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**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  
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Job Line: 202-226-4504

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of June 6, 2016**

**MEM-164-16**

New England Democrat and member of the House Veterans' Affairs Committee seeks **legislative assistant** for Washington office. Applicants should possess excellent writing skills, energy, enthusiasm, attention to detail, the ability to work in a fast-paced team environment, and a good sense of humor. Legislative portfolio includes, but is not limited to, work on Veterans' Affairs Committee issues, healthcare, and defense. Previous experience in veterans or health care policy is required. Responsibilities include developing proactive legislative initiatives, tracking legislation, drafting correspondence and statements, and representing the Member in meetings. New England ties preferred and veterans strongly encouraged to apply. Applicants should send cover letter, resume, and two writing samples to [hill.jobs@mail.house.gov](mailto:hill.jobs@mail.house.gov). No phone calls or walk-ins please.

**MEM-163-16**

Democratic House committee seeks experienced, self-motivated and creative individual to serve as **Press Secretary**. Candidate must possess excellent writing and speaking skills and have the ability to operate quickly and efficiently in a fast-paced environment under tight deadlines. S/he must be

able to work collaboratively with a large and diverse staff. Responsibilities include coordinating media relations efforts with print, digital, and broadcast outlets; drafting press releases and other materials; and otherwise supporting an active and energetic press shop. Experience in web management and social media required. Ideal candidates will have an excellent knowledge of minority press. Previous communications experience on the Hill is required. Minorities and women are encouraged to apply.

Qualified candidates should submit a cover letter, resume and two writing samples to [fscdemresumes@mail.house.gov](mailto:fscdemresumes@mail.house.gov) with "Press Secretary" in the subject line. Applications received after June 10, 2016 will not be considered. No phone calls, faxes or drop-ins please.

**MEM-162-16**

Congresswoman Dina Titus of Nevada seeks a **Veteran Affairs Caseworker/Field Representative** for her Las Vegas District Office. Successful candidates will have previous experience in social work, familiarity with federal agencies, excellent written and oral communication skills, be team-oriented, and comfortable working both independently and as part of a team. Strong knowledge or connection with Nevada's First Congressional District is a plus. Availability for evening and weekend assignments is required. Interested candidates should send their resume and cover letter to [Mike.Naft@mail.house.gov](mailto:Mike.Naft@mail.house.gov). Please write "Caseworker" in the subject line of your email message.

**MEM-161-16**

California Democrat is seeking a highly organized, hard-working **executive assistant/scheduler** to develop and maintain Member's official schedule both short and long term, and to organize domestic and international travel logistics. This position also works closely with the chief of staff on administrative duties.

A successful candidate will have excellent written and oral communications skills and attention to detail, exhibit good judgement, efficiently problem solve, possess a positive attitude, work well in a team environment, and have a good sense of humor. Previous scheduling experience preferred. Office is an equal opportunity employer. Salary commensurate with experience. Applicants should submit a cover letter, resume and writing sample [cademocrat.scheduler@gmail.com](mailto:cademocrat.scheduler@gmail.com).

**MEM-159-16**

Southern Republican Congressman is seeking a **Scheduler** to serve in the Washington, DC office.

Ideal candidate will be high energy, organized, proven multi-tasker, detail-oriented, possess strong verbal and written communication skills and be a fast learner and problem solver. Individual must excel at balancing competing demands in a fast-paced environment maintaining close attention to detail and maintain a positive attitude.

Responsibilities include managing Members schedule including organizing and tracking invitations, meetings, committee schedule, speaking engagements, member travel scheduling requests and managing day to day schedule and logistics. Additional responsibilities include assisting the chief of staff with administrative functions. Tennessee ties are preferred.

Please email resumes to: [Erin.Hass@mail.house.gov](mailto:Erin.Hass@mail.house.gov).

**MEM-157-16** Senior Democratic Member seeks an energetic, detail-oriented individual with excellent oral and written communication skills for the position of **Staff Assistant/Legislative Correspondent** in his busy Washington office. Daily tasks include greeting visitors, processing flag and tour requests, training and supervising interns, and providing support to the congressman and legislative staff. Legislative Correspondent responsibilities include management of an active constituent correspondence program, which includes monitoring the flow of incoming and outgoing mail and responding to mail and email in both form and individual letters in a timely manner. Candidates should have excellent writing, editing and multi-tasking skills, possess patience and a good sense of humor, strong communication skills, sharp attention to detail, the ability to work well with others, and good time management skills. Experience with the Intranet Quorum database and Microsoft Office desired. Knowledge of or ties to Georgia are a plus but not required. Please send resume and cover letter to [COStoCHJ@gmail.com](mailto:COStoCHJ@gmail.com). Please absolutely no phone calls or drop-ins.

**MEM-154-16** Southern Democratic Member seeking a **Military Legislative Assistant** (MLA). This is not a senior position. It is important that the MLA have experience with military or a strong military background, familiarity with the NDAA, overall budgeting, and the ability to track major acquisition and RDT&E programs. Additionally, prior legislative experience with the Defense Authorization and Appropriations Process is preferred. An ability to multitask and work under tight deadlines is necessary. Georgia ties are helpful. Candidates that can engage in creative policy-making are encouraged to apply. Interested applicants should email a cover letter and resume to [costochj@gmail.com](mailto:costochj@gmail.com).

