



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
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Job Line: 202-226-4504

MEMBER AND COMMITTEE VACANCY LISTING

Week of June 22, 2015

MEM-149-15

Progressive Maryland Democrat seeks outgoing and organized individual for
Office Coordinator for Suitland (PG) District Office.

CORE RESPONSIBILITIES:

- Answer the telephones;
- Greet visitors to the office;
- Respond to constituent requests for general information and other non-casework related inquiries;
- Assist constituents with non-federal cases;
- Assist all staff with various administrative and case work support duties;
- Monitor delivery and pickup of materials;
- Maintain front office, office equipment and supplies;
- Draft correspondence;
- Manage district email accounts;
- Organize incoming and outgoing mail;
- Act as Intern Coordinator;

- Act as Grant Coordinator;
- Act as Service Academy Coordinator;
- Handle requests for Passports;
- Attend weekly/monthly staff meetings;
- Prepare weekly and monthly reports;
- Attend community events as assigned; and
- Staff the Member.

Applicants with a BA or BS with a minimum of 3 years of related experience and ties to the 4th Congressional District are preferred. Send resume, cover letter and list of three references to Betty.HortonHodge@mail.house.gov with “District Position” in the subject line. The closing date for accepting applications is June 25, 2015. No calls or drop by’s.

MEM-148-15

The Office of Representative Justin Amash is seeking 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 who have a background in economics and some policy experience, although Hill experience is not required.

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

MEM-147-15

A North Carolina Democrat seeks a **scheduler** to serve in her Washington, D.C. office. Responsibilities include but are not limited to managing the Member’s D.C. calendar, District calendar, coordinating logistics and travel arrangements, and overseeing administrative work for the Member. Must be highly organized, detail oriented, self-motivated, have the ability to adapt to changing circumstances, creatively solve problems and be comfortable multi-tasking in a fast-paced environment while displaying a friendly, professional attitude. North Carolina ties are preferred but not required. Women and minorities are encouraged to apply. Please send a resume and cover letter to nchousejobs@gmail.com. No calls or drop-ins please.

MEM-146-15

The **District Office Field Representative/Caseworker** monitors and updates the Congressman and District Director on district and local issues. This position acts as a liaison to federal, district, and local agencies for the Congressman and constituents and answers casework correspondence and verbal communications with constituents.

ESSENTIAL JOB FUNCTIONS:

Acts as the representative for the Congressman within his or her area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies;

Informs the Congressman and the District Director of all happenings in his or her assigned issue areas by screening district media sources and interacting with constituents;

Handles casework assignments;

Acts as a liaison to local, state and federal officials and other persons or groups to form effective relationships for the Congressman;

Assesses casework for problems requiring legislative action and makes recommendations to the District Director and Scheduler;

Monitors scheduled district meetings for the Congressman with constituents;

Works well under pressure and handles stress;

Works a flexible schedule including long hours, nights and weekends; and

Performs other duties as assigned.

EDUCATION (OR EQUIVALENT EXPERIENCE):

Full-time experience preferred; strong academic credentials required; extensive community relationships desired.

SKILLS AND KNOWLEDGE REQUIRED:

Strong oral and written communication skills;

Thorough knowledge of local, state and federal agencies and departments;

Knowledge of all issues and events in the district in which the Congressman is involved;

Ability to work cooperatively and courteously with others;

Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;

Thoroughness and careful attention to detail;

Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;

Knowledge of office policies, practices, procedures, and computer applications.

WORKING CONDITIONS:

Work is mainly performed in an office environment, but the Field Representative will often need to attend and participate in meetings and public functions out of the office including evenings and weekend events.

Noise levels are usually moderate; and
Ability to work in a small work station without an expectation of privacy.

E-mail a resume and cover letter to CA02.Requests@mail.house.gov with the subject line “CA02 Field Representative/Caseworker.”

