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**House Vacancy Announcement and Placement Service (HVAPS)**

B-235 Longworth House Office Building  
Washington, D.C. 20515  
202-226-5836

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Job Line: 202-226-4504

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of November 9, 2020**

**MEM-272-20** Congresswoman Jahana Hayes (CT-05) seeks a **Legislative Correspondent** to oversee her constituent mail program. Ideal candidates will have excellent written and verbal communication skills; strong organizational and time management 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 fast-paced work environment. Applicants must have experience with Intranet Quorum (IQ). Duties include:

- \*Answering constituent letters, including any research necessary to formulate an adequate response to the letters;
- \*Developing and maintain a collection of prepared text for use in responding to constituent mail;
- \*Drafting form letters to respond to a large number of letters on the same issue;
- \*Consulting with the Legislative Director and Legislative Assistants to keep the form letters up to date;
- \*Supervising the printing and proofreading of form letters;
- \*Drafting responses to constituent mail that cannot be answered with a form letter;
- \*Writing and disseminating office newsletter (at least once per week); and
- \*Preparing weekly reports to the Congresswoman and staff that provide an

update on the mail program and identify emerging trends.

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 [CT05jobs@mail.house.gov](mailto:CT05jobs@mail.house.gov) with the following subject line: Full name - Legislative Correspondent.

No phone calls or walk-ins, please.

**MEM-269-20** The District office of Congresswoman Linda Sánchez seeks a hard-working, organized individual to serve as a **Caseworker/ Field Representative** based in Norwalk, CA.

Summary: This position primarily entails constituent casework and community outreach. Other responsibilities include meeting with local stakeholders, representing the Congresswoman at community and government events, special projects, as well as general project and event work.

#### Position Description

**Caseworker:** Casework responsibilities involve assisting constituents of the 38th Congressional District resolve problems with federal agencies or find the appropriate state or local contact for non-federal issues. The candidate should be persistent and detail-orientated, and put a priority on facilitating resolutions and expediting priority requests. Knowledge of federal and California state government agencies and experience in customer service will be highly regarded.

**Field Representative:** Field Representatives are primarily charged with (but not limited to) maintaining, strengthening, and establishing new relationships with local community stakeholders, non-profit organizations, and local elected officials in the 38th Congressional District.

This position represents the Member of Congress in assigned areas and keeps the Member of Congress informed on all happenings in those areas. In addition to community outreach efforts, the Field Representative will be responsible for managing projects and large-scale public events.

#### Minimum Qualifications/Education Required

- \*Bachelor's Degree from an accredited four-year college or university.
- \*Thorough understanding or experience with government agencies (county, state, and federal), community and grassroots organizing.
- \*Strong written, communication, analytical, and organizational skills; an ability to relate well with individuals of diverse backgrounds; impeccable customer service manners; and superior public speaking skills.
- \*Skilled in Microsoft Word, Excel, Outlook, Publisher and Power Point.
- \*Able to work efficiently and effectively as a member of a team, be able to meet

strict deadlines, balance multiple projects simultaneously, and work under pressure.

\*Positive attitude, commitment to excellence, upbeat demeanor, flexibility, and sense of humor.

\*Enjoy working with the public and constituents.

\*Flexibility to work weekends, some holidays, and after-hours.

Salary will depend on the experience of the applicant. Employees will receive health care insurance, 401(k)-style retirement benefits, and other federal employee benefits.

#### To Apply

Interested applicants should submit a resume, cover letter, writing sample, and references by email to: [CA38Jobs@mail.house.gov](mailto:CA38Jobs@mail.house.gov). Please indicate the title of the position in the subject line.

**MEM-268-20** Midwestern Senior Republican seeks highly organized and detail oriented person to serve as Scheduler in Washington, DC office. This position requires the ability to work in a fast-paced environment, creatively solve problems, and adapt to changing circumstances and working environment.

Primary duties include, but are not limited to, processing all Washington scheduling requests, coordinating Member and staff travel to and from the district, and working with the Chief of Staff and Member to make sure the daily schedule is both efficient and effective. Ideal candidate will possess strong oral and written communication skills; ability to exercise discretion and maintain confidentiality, be resourceful and team oriented, and drive as necessary.

Hill or other executive scheduling experience is a must, along with a mastery of Microsoft Outlook and Teams. Illinois ties a plus. Driver's license and car required.

