



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

MEMBER AND COMMITTEE VACANCY LISTING

Week of March 2, 2015

MEM-074-15

New Jersey Democrat is seeking a highly motivated and organized **staff assistant** with excellent oral and written communication skills for the Washington, D.C. office. Responsibilities include managing front desk operations, answering telephones, greeting visitors, coordinating tours for visiting guests, processing flag requests, reviewing, sorting, and responding to incoming constituent correspondence, addressing constituent matters, and assisting the Member and legislative staff as needed. Additional duties include management of the website and social media activities, including official Facebook and Twitter accounts.

Please e-mail cover letter, resume and two brief writing samples to nj08jobs@gmail.com. Please no calls or drop-ins.

MEM-069-15

California Republican seeks a high energy, highly-organized, detail-oriented **Scheduler** to manage the Member's District and DC schedule. Responsibilities include organizing and tracking invitations, meetings, speaking engagements, in District tours and meetings, and scheduling requests for the Member and managing travel reservations. Candidates must be on call and available to

assist the Member after regular business hours. Additionally, the Scheduler will work closely with the Chief of Staff and District Director to ensure efficient and seamless office operations. Qualified applicants should be high energy, a very positive attitude, strong organizational skills, orientation to detail, possess strong verbal and written communication skills, strong interpersonal skills, savvy political instincts, poise and ability to thrive in a fast-paced environment and the ability to multi-task. California ties are a plus. Interested parties should email a cover letter and resume to CARepublicanJobs@gmail.com. No phone calls or walk-ins please.

MEM-065-15

New England Democrat seeks a high energy, highly-organized, detail-oriented **Scheduler** to manage the Member's District and DC schedule. Responsibilities include organizing and tracking invitations, meetings, speaking engagements, in District tours and meetings, and scheduling requests for the Member; occasional driving; and managing travel reservations. Candidates must be on call and available to assist the Member after regular business hours. Additionally, the Scheduler will work closely with the Chief of Staff and District Director to ensure efficient and seamless office operations. Qualified applicants should have a car, high energy, a very positive attitude, strong organizational skills, orientation to detail, possess strong verbal and written communication skills, strong interpersonal skills, savvy political instincts, poise and ability to thrive in a fast-paced environment and the ability to multi-task. Connecticut ties and willingness to work from Connecticut a plus. Interested parties should email a cover letter and resume to CT05Jobs@gmail.com. No phone calls or walk-ins please.

MEM-059-15

Southern Democrat and Member of the Small Business Committee, seeks **Legislative Assistant** to handle a broad legislative portfolio including Small Business, Financial Services, Judiciary, Healthcare, and Immigration. Qualified candidates must have strong writing, analytical, and organizational skills; a proven ability to perform under pressure while juggling multiple tasks with competing priorities; and sound political judgment. The Legislative Assistant will be expected to handle relevant committee work. This is not an entry level position. Absolutely no phone calls, e-mails or walk-ins. Minorities and women are encouraged to apply, North Carolina ties preferred but not required. Please email cover letter and resume to: NCCongressionalJobs@gmail.com (subject line should read: Legislative Assistant).

MEM-052-15

Senior Republican seeks to interview candidates for the position of **Press Secretary** for a fast-paced office. The successful candidate will have excellent written and verbal skills as well as the proven ability to manage multiple communications projects. She/he will be responsible for developing, managing and coordinating all communications activities, including writing press releases, op-eds, mail pieces, talking points, organizing press events, maintaining the official website including design, implementing social media

strategy including Facebook, Twitter, etc., maintaining press database, writing e-newsletters & coordinating Tele-town halls. Duties will also include early daily news clips, briefing the Member for radio interviews, writing and implementing PSA's from the Member, interacting with the press as the Member's principal spokesperson and coordinating the Member's overall press relations. The ideal candidate will have Hill experience and familiarity with New Jersey. Must be able to work extended hours and under time pressure. Please email a resume, cover letter, and two writing samples to pressopportunity2015@gmail.com.

MEM-049-15 Pennsylvania Republican seeks **press secretary** in Washington, D.C. office. Duties include performing day-to-day operations of an active press office, including new media, drafting press releases, e-newsletters, talking points, and columns. Candidates must have Hill or campaign experience. PA ties preferred. Send resume, writing sample, and cover letter to PA.Resumes@mail.house.gov.