MEM-145-15 The Committee on Ethics seeks an experienced attorney for an **Investigative Counsel** position. The Committee’s investigative counsels are responsible for conducting investigations and adjudicatory and disciplinary proceedings regarding Members and staff of the U.S. House of Representatives. This is a nonpartisan position which requires the ability to conduct impartial investigations and refrain from political or partisan activity. Candidates must possess outstanding analytical and written/oral communications 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, criminal law, civil litigation, administrative investigations and adjudications, depositions, and financial accounting. Salary commensurate with experience. Please email resume, cover letter, and short writing sample to ethicsjobs@mail.house.gov. Please include the phrase “Investigative Counsel” in the subject line.

MEM-143-15 Senior California Democrat seeks **Legislative Assistant**, or Senior Legislative Assistant depending on qualifications, to handle work on the Financial Services Committee. Candidates should have substantial experience with financial services issues and substantial Congressional experience. The successful applicant will possess strong writing and oral communication skills, work well with others, be comfortable in a fast-paced environment, and understand the legislative process. To apply, please e-mail a cover letter, resume, and three writing samples to HouseFinancialServicesLA@gmail.com. No phone calls or drop-ins please.

MEM-141-15 Republican Member seeks a **Legislative Assistant** with strong Tennessee ties. Legislative duties will include briefing the Member on floor votes and other pending legislation. Preference will be given to those with expertise on issues involving healthcare, education and veterans’ affairs. Successful candidates must demonstrate exceptional writing ability, attention to detail, and organizational skills. Hill experience and familiarity with IQ are a plus. Send resume and cover letter to TNHousejob@gmail.com.

MEM-140-15 The Office of Congressman Juan Vargas is seeking a high energy, highly-organized, and detail oriented **Field Representative/Caseworker** for his District Office.

PRIMARY RESPONSIBILITIES:

- Serve as an official representative for the Member throughout communities in the District.
- Act as liaison with federal, district, and local government agencies, political

officials, and other community organizations to form effective relationships for the Member.

- Monitor and update the Member and District Director on district and local issues of importance.
- Staff and provide logistical support for scheduled district meetings and events for the Member.
- Assess local and casework related issues for problems requiring possible legislative action; make recommendations to the District Director and Chief of Staff.
- Answer casework correspondence and verbal communications with constituents.
- Provide casework assistance to constituents in a timely and efficient manner; proactively follow up on all open cases until a resolution is reached.

QUALIFICATIONS:

- A candidate with a background in and/or understanding of military/veteran issues.
- Veterans, reservists, women, and minorities are strongly encouraged to apply.
- Ability to work non-traditional hours, including nights and weekends, if needed.
- Excellent written (English and Spanish) and interpersonal communication skills.
- Ability to work with staff at all levels, work well under pressure and be detail oriented.
- Possess an understanding of the federal legislative process.
- Ability to quickly learn about key issues and events in the district for which the Member is involved.
- A qualified applicant must be a U.S. Citizen, possess a valid California driver's license with the ability to travel as needed.

To apply, please email a resume and cover letter to CAJobs@mail.house.gov.

MEM-136-15

The House Committee on Veterans' Affairs Chairman Jeff Miller seeks a **Research Assistant** to provide administrative support to the Subcommittee on Health. Core responsibilities include answering phones; reviewing and preparing correspondence; maintaining Subcommittee files; assisting with scheduling, planning, and preparing for Subcommittee hearings, markups, roundtables, and other events; tracking pending legislation; and, providing research support on a wide variety of veteran, health, and other policy issues. Prior Hill experience is encouraged but not required and veterans are particularly encouraged to apply. Interested candidates should email a resume and writing sample to var.resumes@mail.house.gov with a subject line: "Health Research Assistant." No phone or office calls, please.

