



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

MEMBER AND COMMITTEE VACANCY LISTING

Week of December 23, 2013

MEM-378-13

Moderate Texas Democrat seeks a **Legislative Assistant** to handle healthcare, social security, Medicare, education, and other issues. Our office is fast-paced with a proactive group of staffers who place a premium on cooperation and teamwork. A successful candidate is an easy-going, self-starter who will be responsible for: (a) quickly learning district priorities, (b) preparing research / analysis for votes, (c) tracking legislation, (d) providing guidance on issues to the communications director and legislative correspondents, and (e) other duties as assigned. We're looking for a fun, relaxed addition to the team who is very driven to take initiative and also has a willingness to keep learning on the job. Unfortunately, this is not an entry level position. Please submit a cover letter, resume, and writing sample (e.g., one page memo or similar) to TXResume@mail.house.gov. No calls or drop-ins, please.

MEM-376-13

Press secretary -- Dem member seeks **press secretary** for DC office, Hill experience a plus, not required. Please submit resumes to DCPRSecCV@gmail.com

MEM-375-13

Congressman Aaron Schock (IL-18) seeks an experienced **Communications Director** to manage a fast-paced press operation. Strong speech writing skills are a must as duties include: working with the Congressman to help craft talking points, speeches and op-eds; writing press releases and e-newsletters; booking and pitching media outlets nationally and in district; and maintaining and updating the Member's website. The ideal candidate has demonstrated creative writing and speech writing skills. In addition, the job requires one to be innovative and proactive in growing district and national media opportunities for the Congressman. Must have the ability to work with diverse media outlets, write well under a deadline, and have experience working in communications. Qualified applicants should send resume and writing sample to IL18resumes@gmail.com.

MEM-374-13

Freshman Democratic Member seeks an organized, energetic and savvy **Legislative Assistant** to handle the Member's work on the House Financial Services Committee, with a focus on economic development, affordable housing and infrastructure needs of America's legacy cities. The selected candidate will be joining a fast-paced, team-oriented Washington, DC office.

Duties include preparing and staffing the Member for committee hearings and markups, monitoring legislative developments within Committees and on the House floor; developing and advancing legislation and other policy priorities of the Member, contributing to floor speeches and other external communications, researching and advising the Member on bills and other issues, representing the Member in meetings, and drafting constituent correspondence. This legislative portfolio will also include additional issues outside of the HFSC work.

Applicants must have superior organizational skills, strong written and oral communication skills, and strong interpersonal skills, be able to multi-task and thrive in a fast paced environment, and have poise, patience and a sense of humor. Prior experience in economic development and community/urban planning strongly preferred. Michigan ties a plus.

Please email a resume and cover letter to Michigan05jobs@gmail.com with "Legislative Assistant" in the subject line.

MEM-373-13

Ohio Republican House Member seeking **press assistant** to join staff. Applicants should be self-starting, hard-working and creative. Must have strong writing and verbal skills and be extremely detail oriented. Job responsibilities include: managing all new media platforms (Facebook, Twitter, You Tube and Instagram), updating the web site, writing press releases and columns, creating videos and graphics, taking photos and running telephone town halls. Experience with new media, HTML, Final Cut Pro, Movie Maker and Photoshop helpful. Possibility of eventual promotion to press secretary a possibility based on job performance over time. Interested applicants should send cover letter, resume and writing sample to oh.ushouse.job@gmail.com.

MEM-370-13

Press Secretary - Senior Republican seeking press secretary with superior writing skills who is energetic, creative, strategic, and quick-thinking. The successful candidate is a self-starter who is politically astute and can quickly master a range of issues in time-sensitive situations. Responsibilities include, but limited to: drafting/distributing press releases; writing weekly newsletters, Op-Eds; maintaining and updating website content; preparation of talking points and speeches; establishing and maintaining strong relations with district and DC media and executing an aggressive earned local media campaign. New media skills are a must, including knowledge of video, audio and/or photography and editing in those mediums as well as social media. No phone calls. Email resumes to PA.Resumes@mail.house.gov.

MEM-361-13

COMMUNICATIONS DIRECTOR - California Democrat (Rep. Jerry McNerney) seeks experienced communications director to develop and execute aggressive long-term media and outreach plan. Responsibilities include serving as chief spokesperson, successfully pitching stories and press events to both national and local media entities, responding promptly to media inquiries, effectively messaging policy and other priorities, maintaining an aggressive new media profile, preparing the member for live interviews, writing press releases, and producing op-eds, speeches, talking points, and franked mail. Excellent written and oral communication skills, strong editing and proofreading abilities, and the desire to work collaboratively with a team in a fast-paced environment are required. Candidate must work closely with the Member and staff. Ideal candidate would be politically astute and have a good sense of humor. Desired qualities include political communications experience and the ability to respond to challenging situations quickly and strategically. This position requires non-traditional hours and travel to the District. California (District) ties and Capitol Hill experience are a plus. Qualified applicants should submit a cover letter, resume and two writing samples to: McNerney.Resumes@mail.house.gov No calls or drop bys, please.

MEM-349-13

Florida Leadership House Democrat seeks highly motivated and experienced **Communications Director** to handle press, speech-writing and communications and messaging strategy. Candidates must have excellent writing skills, on-the-record press experience, strong political instincts, and new media experience. Candidates must thrive in a fast-moving, aggressive communications environment; be team-oriented, nimble, creative and strategic; and have a positive, can-do attitude. The Communications Director also develops working relationships with print, electronic and social media press as well as communications teams in other congressional offices and the Executive Branch to

coordinate and execute the Member's overall communication efforts. This position provides an opportunity to work for a highly engaged, energetic Member of Congress who has a successful record of improving the lives of women, children, seniors and fighting for the middle-class. Equal opportunity employer. Salary commensurate with experience. Hill experience and Spanish literacy is a positive. Please send resume to DCResumes@mail.house.gov. No emails, phone calls or drop-bys please.