



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 May 19, 2014

MEM-187-14

Legislative Assistant – Senior Democrat is seeking a highly energetic, motivated and organized lawyer with strong interpersonal and writing skills. The ideal candidate will be able to manage multiple tasks and work well under pressure. The Legislative Assistant works with the Chief Counsel/Legislative Director and with the Chief of Staff to develop and implement the Member's legislative strategy in his/her issue areas; prepares materials for hearings; drafts legislation, amendments, and congressional record statements; and conducts research. Responsibilities include managing and handling issues that include but are not limited to Federal-District of Columbia issues, Federal Workforce, U.S. Postal Service and Labor policy. The ability to write well under tight deadlines is essential.

Candidate must be able to handle multiple tasks and issues effectively while meeting deadlines. A successful candidate will be a results-oriented problem solver and motivated self-starter who can think outside the box. Prior Hill, law firm or similar experience is preferred. Candidate must possess a law degree and be, or be willing to become, a resident of the District of Columbia. Salary based on skill and experience level.

Interested applicants should send a cover letter, resume, references and two writing samples to (202 225-1129 (fax) or DC00.NortonResume@mail.house.gov. NO PHONE CALLS, PLEASE!

MEM-186-14

Job Opening:

Field Deputy, District Office, Los Angeles, California

Duties Include:

Serve as the Congressman's liaison with the community, local organizations and government agencies; staff and/or represent the Congressman at events; advise the Congressman on local issues; help organize community based meetings and events; implement proactive constituent outreach programs; prepare Member for speeches and meetings; draft correspondence.

Experience Required:

Prefer two years experience working directly with the community at large. Familiarity with the 34th Congressional District, key federal, state and local issues, and the governmental process is also desirable. Solid interpersonal, research and writing skills are essential. The successful applicant will be a team player, have a positive attitude and the ability to work and set priorities in a fast-paced and challenging environment. Spanish language skills considered a plus.

Salary:

Commensurate with experience and salary history.

To Apply:

Please email cover letter and resume to Resume.California@mail.house.gov

No phone calls please.

MEM-183-14

Democratic member seeks highly proactive, experienced **Communications Director** to develop and implement an aggressive media plan in a fast-paced, high-energy environment. Potential candidate must have proven track record with local and national media, possess ability to manage staff and entire media portfolio. Significant speech writing is required. Outstanding writing skills are required including: press statements, social media, op-eds, floor remarks, and keynote speeches. Understanding of key policy areas, including health care is desired. Qualified candidates would have 3-5 years of previous experience (NOT ENTRY LEVEL POSITION) and should submit an email to resumes4@mail.house.gov (with subject line: Communications Director) and attach a resume and cover letter.

MEM-182-14

Senior, progressive California member seeks highly proactive, experienced **Communications Director** to develop and implement a strategic media plan in a fast-paced and results-driven environment. Potential candidate must have proven track record with national media and ethnic press, possess ability to manage robust digital media portfolio, and utilize aggressive pitching strategies. Outstanding writing skills are required for varying mediums including: press statements, social media, op-eds, floor remarks, and keynote speeches. Understanding of key policy areas, including poverty, foreign

affairs, and HIV/AIDS is desired. This is NOT an entry level position. Qualified candidates should submit resume, cover letter, and two writing samples (press release and or op-ed) to lee.resumes@mail.house.gov. Minority candidates are strongly encouraged to apply.

No call or drop bys, please.