- MEM-135-15** The office of Congresswoman Tammy Duckworth seeks a **Legislative Director**. Responsibilities will include overseeing and implementing the Congresswoman's policy agenda; developing and advancing policy proposals; managing legislative staff; representing the Congresswoman in meetings and communication with various external stakeholders; coordinating with the press team and District Office on messaging and events; and coordinating Floor and Committee activity. The ideal candidate will have demonstrated success in advancing policy goals and at least 3 years of experience as a Legislative Assistant or Legislative Director, including handling some Committee work. A thorough understanding of House floor and committee procedure is required. Strong oral and written communications skills, good judgement and the ability to be proactive, resourceful, and thrive in a fast-paced environment are essential. Veterans, minorities, women, and those with Illinois ties are encouraged to apply. Interested candidates should send a cover letter, resume, and writing sample to IllinoisHouseDemLD@gmail.com. No phone calls or drop-ins please.
- MEM-133-15** New England Democrat seeks a **Legislative Director** to coordinate and manage the Member's legislative agenda, as well as oversee an active and engaged legislative staff. Candidates should possess an in-depth understanding of the legislative process, have management experience, be a self-starter willing to think and act creatively, and thrive in a team-oriented environment. Excellent writing, verbal, and organizational skills are essential, as is the ability to work well under pressure. Previous Hill experience required, and New England ties are a plus. To apply, please email resume, cover letter, and two brief writing samples to hill.jobs@mail.house.gov. No phone calls or walk-ins, please.
- MEM-132-15** House Committee on Veterans' Affairs Chairman Jeff Miller seeks a seasoned communications professional to oversee the implementation of the committee's communications strategy. This is a senior staff position reporting directly to the Staff Director. Successful candidates will have a record of accomplishment with internal and external communications, press relations and social media. Prior Capitol Hill experience is a plus. Qualified candidates should email a resume and three writing samples to var.resumes@mail.house.gov with subject line: **Communications Director**. No phone or office calls, please.
- MEM-130-15** Northern California Democrat seeks a hard-working **Press Secretary** to help drive a dynamic, entrepreneurial communications operation. Responsibilities will include writing and editing press releases, op-eds, talking points, e-newsletters, and franked communications; developing content for and managing website and social media; coordinating telephone town halls; directing interns on communications projects; and pitching stories to the press. Candidates must be able to develop a fine-tuned sensitivity to the priorities and views of the district and find ways to advance the Member's short-term and long-term legislative goals.

Potential candidates must have excellent writing skills and demonstrated abilities in digital media and communication. We're looking for a problem solver who can work quickly and calmly under pressure, with significant political experience and at least an above-average sense of humor. California ties, Spanish fluency, and familiarity with water, agriculture, military, and transportation policy will each be considered a plus. Please send cover letter, resume and a writing sample to CaliforniaCongressionalStaff@gmail.com. No phone calls or walk-ins please.

MEM-125-15

Democratic member is seeking a **staff assistant** to manage the front office, supervise interns, assist with legislative tasks, and greet visitors. Qualified candidates will have excellent attention to detail, possess strong writing skills, excel at balancing competing demands, be able to anticipate and quickly solve problems in a fast-paced work environment, and be comfortable and welcoming with a wide variety of stakeholders. The ideal candidate will have a car and clean driving record, Capitol Hill experience, and a basic familiarity with the legislative process. Depending on previous work history, the opportunity for additional legislative responsibilities exists. Those with Northern California ties are strongly encouraged to apply. Interested applicants should send a cover letter, resume, and brief writing sample to jo.th@mail.house.gov. Please no calls or drop-ins.

MEM-124-15

Florida Democrat (Rep. Debbie Wasserman Schultz) seeks a high energy, highly organized, and detail oriented **District Outreach Coordinator** to work in the District Office. Excellent written and oral communication skills and the desire to work collaboratively with a team in a fast-paced environment are required.

Ideal candidate would be politically astute and possess the ability to respond to challenging situations quickly and strategically. This position requires non-traditional hours and travel around the District.

CORE RESPONSIBILITIES:

- attend local meetings on behalf of the Congresswoman in the district;
- organize district events and meetings with key constituency groups;
- monitor and update the Member and District Director on district and local issues;
- answer casework correspondence and verbal communications with constituents; and
- handle all White House and Capitol tour requests.

QUALIFICATIONS:

- strong academic credentials;
- strong writing, editing, and proofreading skills and oral communication skills;

- knowledge of all issues and events in the district in which the Member is involved;
- thoroughness and careful attention to detail;
- ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;
- availability to work long hours;
- ability to work well under pressure; and
- ability to work cooperatively and courteously with others.