To be considered, interested applicants should email: 1) a cover letter in the body of the email; and 2) a resume in PDF format to [HouseJobIL@gmail.com](mailto:HouseJobIL@gmail.com) by Monday, November 23rd, 2020. No walk-ins or phone calls please.

#### **CAO-Req-116**

The **Transition Aide** serves as the Member-elect's primary staff point of contact responsible for assisting with Washington, D.C. and district office setup. The incumbent coordinates closely with the Member-elect and numerous House support organization personnel to complete many administrative, technological, and financial tasks pre-January 3, ultimately ensuring the Member-elect is well-positioned to fulfill his/her official and representational duties at the start of the new Congress.

Ideal candidates would possess excellent organizational and communication skills, be detail-oriented, and work well under pressure. Familiarity with the

legislative environment and House operations is preferred, but not required.

The Transition Aide provides guidance and counsel to the Member-elect, and at times may be required to make decisions on his/her behalf. The Aide assumes full responsibility for the tasks below and although a CAO employee, also has a duty to at all times act in the best interests of the Member-elect.

All Transition Aides are required to comply with all Federal laws, the Rules of the House including the Code of Official Conduct, and the House Ethics Manual. The Transition Aide cannot be a spouse/partner or family member of the Member-elect nor can he/she be a shared employee (employed by another House office at the same time). The Transition Aide must complete Ethics, Cybersecurity Awareness, and Financial trainings within required timeframes and will be unavailable to the Member-elect during these times.

The Transition Aide is employed by the Office of the Chief Administrative Officer (CAO). The position is “at-will,” meaning the Transition Aide’s employment may be terminated at any time and for any reason so long as that reason is not discriminatory or otherwise a violation of applicable law or House Rule. The Transition Aide will work in support of the Member-elect for a temporary term beginning on or after November 6 and ending on January 2. The hiring date varies based on the completion of onboarding paperwork. Employment with the CAO ends no later than January 2 and there is no guarantee of employment with any House employing office beyond January 2.

For more information or to apply, please visit the full job posting at:  
<https://house.csod.com/ux/ats/careersite/1/home/requisition/116?c=house>

**MEM-263-20** “House Democratic Caucus Office seeks an innovative, diligent and solutions-oriented individual as a **Digital Assistant** in a fast paced environment.

The Digital Assistant is responsible for editing social media content along with managing digital member service requests. The Digital Assistant will report directly to the Digital Director. Candidates must have extremely strong writing and copy editing skills, be diligent organizers and have great attention to detail.

Candidates with a proficiency in photography, audio/video editing, Adobe Creative Suite products (e.g. InDesign, Photoshop, Premiere Pro, and Illustrator) are strongly encouraged to apply. Fluency with social media platforms including Twitter, Facebook, Instagram and YouTube is required.

This office is an equal opportunity employer committed to a diverse and inclusive workforce and does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity or disability. Women and minority applicants are encouraged to apply.

To apply, please send PDFs of resume, cover letter, at least three (3) social media writing samples, one (1) graphic design and three professional references to [DemCaucus.Jobs@mail.house.gov](mailto:DemCaucus.Jobs@mail.house.gov) with name and “2020 Digital Assistant Application” in the subject line.

Absolutely no phone calls or drop-ins please.”

**MEM-261-20** U.S. Congressman Ed Case (Hawai’i - 01) is seeking a **Staff Assistant** for his Washington, D.C. office.

Responsibilities will run the range of assisting the legislative, constituent services and administrative functions of the office, to include: monitoring and processing constituent mail and other communications, managing constituent tours, and coordinating DC and district office issues. As needed and depending on capability, the position also encompasses legislative correspondent and casework assistance. Direct report is to the Chief of Staff although the Congressman is routinely involved in all aspects of his office operations.

Strong preference given to (1) prior Capitol Hill experience and (2) Hawai’i background, and applicants are asked to detail these attributes. The position also requires initiative, strong interpersonal skills, the ability to multitask, work independently and effectively under pressure, make decisions and solve problems, orientation to detail, excellent verbal communication and writing skills, and long hours especially adjusting to changing time zones.

To apply, please send a resume, cover letter, three references and two short writing samples to [HI01resumes@gmail.com](mailto:HI01resumes@gmail.com) with “Staff Assistant” in the subject line.

