



---

**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 09, 2013**

**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](mailto: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](mailto:McNerney.Resumes@mail.house.gov) No calls or drop bys, please.

**MEM-356-13**

Freshman Midwestern Democratic Member seeks an organized, detail oriented and energetic **Scheduler/Office Administrator** for a fast-paced, team-oriented Washington, DC office. Primary duties include structuring and managing the Member's daily schedule; coordinating the Member's travel and logistical details of meetings; handling the Member's personal correspondence; fulfilling various administrative duties including prepare/process office payments, and ethics/disclosure compliance; and, working closely with other staff members in the district and in DC to facilitate meetings. Additionally, the Scheduler/Office Administrator will work to ensure smooth overall office operations. Applicants must have superior organizational skills, strong oral and written communication skills, and strong interpersonal skills, be able to multi-task and thrive in a fast paced environment, and have poise, patience and a good sense of humor. The successful candidate will be a discreet, politically savvy, self-motivated, and very organized with the ability to successfully interact with different personality types. Additionally, the successful candidate must be strategic thinker who can navigate competing demands to maximize the Member's time and come to anticipate the Member's needs.

Please email a resume and cover letter to [Michigan05Jobs@gmail.com](mailto:Michigan05Jobs@gmail.com) with “Scheduler/Office Administrator” in the subject line. Prior scheduling and administrative experience strongly preferred and Michigan ties a plus. This is not an entry level position and salary will be commensurate with experience.

**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](mailto:DCResumes@mail.house.gov). No emails, phone calls or drop-bys please.

**MEM-346-13**

Democratic Congressional committee seeks experienced **Analyst** to advise on tax policy and economic issues, brief Members and write Committee materials on implications of federal economic changes and tax policies, and work with Congressional and outside experts on revenue options.

Requires strong analytical and quantitative skills, strong written and oral communication skills, attention to detail, and the ability to work effectively under tight deadlines. Graduate degree in related field and Hill experience preferred. Email resume, two brief writing samples, and cover letter with subject line “revenue analyst” to [revenue.analyst@mail.house.gov](mailto:revenue.analyst@mail.house.gov) -- no phone calls or walk-ins.