DUTIES:

- acts as the grass roots representative for the Member within his or her area of responsibility;
- including answering casework correspondence, verbal communications with constituents, and acting as liaison with federal, district, and local agencies;
- informs the Member and the District Director of all happenings in his or her assigned issue areas by screening district media sources and interacting with constituents;
- handles all constituent tour requests for the White House and Capitol tours;
- acts as liaison and interfaces with city, county, district, and federal officials, the chamber of commerce and other persons or groups to form effective relationships for the Member;
- assesses casework for problems requiring legislative action and makes recommendations to the District Director and Chief of Staff/Administrative Assistant;
- screens and refers cases, when appropriate, to other district offices;
- trains and supervises Staff Assistants, including Interns, to handle Office matters such as logging incoming and outgoing correspondence, handling visitors, telephone calls, and computer operations;
- logs in all incoming and outgoing mail and incoming telephone calls relating to casework; and
- prepares monthly reports for the District Director on pending cases and district activities in his or her assigned issue areas
- performs other duties as assigned.

TO APPLY PLEASE SEND A COVER LETTER AND RESUME TO:

FL23resume@mail.house.gov

MEM-123-15

Ranking Member seeks a **Press Secretary or Communications Director** to manage committee, legislative and local press priorities. The applicant must be a hard worker who possesses excellent written, verbal and interpersonal skills. The ideal candidate has Hill and political experience. Qualified applicants should send a cover letter and resume to employ@mail.house.gov.

MEM-117-15

West Coast Democrat seeks an innovative and self-directed **Press Aide/Press Secretary** to work in his Washington, DC office.

Duties of the position include but are not limited to:

- Coordinating and managing all district and national communications operations.
- Developing and executing a proactive press strategy.
- Drafting written materials including press releases, op-eds, and talking points.
- Planning and coordinating press conferences and other media events.
- Pitching and booking interviews with local and national media outlets.
- Overseeing all social media platforms and website content.
- Building and maintaining excellent relationships with members of the district and national media and acting as a spokesperson for the Member.

Qualifications and Skills for the position:

- Exceptional oral and written communication skills, as well as excellent interpersonal skills.
- Excellent writing skills with a strong attention to detail.
- The ability to multi-task in a fast-paced environment.
- Applicants should have superior organizational abilities.
- A successful candidate will be discreet, goal oriented, and driven.
- Applicants should have prior relevant press experience and demonstrated social media expertise.
- A sense of humor and the ability to work well as an individual and as a member of a team.
- Spanish fluency is required.
- An ideal candidate will have an undergraduate or graduate degree in communications or journalism and/or relevant professional experience.

If interested, please email a resume, cover letter, references, and salary history to CAJobs@mail.house.gov with “Press Aide/Press Secretary” in the subject line. Salary will be commensurate with experience. This is not an entry level position.

MEM-111-15

Senior Democratic Congresswoman seeks an experienced, organized and detail-oriented **Scheduler/Office Manager** for the Washington, D.C. office. Responsibilities include managing office calendars and visitor access to Member and staff in front office, organizing and tracking invitations, speaking engagements, travel reservations and other requests for the Member, coordinating with district staff, and maintaining administrative demands. The Scheduler/Office Manager will work closely with other staff members, particularly senior staffers, to ensure efficient and seamless office operations. Ideal candidates are flexible, responsive, collaborative, work well under pressure and on short deadlines, and are able to balance competing demands. Candidates must be available to assist the Member outside of regular business hours. Applicants should also have a positive attitude, excellent organizational skills, strong written and verbal communication and interpersonal skills, political instincts and an ability to thrive in a fast-paced environment. This is

not an entry-level position. Previous Capitol Hill operational and/or scheduling experience is required. Ohio ties preferred. No phone calls, emails or drop-bys. Please submit cover letter, resume, and at least two references to Midwestern.Resume@mail.house.gov.