MEM-048-15 North Carolina Democratic Congresswoman seeks an experienced **Communications Director**. The ideal applicant will be an excellent writer and editor with a proven ability to prioritize and handle multiple tasks in a fast-paced environment, while meeting tight deadlines. Responsibilities include: planning and implementing national and local media strategies, managing social media platforms, writing press releases, talking points, op-eds and other materials. Candidate must build and maintain excellent relationships with members of the national and local media and editorial boards and have on-the-record experience. This is not an entry-level position; Hill experience is highly desired. Please send resume and two writing samples to NCCongressionalJobs@gmail.com. No phone calls, e-mails or walk-ins, please. Minorities and women encouraged to apply, North Carolina ties preferred.

MEM-044-15 Florida Democrat seeks **Communications Director** to serve in his D.C. office. The Communications Director will coordinate all press activities, serve as the primary spokesperson for the Representative, and manage national media. The Communications Director will work with the Orlando-based Press Secretary to execute messaging strategies and media activities in the district.

Candidates should be proactive, and possess superior written and oral communication skills (including strong writing, editing, and proofreading capabilities). The ideal candidate will have prior political experience and at least two years of professional communications work with national media experience.

Primary Responsibilities:

- Establishing and maintaining relationships with national and D.C.-based

media

- Coordinating all media efforts and communications-related events
- Drafting and distributing press releases and media advisories; drafting, editing, and placing op-eds
- Pitching stories to reporters, responding to press inquiries, and serving as the point-of-contact for national press
- Monitoring media narratives and identifying opportunities to promote the Member
- Overseeing franked communications strategy, including: the drafting, design, and distribution of franked mail content; executing telephone town hall events; and managing congressional e-newsletter
- Managing the congressional website and ensuring that it features timely content
- Coordinating and staffing the Congressman for interviews and events (including night and weekend commitments)

To apply:

Please send a current résumé, cover letter, salary requirement, two writing samples (not to exceed one page each), and three references to FL09job@gmail.com. No calls, emails or walk-ins, please.

MEM-041-15

The Joint Economic Committee Democratic staff seeks a **Communications Director** with 5 or more years of experience in political communications or a closely-related field. He or she must have a proven ability to work with national print and broadcast reporters – a deep rolodex is a big plus. A successful candidate must be an innovative thinker with an ability to turn complex issues into stories suitable for print, television and radio. He or she must demonstrate excellent writing and editing skills and must possess a strong portfolio of press releases, statements, op-eds and other pieces. Knowledge of economic issues as well as significant coursework in economics is strongly desired. Experience with social media and graphics design is helpful but not required.

Salary is commensurate with experience. Equal opportunity employer. Please submit a cover letter, resume and two short writing samples to: joint_economic_committee-dems_press@jec.senate.gov.

MEM-038-15

Congresswoman Donna F. Edwards seeks a **Legislative Correspondent** for an active mail program. Individual will be responsible for drafting all constituent correspondence and potentially providing policy support to the Legislative Assistants. Candidate should have excellent writing ability, superior researching skills, and understanding of the legislative process in order to provide thoughtful and substantive responses to constituent correspondence. Hill background, experience with Intranet Quorum, and Maryland ties a plus. Please send your resume, a cover letter (include salary requirements), two

writing samples (maximum of two-pages each), and a list of three references to chris.schloesser@mail.house.gov with “Legislative Correspondent Position” in the subject line. No phone calls or drop bys, please.

MEM-034-15

The Office of Rep. Justin Amash (R-MI) seeks a bright, creative, and hard-working **legislative assistant** to join our Washington, D.C.-based policy team.

The legislative assistant will draft legislation, analyze bills, and meet with constituents concerning policy matters, among other duties. The legislative assistant will be expected to handle a diverse portfolio of policy issues, which can be tailored somewhat to the staffer's expertise and interests.

The successful candidate will demonstrate a strong commitment to individual liberty, economic freedom, and the defense of the Constitution. He or she also must be an excellent writer and clear thinker willing to take on the most serious impediments to a freer, more prosperous America. Candidates who prefer staid and steady work or who avoid challenges (and the occasional failure) may be more comfortable elsewhere.

Candidates must have a B.A. or equivalent, and we prefer candidates with some policy experience, although Hill experience is not required. This is not an entry-level position.

To apply, please send a resume and cover letter to mi03.apply@gmail.com.

MEM-030-15

Seeking **Legislate Assistant** for Small Business & Finance.

