



House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING

Week of August 10, 2020

MEM-221-20 Rocky Mountain Democrat seeks a **Staff Assistant** to assist both the Washington D.C. and District Office. Currently both offices are in a state of full time telework. Primary duties will include managing the incoming calls to both offices phone systems, assisting with District Office with constituent casework intake, and assisting the Washington D.C. office with legislative work.

While physical presence in the Washington D.C. area is not immediately required, applicants must be prepared to relocate within 90 days of hire to be prepared to work out of the Washington D.C. office at such time as the COVID-19 pandemic allows for a return to our physical office space.

At such time as the COVID-19 pandemic allows, this individual will fulfil the role of the Staff Assistant in the Washington D.C. office. Those responsibilities will include staffing and managing the front office, answering the phone, greeting visitors, handling tour and flag requests, overseeing the internship program, occasionally driving the Member to and from events during regular office hours and afterhours, and providing additional office support as needed.

Although this is an entry-level position, candidates should have excellent oral

and written communication skills, great attention to detail, strong time management skills, an ability to work under pressure to meet tight deadlines, and a sense of humor. Capitol Hill experience and/or Western ties are preferred, but not required. Proof of clean driving record is required.

Please send a resume and cover letter to:

RockyMountainDem@mail.house.gov with “Staff Assistant” in the subject line. Equal Employment Opportunity Employer.

MEM-219-20 New York Congressman is seeking an experienced **press secretary** to join his DC office.

The press secretary is responsible for developing and executing a media strategy, which includes writing press releases, talking points, and op-eds, while also managing the Member's social media pages, web site, pitching story ideas and working closely with reporters. Must have on-the-record experience and strong writing skills. Candidates with NY ties a plus. This is not an entry level position.

Please send resume and writing sample to ny03.resumes@gmail.com. Phone calls and drop-ins not accepted.

MEM-217-20 Conservative Congressman seeks a **Legislative Correspondent** for the Washington, DC office. Responsibilities include drafting constituent letters, sorting and batching mail, and assisting the legislative staff with various projects.

Applicants should possess strong conservative credentials, effective writing and research skills, attention to detail, and the ability to manage multiple tasks at once. Previous Capitol Hill experience preferred.

To apply, send resume and cover letter to goplcl1776@gmail.com

MEM-212-20 Congressman Ted Lieu has an opening for a **Staff Assistant** in his Los Angeles District Office. Primary responsibilities include answering phones, maintaining the front office, assisting with various administrative and legislative duties and aiding constituents with federal casework.

The Staff Assistant will greet constituents, ensures that constituent requests for assistance are directed to the appropriate staff member in a timely manner and will assist district staff to ensure the proper execution of events and programs in the district.

The successful applicant must have a positive attitude and the ability to work and set priorities in a fast-paced and challenging environment. Strong writing

and verbal communications skills are essential. A valid California Driver License and automobile are required. Bilingual skills are a plus.

The position is full-time with federal benefits. Congressman Lieu's primary district office is located in West Los Angeles. This office is an Equal Opportunity Employer.

If interested, please send a resume, cover letter, and two short writing samples no later than August 7, 2020 to:

NICOLAS RODRIQUEZ

District Director

Congressman Ted Lieu (CA-33) 1645 Corinth Avenue, Suite 101 Los Angeles, CA 90025

Lieu.Staff@mail.house.gov

MEM-210-20 Congresswoman Yvette D. Clarke is hiring a **Communications Director** to work in her 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 Congresswoman's social media accounts; interview preparation; and overseeing the office's franked mail and digital programs.

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. Strong ties to New York press preferred.

Interested candidates should send a cover letter, resume, and three writing samples to ResumeNY@mail.house.gov and include "Communications Director" in the subject line.

MEM-207-20 Representative Spanberger seeks a **Staff Assistant** for her district office in Glen Allen, VA.

Qualified applicants should be motivated self-starters, highly organized, detail-oriented, able to multitask, have exceptional interpersonal skills, and ability to thrive in a fast-paced environment.

Candidates must demonstrate excellent "people skills," most importantly displaying compassion in all interactions, and a strong commitment to providing outstanding constituent service.

