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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.

To Subscribe or Unsubscribe to the Vacancy Listserv visit:

<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of November 5, 2018**

**MEM-394-18** Republican Congressman seeks **Staff Assistant** to manage day-to-day office operations, process flag and tour requests, and act as primary front office staff. Duties will include answering phone calls, greeting visitors, overseeing internship program, and ordering office supplies. Successful candidates must be professional and friendly, demonstrate ability to quickly address and solve problems, possess exceptional organizational skills and attention to detail, and be able to work quickly in a fast-paced environment. Please send resume and cover letter to [gopwesternjob@gmail.com](mailto:gopwesternjob@gmail.com). No walk ins or phone calls.

**MEM-388-18** **Staff Assistant:** Senior Democratic Member of Congress seeks an energetic, organized, creative, self-starter to join the District Office of her very active and visible constituent services staff.

The staff assistant is responsible for coordinating mail and casework distribution; answering the phones; and preparing letters of greetings, condolences and congratulations on behalf of the Member. Responsibilities may also include casework assignments if the District Director finds that the staff assistant can take on such work while paying the required attention to

his/her already assigned tasks. The staff assistant also serves as intern coordinator by recruiting, training, scheduling and assigning duties.

The ideal candidate will have a bachelor's degree, significant experience interacting with the public, excellent writing, and communication skills. **Candidate must be a resident of the District of Columbia or willing to move immediately to D.C., if hired.**

Interested applicants should send a cover letter, resume, references and two writing samples to [DC00.NortonResume@mail.house.gov](mailto:DC00.NortonResume@mail.house.gov).

**MEM-379-18** U.S. Rep. Lloyd Doggett (D-Texas) seeks a **Senior Legislative Aide** with a minimum of three years of Hill experience. This is not an entry level position. Excellent written and oral communication skills required. Advanced degree a plus. Spanish ability a plus. Send resume, brief writing sample, and three references to [DoggettJobs@mail.house.gov](mailto:DoggettJobs@mail.house.gov). Use title on your email: Senior LA Position. No drop-ins please. Texas ties are a plus though not necessary.

**MEM-375-18** “Southern Republican Congressman is seeking a **Staff Assistant/Legislative Correspondent** to join a fast-paced, hardworking team. The ideal candidate will be detail oriented, well organized and must have exceptional interpersonal skills and excellent oral and written communication skills. Responsibilities include, but are not limited to answering constituent phone calls, greeting visitors, leading Capitol tours and assisting the staff by performing various tasks. This position requires an ability to multi-task, prioritize duties, and perform under pressure – all with a keen attention to detail. A car and Tennessee ties are required. Please send resumes to [tngopapplications@gmail.com](mailto:tngopapplications@gmail.com). Phone calls and drop-ins not accepted.”

**MEM-371-18** The office of Congresswoman Frederica S. Wilson seeks a **Legislative Director** in her Washington, D.C. office. Responsibilities will include developing and implementing the Member's legislative priorities, advising her on various issues, and managing the legislative agenda. A well matched candidate will have substantive legislative experience, strong academic credentials and proven leadership and organizational skills. Moreover, the candidate should possess excellent oral and written communication skills, strong editing and proofreading skills, the ability to work well under pressure, an extensive knowledge of the legislative process, and the availability to work long hours.

This is not an entry-level position; only candidates with previous Hill experience and proven knowledge of legislative and political processes will be considered. Law degree, previous capitol hill experience in a leadership position and Florida ties are strongly preferred. **To apply, please submit**

**cover letter and resume in one single pdf to**  
[FL24.Resumes@mail.house.gov](mailto:FL24.Resumes@mail.house.gov) and include “Legislative Director” in the  
subject line by October 31, 2018.

**No phone calls or drop-ins please.**