Please, no phone calls, faxes or drop-ins.

**MEM-258-20** Rep. Katie Porter seeks a highly motivated, resourceful, and organized individual with strong interpersonal skills to serve as a **Staff Assistant** in the District Office. The ideal candidate will be able to manage multiple tasks, meet deadlines, and work well in a fast-paced environment.

The Staff Assistant will work directly with constituents, draft constituent correspondence, manage the front office, and assist with other District Office functions as assigned.

#### Key Job Responsibilities

- Answer telephone calls and maintain voicemail. Document relevant information from calls and enter constituent messages into IQ, the office’s database.
- Manage the front office, greet and screen visitors, monitor delivery and pickup of materials, and assist with various administrative duties.
- Receive, process, and enter the office mail in IQ on a daily basis.

- Print and mail 499 constituent letters.
- Draft constituent correspondence as assigned by the Legislative Correspondent.
- Write and mail grant award notification and congratulatory letters.
- Conduct casework intake and management as assigned by the Director of Constituent Services and Outreach.
- Hire and manage district-based intern on a semester basis.
- Staff the Congresswoman as her immediate aide during her time in district, including driving her, ensuring necessary materials, staying on schedule, communicating about or trouble shooting operational issues.
- Responsible for the technical needs of the district office, including serving as the liaison to our IT tech consultant, ordering new technology and office supplies.
- Provide organizational and operational support to District Office functions through attention to detail, strong work ethic, and positive attitude.
- Perform other duties as assigned by the District Director.

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, please email your resume and cover letter to [resumesCA45@mail.house.gov](mailto:resumesCA45@mail.house.gov) with “Staff Assistant” in the email subject line.

**MEM-256-20** The House Committee on Oversight and Reform Majority Staff seeks an active and reliable **Digital Press Secretary**.

- Responsibilities include managing the website, crafting content for social media channels, developing graphics and videos, covering hearings and press events, and working with our press team to identify new ways to engage our followers.
- Successful candidates will have at least 1 to 2 years of communications and digital experience. Candidates with diverse backgrounds are strongly encouraged to apply.
- Ideal candidates will be proficient in Adobe programs (Photoshop, Illustrator, LightRoom, Premiere Pro, Audition, and After Effects), CMS, CSS, HTML, manual photography, analytics, and enjoy working in a fast-paced, rapid response environment.

Please submit a resume and a portfolio of digital work to [Oversightpress@mail.house.gov](mailto:Oversightpress@mail.house.gov)

**MEM-253-20** The Committee on Ethics has an opening for a **Staff Assistant**.

Duties include assisting the technology needs of Committee staff; editing and maintaining the Committee’s website; answering telephones; assisting with the tracking and processing of committee correspondence; providing administrative

support in setting up committee meetings; and entering data and navigating databases with accuracy.

This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity.

Applicants must have excellent organizational skills and a professional telephone manner; good computer skills; proficiency in Microsoft Word and Excel; ability to work cooperatively and courteously with others; ability to use good judgment in responding to inquiries and requests; and flexibility in assisting with daily tasks and projects.

Applicants with experience or interest in learning information technology assistance are strongly encouraged to apply.

This is an entry level position with a starting salary of \$38,000 per year.

Please email cover letter and resume with "Staff Assistant" in the subject line to [ethicsjobs@mail.house.gov](mailto:ethicsjobs@mail.house.gov)

NO PHONE CALLS PLEASE

**MEM-251-20** Advice and Education Counsel (Washington, DC) -- The Committee on Ethics seeks an attorney for the position of **counsel** in the Office of Advice and Education.

The Committee's Advice and Education counsels are responsible for providing a high volume of ethics advice, education, and training to Members of Congress and their staff through frequent telephone calls, in-person meetings, and written work product.

This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity.

Candidates must possess outstanding analytical and written and oral communication skills, as well as the sound judgment necessary to evaluate the sensitive matters that arise before the Committee.

Experience in one or more of the following areas is desirable: government ethics; ethics counseling and training; employment law, including the laws governing sexual harassment in the workplace; and criminal law.

Salary commensurate with experience. Please email resume, cover letter, and short writing sample to [ethicsjobs@mail.house.gov](mailto:ethicsjobs@mail.house.gov).

Please include the phrase "A&E Counsel" in the subject line.

**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.