CORE RESPONSIBILITIES:

- to develop and plan legislative initiatives especially around small business and tax issues;
- to monitor legislative developments within Committees and on the House floor;
- to write floor speeches for the Member;
- extensive knowledge of federal/state workforce issues and organized labor;
- ability to draft statements for the Member;
- to draft constituent correspondence for the Member; and
- to meet with constituents and special interest groups on behalf of the Member.

QUALIFICATIONS:

- at least two (2) years of legislative experience not including internships;
- strong academic credentials focused on business, tax and/or energy;
- excellent oral and written communication skills;
- thorough knowledge of the legislative process;
- ability to exercise discretion and independent judgment in the formulation and recommendation of policy positions for the Member on small business,

federal tax and/or energy issues;

- ability to work cooperatively and courteously with others;
- ability to work well under pressure;
- able to support a progressive caucus agenda;
- reliable transportation;
- ability to work in, and support a team environment;
- thoroughness and careful attention to detail; and
- availability to work long hours during the week and occasionally on weekends.

DUTIES:

- formulates legislative initiatives for assigned issue areas which includes:
 - devising a legislative plan;
 - drafting the plan into legislative form;
 - planning, coordinating and scheduling introduction of legislation in the House (or offering it on an appropriate vehicle if it is an amendment);
 - gathering support for a bill or amendment from other Members, as well as appropriate interest groups;
 - working with committees on legislation;
 - coordinating legislative support to get the bill passed in the House.
- tracks legislation and other developments in his or her assigned issue areas and briefs the Member for floor work, committee work, work in the district, and outside House-related activities;
- monitors legislative developments within committees;
- plans and coordinates co-sponsorship and support of other legislation;
- monitors legislation on the House floor, providing the Member with information on each vote;
- writes Floor speeches for the Member;
- if assigned to issues pending before a specific committee, prepares for and attends committee meetings and hearings with or without the Member (i.e., keeps in contact with committee staff and meets with interest groups and constituents with interests in such meetings);
- acts as liaison with committee and agency staffs;
- performs special projects assigned by the Member or Chief of Staff / Legislative Counsel;
- meets with constituents and interest groups;
- provides information on and generates ideas for press, mass mailings, and newsletters;
- answers constituent letters and helps constituents on federal matters;
- performs other duties as assigned; and
- Preference for applicants from Michigan.

SEND RESUMES AND ONE WRITING SAMPLE TO:

CapitolHill14@gmail.com

MEM-023-15

Republican Committee Staff is seeking applications for a **Legislative**

Assistant position to serve as the junior member of the Committee's tax policy group. Primary responsibilities include administrative and clerking duties, active responsiveness to Member office requests, and contribution to materials for member meetings, hearings, markups, draft legislation, and other committee business. JD, CPA, and/or tax experience preferred. Recent law school graduates with a strong interest in tax welcome to apply. Please submit a resume and one brief writing sample to GOPTaxLA@gmail.com.

MEM-020-15

Senior, Progressive, Democratic Ways and Means Committee Member has an opening for a **Tax and Finance Counsel/ Advisor** to handle tax, pension, financial services, small business, immigration, and homeland security policy.

This is not an entry-level position. Ideal candidates have Congressional experience and substantive tax policy/ legal knowledge. Applicants should be strong writers with the abilities to learn quickly, multi-task, and work independently in a fluid environment. Great interpersonal skills and a good sense of humor are a requisite. Women and minorities are encouraged to apply.

Candidates should be prepared to start as soon as possible. Please email a cover letter, resume, and references to leg.job@mail.house.gov. No phone calls or drop-ins.

MEM-007-15

Progressive Senior Appropriator seeks a **Legislative Director** to lead staff in a team-oriented office and serve as liaison to DHS appropriations subcommittee.

Responsibilities: supervise day to day activity of legislative staff; contribute to office communications plan; proactively promote the office legislative agenda; manage a personal legislative issue portfolio which may include homeland security, defense, civil rights, judiciary, trade and foreign affairs among others; and perform other related duties as assigned.

Candidates should possess thorough knowledge of the legislative process and House procedures; previous supervisory experience; excellent organizational and communication skills; ability to work under pressure and meet deadlines; flexibility with priorities and ever changing deadlines; detail orientation; and ability to meet attendance requirements including a varied and often unpredictable work schedule.

Pluses include knowledge of immigration/DHS issues, California ties and Spanish proficiency. People of color, women and LGBT persons strongly encouraged to apply.

Interested applicants should submit via email the following documents: cover letter, resume and one writing sample. Care should be taken to include each

document as a separate attachment in the same email
to: SoCalDCstaffOpening@mail.house.gov.