**MEM-153-16** Southern Democratic Office seeks a **scheduler/office manager**. The staffer will maintain the Member's official schedule, travel plans, and related records. Brief the Member on scheduling activities in Washington and present proposed meetings to Chief of Staff and Member for input. Coordinates the scheduling of press, interview, radio, and television with the Communications Director. This is not an entry-level position. Metropolitan Atlanta-ties a plus. Please send inquiries to [COStoCHJ@gmail.com](mailto:COStoCHJ@gmail.com).

- MEM-152-16** The House Committee on Science, Space and Technology (Majority) is seeking experienced candidates for the position of **Communications Director**. The successful candidate will be a strong writer who can communicate public policy on a District, state and national level and can operate in a fast-moving, high pressure environment. Candidate will be responsible for managing committee press team and coordinating with professional staff, as well as working with press secretaries in Committee Members' personal offices. Qualified candidates must be able to draft op-eds and press releases, and proactively work with the local and national media. All candidates must have at least three years of professional experience. Please submit a resume and writing sample to [house.science.committee@mail.house.gov](mailto:house.science.committee@mail.house.gov). No phone calls or drop-ins, please.
- MEM-151-16** Florida Progressive Democrat seeks **Legislative Correspondent** with excellent writing, research, and communications skills as well as the ability to work in a fast-paced team environment. The ideal candidate will have a sense of humor, be a detail-oriented self-starter who is willing to take on additional tasks as assigned. Candidate should have a least 1 year of related Capitol Hill experience, a car and driver's license, and have familiarity with IQ constituent management system. Florida ties and Spanish speaker are a plus. Please send resume, cover letter including salary requirement, references, and two independently written examples of legislative correspondence to [FL09job@gmail.com](mailto:FL09job@gmail.com). No emails, calls or drop by please.
- MEM-150-16** The Committee on Ethics seeks an experienced office administrator to serve as the **Director of Administration** for the Committee. The Director of Administration will oversee the Committee's administrative functions and will manage a nonpartisan administrative staff who are responsible for ensuring the efficient operation of the Committee's work. This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Candidates must possess a minimum of 5 years of experience with government administrative process, outstanding analytical and written and oral communication skills, and the sound judgment. Experience in one or more of the following areas is also desirable: accounting, office administration, and familiarity with Congress. Previous management experience preferred. Salary commensurate with experience. Please email resume, cover letter, and a list of references to [ethicsjobs@mail.house.gov](mailto:ethicsjobs@mail.house.gov). Please include the phrase "Director of Administration" in the subject line.
- MEM- 149-16** 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](mailto:ethicsjobs@mail.house.gov). Please include the phrase “Investigative Counsel” in the subject line.

**MEM-145-16** Indiana Republican Rep. Luke Messer seeks full-time **press assistant/staff assistant** in the Washington, D.C. office. The ideal candidate will have experience or education in digital media, new media or journalism. Strong writing skills are a must, and an ability to boil down complex issues into easily understandable social media content is ideal. The press assistant/staff assistant must be a self-starter with the ability to learn and grow in a fast-paced environment. The press assistant/staff assistant will be responsible for press clips, daily social media posts, assisting the communications director with press releases and press inquiries, answering phones, giving tours, and interacting with constituents. Experience creating graphics and editing video is not required, but an ability and interest in learning to do both is a must. Resumes and cover letters can be sent to [press.messer@mail.house.gov](mailto:press.messer@mail.house.gov).

**MEM-144-16** Pacific Northwest Democrat seeks **Legislative Correspondent/Press Assistant** for Washington, D.C. office. Primary responsibilities include managing the office mail program and ensuring that constituent correspondence is responded to in a timely manner. The Legislative Correspondent/Press Assistant will also assist the Communications Director with press-related materials, research, daily news clips, and media tracking.

Strong, proven writing skills a must; previous Capitol Hill experience, familiarity with Intranet Quorum software, and ties to the Pacific Northwest strongly preferred. Please send resume, cover letter, and two independently written examples of legislative correspondence on topic of applicant’s choice to [heck.resumes@mail.house.gov](mailto:heck.resumes@mail.house.gov). No calls or drop-bys please.

**MEM-143-16** Congresswoman Anna G. Eshoo (CA-18) seeks a **Communications Director** to handle all media matters. Duties include long-term planning, working with local and national reporters, producers, and bookers, as well as conducting proactive media outreach, managing online communications, and drafting press releases, op-eds, and speeches. The position requires a close partnership with legislative and district staff, attention to detail, and the ability to work well under pressure.

The Communications Director also oversees an active social media, online operation, and email communications program. The position requires excellent organizational skills, understanding of message development, sound

judgement, a positive attitude and the ability to work well in a team environment. Hill experience preferred. This is not an entry level position. Email cover letter, resume, references, and two writing samples to [ca18resumes@gmail.com](mailto:ca18resumes@gmail.com). NO CALLS OR DROP BYS PLEASE.