The ideal candidate should: be able to think on their feet, be a problem-solver, show keen attention to detail and an ability to multi-task, demonstrate excellent oral and written skills, maintain a positive demeanor, and demonstrate resilience in a busy environment.

Primary responsibilities include: managing the front office, including answering, appropriately logging, and directing telephone calls; greeting visitors; monitoring office deliveries; distributing hard and electronic mail; and other administrative duties.

The Staff Assistant will also assist district staff with constituent casework; constituent outreach; event scheduling, planning, and execution; among other constituent service duties.

Representative Spanberger's office is an equal opportunity employer. The office does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identify, national origin, age, genetic information, disability, or uniformed service.

Please submit a resume, cover letter, and a 1-page writing sample to spanberger.inquiries@mail.house.gov with "Staff Assistant" in the subject line.

Applications will be accepted on a rolling basis until August 4.

MEM-206-20 The House Office of Diversity and Inclusion is seeking to hire a **Research and Data Analyst**.

In this capacity the Analyst will be responsible for leading data and research collection and analysis for the Office of Diversity and Inclusion. This individual will lead the development of the required diversity report, maintain key metrics and key performance indicators for the Office, and serve as a resource for external and internal diversity best practices.

This individual will also serve as the project manager for any consultants and/or contractors with whom the Office may engage to support the completion of the diversity report and to develop relevant diversity and inclusion-based training, in collaboration with the Congressional Staff Academy.

Key Responsibilities

- This staffer will assist in the translation of research findings into materials that staff can effectively utilize in their engagements with Members and Member offices.
- Provide research support on diversity and inclusion studies, techniques and

tools.

- Serve as project manager for the diversity report and, where necessary, direct and coordinate activities of external consultants.
 - Research and study best practices for retention and growth in House employing offices.
 - Lead data tracking and reporting with a focus on performance and results.
 - Prepare regular updates and briefing documents on research that is relevant to House employing offices.
 - Assist with the development and delivery of training sessions and, as needed, conduct presentations at professional conferences and meetings.
- Master's degree in social or behavioral sciences or related field; or equivalent level of experience providing technical assistance, data collections and/or research.
- Must have knowledge and experience in diversity, equity, and inclusion research efforts, ideally with a strong background in curriculum development. Current working knowledge of coalition functioning, evaluation and research.
 - Quantitative and qualitative evaluation and research skills.
 - Expertise using relevant software.
 - Customer-service orientation and ability to work harmoniously with a diverse team.
 - Ability to work under deadline pressure and extra hours if needed on assignment.
 - Demonstrated ability to self-motivate, initiate project activities, and work on multiple assignments simultaneously.
 - Extensive computer skills, including data input.

Interested candidates should apply by following the instructions here:

<https://house.csod.com/ux/ats/careersite/1/home/requisition/86?c=house>

Candidates will be asked to upload a cover letter, resume, and two writing samples.

Salary commensurate with experience.

Women, minority, veterans, people of all political ideologies, and LGBTQ+ candidates are strongly encouraged to apply.

No phone calls or drop-ins please.

MEM-203-20 New York Democrat 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 other team members to balance the Member's time between commitments, ensure the Member is provided with briefing materials for each event and meeting, and performing other duties as necessary.

Responsibilities also include reviewing meeting requests, arranging travel to/from Washington, DC, general administrative tasks and assisting on some legislative issues. Capitol Hill and/or executive assistant experience for an elected official preferred. New York ties are a plus.

The ideal candidate would be a self-starter, detail-oriented, able to juggle multiple tasks at once, have excellent oral, written and interpersonal skills, be a problem solver, and most importantly have a sense of humor. Position can involve work at night and on weekends.

Interested candidates should email a cover letter and resume to ny03.resumes@gmail.com and list "Scheduler" in the subject.

MEM-200-20 North Bay Democratic Member of Congress seeks a motivated, organized, and affable person to serve as a **field representative/caseworker** in the Representative's main district office.

This position acts as a liaison to federal, district, and local agencies for the Congressman and constituents and answers casework correspondence and verbal communications with constituents.

