



House Vacancy Announcement and Placement Service (HVAPS)

B-235 Longworth House Office Building
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Job Line: 202-226-4504

MEMBER AND COMMITTEE VACANCY LISTING

Week of November 14, 2016

MEM-352-16 The Committee on Oversight and Government Reform is the primary investigative committee of the U.S. House of Representatives. Rep. Elijah E. Cummings, the Ranking Member, is seeking an **Investigative Counsel** to join the Democratic staff to participate in all matters under the Committee's jurisdiction, including investigations, hearings, depositions, transcribed interviews, and briefings. The ideal candidate will be an attorney with 2-5 years of investigative or litigation experience. Candidates must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Please send a resume and cover letter to oversightjobs@mail.house.gov, with "Investigative Counsel" in the subject line.

MEM-351-16 NYC Member of Congress seeks **Community Coordinator** for the Lower East Side of Manhattan. Individual will develop strategies to increase outreach to LES and represent the office at public meetings. Ideal candidate

should have strong knowledge of LES community. Excellent verbal/written communication skills a plus. E-mail resume to: ny20515@yahoo.com.

MEM-350-16 Democratic Staff of the House Committee on Small Business seeks a **professional staff member** to handle matters including but not limited to agency oversight, procurement, financial services, health, and/or technology. Previous legislative experience is not necessary but preferred. The candidate must possess superior writing and analytic abilities, including strong organizational and interpersonal skills. Primary responsibilities include hearing preparation and legislative development. To apply, please email cover letter and resume to vacancy_employment@yahoo.com. No phone calls or drop-ins please.

MEM-347-16 Senior California Democrat seeks a **Staff Assistant** for Washington, D.C. office. Responsibilities include greeting visitors, answering the telephone, scheduling tours and responding to constituent requests for general information and other inquiries. This position also monitors delivery and pickup of materials, maintains the front office, and assists with various administrative duties. The Staff Assistant must maintain a good relationship with the Member, staff and constituents, accept performance based criticism and direction, and work well under pressure. The applicant must be prepared to work a flexible schedule. Salary is commensurate with experience. Previous Hill experience preferred but not required. Please send cover letter and resume to castaffassistant1996@gmail.com. No phone calls or drop-ins please.

MEM-333-16 Congressman Raul Ruiz, M.D. (CA-36) is seeking applicants for a **District Director**. The District Director will oversee management and operation of two District offices, serve as a key liaison to local organizations and elected officials, and develop and implement long-term strategic plans. Qualified candidates will demonstrate significant management experience, strong oral and written communications skills, self-motivation and outreach experience to local and state organizations. In addition, qualified candidates with have prior experience in coalition building, a thorough understanding of the federal legislative process and in-depth knowledge of Southern CA. The position requires the ability to multi-task, work well under pressure and the flexibility to work long hours, including nights and weekends. Ties to California's 36th Congressional District are preferred and the position is based in Palm Desert, CA.

To apply for the District Director position, please send cover letter and resume to CA36DistrictDirectorposition@mail.house.gov with "District Director" in the subject line. Salary commensurate with experience. This is NOT an entry-level position. No phone calls, drop-ins or faxes.

The office is an equal opportunity employer.

- MEM-322-16** 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-315-16** Senior Member of the Bay Area California Delegation seeks a **Staff Assistant** to assume the responsibilities of managing the front office. Daily tasks include answering telephones; organizing tours; greeting visitors; processing flag requests; assisting legislative staff; and serving as Intern Coordinator. Candidates should be detail-oriented professionals with strong organizational skills and writing abilities, positive attitudes, and pride in their work product. Applicants with ties to the Bay Area are strongly encouraged to apply. Please e-mail cover letter and resume to StaffAssistantCalifornia@gmail.com. No phone calls, e-mails or walk-ins, please.