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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  
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

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of April 28, 2014**

**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](mailto: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](mailto:lee.resumes@mail.house.gov). Minority candidates are strongly encouraged to apply.

No call or drop bys, please.

**MEM-181-14**

Florida Democrat seeks a highly-organized, detail-oriented **Deputy Scheduler/Office Manager** for the Washington, D.C. office. Responsibilities include organizing and tracking invitations, speaking engagements and scheduling requests for the Member; travel reservations; and coordinating with district office. Additionally, the Deputy Scheduler/Office Manager will work closely with the Chief of Staff to ensure efficient and seamless office operations. Ideal candidates will pay close attention to detail, understand the House floor schedule/procedures, remain flexible under pressure, be a team player, and be able to navigate competing demands. Candidates must be on call and available to assist the Member after regular business hours. Applicants must have excellent organizational skills, strong written and verbal communication skills, strong interpersonal skills, savvy political instincts, poise and ability to thrive in a fast paced environment. Florida ties are preferred and no phone calls, emails or drop-bys. Please submit resume to [FL23Resume@mail.house.gov](mailto:FL23Resume@mail.house.gov)