Candidates must be comfortable working with the public, have excellent oral and written communication skills, problem solving abilities, and have completed a bachelor's degree or equivalent. Work experience is preferred and strong academic credentials are required.

ESSENTIAL JOB FUNCTIONS:

- *Acts as the representative for the Congressman within his or her area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies;
- *Informs the Congressman and the District Director of all happenings in his or her assigned issue areas by screening district media sources and interacting with constituents;
- *Handles casework assignments;
- *Acts as a liaison to local, state and federal officials and other persons or groups to form effective relationships for the Congressman;
- *Assesses casework for problems requiring legislative action and makes recommendations to the District Director and Scheduler;
- *Monitors scheduled district meetings for the Congressman with constituents;
- *Works well under pressure and handles stress;
- *Works a flexible schedule including long hours, nights and weekends; and
- *Performs other duties as assigned.

EDUCATION (OR EQUIVALENT EXPERIENCE):

*Full-time experience preferred; strong academic credentials required; extensive community relationships desired.

*Bilingual: English/ Spanish is preferred but not required

SKILLS AND KNOWLEDGE REQUIRED:

*Strong oral and written communication skills;

*Thorough knowledge of local, state and federal agencies and departments;

*Knowledge of all issues and events in the district in which the Congressman is involved;

*Ability to work cooperatively and courteously with others;

*Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;

*Thoroughness and careful attention to detail;

*Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;

*Knowledge of office policies, practices, procedures, and computer applications.

WORKING CONDITIONS:

*Work is mainly performed in an office environment, but the Field Representative will often need to attend and participate in meetings and public functions out of the office including evenings and weekend events. Noise levels are usually moderate; and

*Ability to work in a small work station without an expectation of privacy.

*Work is currently remote due to COVID-19

E-mail a resume and cover letter to CA02.Requests@mail.house.gov with the subject line "CA02 Field Representative/Caseworker."

MEM-199-20 The Democratic staff of the House Judiciary Committee seeks a **Staff Assistant**.

Candidates should have excellent organizational skills and strong research, writing, and communication skills. Responsibilities include overseeing Committee hearing and markup logistics -- which often include being physically present, serving as assistant clerk during markups, providing administrative and research support to Chief of Staff and Staff Director/Chief Counsel, coordinating Staff Director/Chief Counsel's calendar and the Committee calendar, co-managing the intern program, and managing Committee administrative needs.

The Committee strives to ensure that our staff reflects the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply.

The Committee does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

Please send a resume and cover letter to JDEM.job@mail.house.gov and include “Staff Assistant” in the subject line.

MEM-198-20 Rep. Katie Porter (CA-45) seeks a highly organized, detail-oriented, and resourceful individual to serve as **Staff Assistant** in the DC office.

The applicant must be able to multi-task effectively in a fast-paced environment and have strong interpersonal skills. This position part of the legislative team.

KEY JOB RESPONSIBILITIES

- Answer incoming phone calls to log opinions, to connect staffers to outside stakeholders, and to direct callers to appropriate resources
- Enter incoming constituent messages from mail and voicemail into the database (IQ)
- Organize incoming digital messages in IQ into batches
- Draft form letters responding to constituent concerns
- Manage incoming student letters for the Congresswoman to reply to with personalized responses
- Respond to constituent messages through phone calls, emails, or handwritten notes as needed
- Assist legislative team with researching data and information
- Draft co-sponsor requests, meeting memos, talking points, and remarks for the Congresswoman as needed by legislative team.
- Manage the office’s flag request program
- Coordinate with the district office to distribute books to schools through the Library of Congress Surplus Books Program

The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation. We strongly value the diversity of our employees.

To apply, send a cover letter and resume; to ResumesCA45@mail.house.gov with “Staff Assistant” in the subject line.

MEM-197-20 Rep. Katie Porter (CA-45) seeks a highly organized, detail-oriented, and resourceful individual to serve as a **Scheduler** in the DC office.

The applicant must be able to multi-task effectively in a fast-paced environment and possess strong interpersonal skills.

