.gov. The Committee is an equal opportunity employer. Diverse candidates, women, and veterans are strongly encouraged to apply.

MEM-070-19 Congressman Tom Malinowski (D-NJ) seeks a Washington, DC-based **Legislative Assistant** (LA) to manage a demanding portfolio that includes handling the Congressman's Transportation & Infrastructure Committee, with the possibility of additional issues based on expertise and interest. This is not an entry-level position: previous congressional experience as an LA or legislative correspondent, or equivalent experience working on federal transportation or infrastructure policy, is required. The successful candidate will demonstrate a mature understanding of the legislative and appropriations processes, an ability to work effectively in a fast-paced and high-pressure environment, and a collaborative and team-oriented attitude. Preference will be shown to candidates with ties to New Jersey and/or familiarity with transportation policy issues affecting the state. Interested candidates should send a resume and cover letter to nj07resumes2018@gmail.com; no phone calls or walk-ins, please. Subject line should read "Legislative Assistant - Last Name." Representative Malinowski is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment.

MEM-069-19 U.S. House of Representatives, Committee on Oversight and Reform, Subcommittee on Government Operations—**Subcommittee Staff Director** (District of Columbia)

Subcommittee Chairman on the House Committee on Oversight and Reform seeks a Subcommittee Staff Director. The individual will manage the work and staff of the Subcommittee, organize hearings, direct investigations, develop legislation, and coordinate the Subcommittee's activities with the full committee.

A qualified candidate will have knowledge of the legislative process and be able to plan and execute a vigorous oversight agenda on topics related to federal employees, the U.S. Postal Service, federal IT policy, and other matters within the jurisdiction of the Subcommittee.

Applicants must have significant government or private sector supervisory experience, excellent oral and written communication skills, and strong attention to detail.

Hill experience and JD are preferred but not required. The office is an equal opportunity employer. Interested candidates should send a cover letter, resume, and three writing samples to

Government.Operations@mail.house.gov.

MEM-024-19 Democratic House member from California seeks pro-active, 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. This is not an entry level position. Qualified candidates should submit resume and cover letter to commstaffer@gmail.com.

MEM-011-19 Congresswoman Diana DeGette seeks a **District Director** based in her Denver office. The full job description is below. The ideal candidate will be creative and proactive, possess a strong work ethic, and be able to have fun while maintaining a busy schedule. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Interested applicants should send a resume and cover letter to degettedistrictdirectorsearch@gmail.com.

SUMMARY:

The District Director manages all aspects of district office operations including community outreach, casework, and staff oversight and represents the Congresswoman at events and meetings throughout the community.

Essential Management Functions

- Manages district office staff; including planning, assigning and directing work. addressing complaints; and resolving problems.
- Manages district office budget and finances.
- Manages the Congresswoman's schedule in coordination with the district scheduler.
- Manages staff outreach to the local community with the assistance of the outreach coordinator.
- Oversees the management of constituent casework with the Deputy District Director coordinator.
- Ensures clear communication with the DC office and regular reporting of district office activities to the Congresswoman.
- Coordinates closely with DC staff to develop and implement the overall strategic plan for the Congresswoman's staff.

Additional Essential Job Functions

- Initiates and maintains key relationships with elected and non-elected leaders in the congressional district.
- Develops a keen understanding of the local political climate and the needs and concerns of all the constituencies within the congressional district.
- Actively promotes the Congresswoman's legislative goals and accomplishments in the local community.
- Maintains direct outreach connections with specific constituencies as assigned based on experience and the needs of the office.
- Represents the Congresswoman and/or assigns appropriate staff to do so in meetings and at events with elected officials and local groups in the district.
- Works a flexible schedule including long hours, nights and weekends.
- Assists constituents as needed.
- Performs other duties as assigned.

MEM-009-19 Democratic Chair-elect of the House Committee on Science, Space, and Technology seeks to fill a **Clerk** opening on the Full Committee staff. Duties include assisting with the preparation and conduct of markups, assisting with hearing preparation, maintaining and archiving Committee records, assisting with the printing of Committee documents, and executing other administrative duties as needed. Applicants should possess strong organizational and communication skills, the ability to work under tight deadlines, and be able to multi-task effectively. Hill experience is required. Previous clerking

experience is strongly preferred. Please send a resume and cover letter to SciResumes@mail.house.gov. This position will close on January 9, 2019.

MEM-006-19 U.S. Rep. Lloyd Doggett (D) seeks **Senior Health LA** for Washington office. Not an entry level job. Law degree a plus. Email cover letter, resume, and three references to: DoggettJobs@mail.house.gov. (No calls or drop-ins please) Reply with subject line, Senior Health LA.

MEM-456-18 The Committee on Education and the Workforce, Democratic Staff is currently seeking a **Deputy Clerk** to assist the Chief Clerk in the 116th Congress. Duties include, but are not limited to archiving and records keeping, notices and circulations, official filings, editing letters and reports, hearing, markup and conference logistics and proceeding, bill drops and floor logistics, redlines, updates to the website, managing intern and fellowship program, maintaining the documents room, updating and maintaining the Committee Calendar and all other duties as assigned. Candidates should possess exceptional organizational skills, be comfortable with public speaking, and have excellent writing and research skills. The Deputy clerk will be required to assume all clerking duties in the absence of the Chief Clerk. Previous congressional experience is highly encouraged. Salary commensurate with experience. Interested applicants should email their cover letter, resume and writing sample to jobs_ewdems@mail.house.gov. To ensure proper identification, please put "DEPUTY CLERK APPLICATION" in the subject line.