



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 November 20, 2017

MEM-458-17 Outreach and Member Services Coordinator

The Energy and Commerce Democratic Staff seeks an organized and enthusiastic person to coordinate outreach and member services. Responsibilities include planning and executing member, staff and stakeholder meetings on issues before the committee; collaborating with policy staff to plan and organize Democratic Committee Forums; drafting and circulating notifications and communications so members, staff and external organizations are aware of the Committee's actions; and handling other administrative tasks for the Committee. Qualified candidates must have administrative experience; strong writing and organizational skills; a proven ability to perform under pressure while juggling multiple tasks; and sound political judgment. Women and minority candidates are strongly encouraged to apply. This is not an entry level position, and candidates must have at least two years of relevant experience in a paid position. Please submit a cover letter, resume and a short writing sample to ecdjobs@mail.house.gov. Please no walk-ins or phone calls.

MEM-448-17 Congresswoman Tulsi Gabbard's Oahu district office is searching for a full-time **staff assistant**. Job responsibilities include fielding constituent calls, processing mail, coordinating internship program, assisting with casework and constituent requests for information, maintaining a photographic database, drafting correspondence, maintaining office equipment, and other administrative duties. In addition, the staff assistant occasionally represents Congresswoman Gabbard at community events.

Strong ties to the state and organizational skills are a must. To apply for the position, please e-mail your cover letter, resume, two writing samples and contact information for three work references to hi02jobs@gmail.com with the subject line "STAFF ASSISTANT." No calls or "walk-ins" please.

MEM-447-17 The office of Congresswoman Tulsi Gabbard seeks a **Military and Veterans Liaison and Caseworker** with strong organizational and communication skills.

The liaison/caseworker is responsible for helping constituents resolve issues and navigate the services provided by the federal government. This person manages constituent casework, and participates in community projects and events. Responsibilities include monitoring and updating the Congresswoman and Chief of Staff on district and local issues, and acts as a liaison to federal and local agencies for the Congresswoman for the following issue areas: Department of Defense/Military, Homeland Security (Military-related) including U.S. Coast Guard, Intelligence, Veterans, Foreign Affairs, FAA, and FEMA/Disaster Management.

The ideal candidate will possess a can-do attitude and is solutions oriented. He or she will also be a self-starter and will possess the capacity to produce quality work on short deadlines. He or she will also have a demonstrated ability to communicate effectively with colleagues in a dynamic work environment.

The selected applicant will be expected to thrive in a fast-paced office, with the ability to pay close attention to detail and think creatively to find solutions. Non-traditional work hours, and occasional travel are required. Veteran applications are welcome!

Please do not call or drop by the office, qualified applicants may email a cover letter, resume and two writing samples with "Military Liaison" in the email title to: hi02jobs@gmail.com.

MEM-428-17 New Mexico Democrat and CHC Chairwoman seeks **Scheduler/Executive Assistant** for Washington, DC office.

Responsibilities include maintaining the Member's daily and long-term schedules, processing all incoming invitations and meeting requests, coordinating travel arrangements, and communicating with constituents by phone and email to address requests, concerns, and questions. The ideal candidate will be detail-oriented and extremely well-organized. Applicants should have previous scheduling experience (at least one year in a similar position).

Responsibilities also include driving the member (including nights and some weekends). Responsibilities include greeting visitors, answering phones, opening the office, and general assistance to the DC office staff. This position is also responsible for backing up the Staff Assistant and assisting office with administrative duties. New Mexico ties and a sense of humor are a plus. Previous scheduling experience is important.

To apply, please submit resume, cover letter and three references to NM01.Resumes@mail.house.gov with "Scheduler/Executive Assistant" in the subject line. Please submit all application materials in one pdf.

No phone calls please.

MEM-426-17 A Midwest Republican is accepting resumes for a **Health Legislative Assistant** to coordinate the Member's legislative agenda (with the LD) and oversee health and other issues that fit with the applicants skills and interest. An eligible candidate should have at least three years' legislative experience on Capitol Hill, a track record of passing legislation, and knowledge of health care systems and laws. Candidates should possess excellent interpersonal and organizational skills, initiative, and top-notch written and oral skills. An economics background is a plus. Qualified candidates should send a resume with Health Care LA in the subject line and include a cover letter and resume to Congressional.Vacancy@mail.house.gov.

MEM-409-17 California Democrat seeks proactive, experienced **Press Secretary** to help lead an aggressive national communications operation. The ideal applicant will have 4-6 years of experience creating and executing media plans as well as proven success confirming national cable TV interviews. Responsibilities include frequent pitching and reporter/producer engagement; social media platform management; and drafting op-eds, releases and press materials. This role demands creativity, excellent writing and editing skills, and poise under pressure. This is not an entry level position. Diverse candidates are encouraged to apply. Candidates should submit a resume, cover letter, and

two writing samples with the subject line “Press Secretary” to cademhilljobs@gmail.com.

MEM-397-17 Midwestern Democratic Member is seeking an experienced **legislative assistant** to handle a portfolio including commerce, trade, labor, and other issues as assigned. Ideal candidate will have prior experience as a Legislative Assistant or otherwise managing commerce, trade, and labor policy. Candidate must be proficient at advancing legislation, analyzing and briefing on complex policy issues, and drafting a wide array of written materials. Strong written and verbal communication skills and a demonstrated ability to work collaboratively in a team environment are critical. This is not an entry level position and interns will not be considered. At least three years of Hill or other relevant professional experience is required. Applicants should email a resume, cover letter, and two writing samples to resume.la@mail.house.gov.

MEM-395-17 The **Caseworker** 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 answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies;
- 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 Chief of Staff.
- Screens and refers cases, when appropriate, to other district offices;
- Logs in all incoming telephone calls relating to casework;
- Prepares periodic reports for the District Director on pending cases and district activities in his or her assigned issue areas;
- Continually screens active cases and acts as liaison with constituents to ensure that their cases are handled in a responsive manner;
- Maintains up-to-date files on all cases and categories of information of importance to the office;
- Meets attendance requirements as established by the office;
- Maintains a good working relationship with the Congressman, staff, and constituents;

- Accepts performance-based criticism and direction;
- Works well under pressure and handles stress; and
- Performs other duties as assigned.

This position may require work on weekends and holidays.

Qualifications

- Strong written, communication, analytical, and organization skills; an ability to relate well with individuals of diverse backgrounds; impeccable customer service manners.
- Bachelor's degree required.
- Good computer skills, including proficiency and experience with Microsoft Word, Excel, Outlook, Publisher and Power Point.
- Candidate must have an understanding of government agencies and structure (local, county, state and federal).
- Must be able to work efficiently and effectively as a member of a team, be able to meet strict deadlines and balance multiple projects. Attention to detail and accuracy is essential.
- Candidate should demonstrate a positive attitude, commitment to excellence, upbeat demeanor and flexibility.
- Salary will depend on the experience of the applicant.
- Bilingual skills a plus.

To apply

All interested individuals should email a cover letter and resume to

Gomez.CAjobs@mail.house.gov. *No phone calls please.*

MEM-316-17

The Committee on Oversight and Government Reform is the principal investigative body for the U.S. House of Representatives, and Ranking Member Elijah Cummings seeks to fill a **Counsel** position on the Democratic staff. The ideal candidate will be a junior attorney (fewer than five years of experience) with a background or strong interest in investigations. Responsibilities include depositions, transcribed interviews, briefings, and congressional hearings. Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Candidates must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Please send a resume and cover letter to oversightjobs@mail.house.gov, with "Counsel" in the subject line.