The Scheduler will manage all aspects of the Member's daily and long-term schedule in DC, coordinate the Member's travel, serve as a staff liaison with the Member, and assist with administrative office functions as assigned.

KEY JOB RESPONSIBILITIES

- Adding approved events to the calendar to create balanced and prioritized days
- Managing the Congresswoman's calendar with relevant details and information
- Coordinating with staff to ensure memos, talking points, and relevant documents are provided for events and meetings
- Booking all travel arrangements for the Congresswoman
- Creating and sending daily tick tocks to give the collective team Congresswoman's next day schedule
- Compiling all documents into the nightly Book
- Tracking documents that need to be reviewed and approved by the Congresswoman
- Managing incoming scheduling requests, collecting relevant info, and staff input and then presenting to the Congresswoman for final decision
- Collecting and processing the Congresswoman's expense reimbursements
- Making sure any office or equipment issues are resolved for the Congresswoman

The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation. We strongly value the diversity of our employees.

To apply, send a cover letter and resume; to ResumesCA45@mail.house.gov with "Scheduler" in the subject line.

MEM-194-20 The District Office of Congresswoman Katherine M. Clark (MA-5) is currently accepting applications for the position of **Staff Assistant**.

The Staff Assistant greets visitors, answers the telephone, processes mail, assists with constituent casework, drafts correspondence, and performs other administrative duties as needed. The Staff Assistant will also be responsible for overseeing a robust internship program, including recruiting, interviewing, hiring, and supervising interns.

This role requires impeccable judgment and the ability to prioritize myriad tasks. The ideal candidate should be personable, organized, and detail-oriented. Applicants must possess excellent verbal and written communication skills and the ability to work cooperatively with others.

This is a full-time position. Office staff are currently working remotely to mitigate the spread of COVID-19.

This 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.

Diverse candidates, women, and LGBTQ+ persons are strongly encouraged to apply.

Essential Job Functions:

- Manages the office intern program ensuring smooth front office operational duties
- Works with constituent services representatives to ensure efficient casework intake using the office's internal database
- Assists persons who have appointments with the Member or other staff Members and works closely with the District Director to ensure that the Members' appointments are on time
- Maintains literature regarding the district and House offices for distribution to visitors
- Coordinates the filing and indexing of all correspondence
- Signs for deliveries and forwards all materials delivered to the office to appropriate staff members in a timely matter
- Provides orientation and training for new staff
- Supervises the reception desk, mail operations, and the administrative files
- Assumes responsibility for overall office appearance and layout
- Maintains the office answering machine or voice mail
- Screens and refers cases, when appropriate, to other district offices
- Logs in all incoming and outgoing mail and incoming telephone calls relating to casework
- Performs other duties as assigned

Interested applicants should submit a cover letter, resume, & 2 writing samples to Jobs.MA05@mail.house.gov.

All materials will be reviewed on a rolling basis.

MEM-512-19 Southern Republican seeks an experienced and enthusiastic **Legislative Assistant** to cover their work on Homeland Security Committee issues, among others.

The ideal candidate will have 3-5 years of experience, ideally 2-3 on the Hill, as well as a solid grasp of House procedures and a deep understanding of relevant policy. This is not an entry level position.

Excellent writing, verbal and organizational skills are essential along with the ability to be a self-starter while working in a fast-paced environment.

Job responsibilities will include drafting legislation, writing hearing statements and legislative memos, and preparing briefing materials.

Qualified candidates should include in their application a resume and professional references.

Please send applications to congressionaljobs2805@gmail.com with "Legislative Assistant" in the subject line.

MEM-428-19

Email: cademhouseoffice@gmail.com

Position Available: **Senior Staff**

Office/Location: California

Closing Date: Until filled

Salary Level/Range: Commensurate with experience

Proposed Starting Date: Immediate

Job Summary:

Qualified candidates should have a minimum of 2 years' experience managing a team, possess excellent oral and written communications skills, highly organized, meet deadlines, and manage multiple projects.

A flexible schedule and ability to travel throughout the district is required. Equal opportunity employer.

Interested applicants should submit a cover letter, resume, and writing sample to cademhouseoffice@gmail.com please include Senior Staff in the subject line.