



House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING

Week of January 30, 2017

MEM-022-17 Texas Democrat seeks **Press Secretary/DC Scheduler** who is detail-oriented with advanced writing skills to manage and coordinate all communications activities, including media contacts. Responsibilities to include writing press releases and op-eds, responding to press inquiries, newsletter production, and maintaining Member website and social media accounts. Ability to quickly grasp issues and take proactive approach to media relations required. This position also includes managing the Member's DC schedule. Texas ties and Spanish proficiency a plus. Previous Hill press experience preferred. To apply, please email resume with cover letter to txjobopening@mail.house.gov.

MEM-020-17 The House Veterans Affairs' Committee Minority staff seeks a **Staff Director** with a minimum of 5 years of managerial experience in a professional office setting and solid expertise in veterans' policy. The ideal candidate would have proven experience in establishing and managing relationships with the veterans service organization community, Members of the House Veterans' Affairs Committee and other Members of Congress, as well as the Department of Veterans Affairs. An excellent collaborative leader and

inspired self-starter, the ideal candidate will have a proficient and relevant understanding of the dynamics of both the Republican and Democratic Caucuses, as well as the Executive Branch. Veteran status is a plus. Qualified applicants should submit a cover letter, resume and two writing samples to Walz.Resumes@mail.house.gov no later than January 31, 2017. The House Veterans' Affairs Committee Minority staff is an equal opportunity employer.

MEM-019-17 Senior Florida Democrat seeks an energetic, highly-organized, detail-oriented and politically-minded **Director of Scheduling and Special Assistant**. Responsibilities include preparing and managing the Member's weekly schedule, ensuring the Member remains on schedule throughout the day and attending to the Member's daily administrative needs. Providing strategic guidance for short and long term scheduling and planning of the Member's activities, working with the Member and senior staff on special projects and assignments. This position will work closely with the Chief of Staff, Deputy Chief of Staff and District Director to ensure efficient and seamless office planning and operations.

Qualified applicants should have 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. Mastery of Word, Excel, and Outlook are essential. Previous Congressional Scheduling, Executive Assistant and operational experience is required. This is NOT an entry level position. Salary is commensurate with experience. Interested qualified candidates should submit a cover letter, resume, a list of three work references, to FL23resume@mail.house.gov with "Scheduler" in the subject line. No phone calls, faxes or drop-ins please. This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation.

MEM-013-17 California Democrat (Rep. Jerry McNerney, CA-09) seeks experienced **communications director** to develop and execute aggressive, proactive long-term media and outreach strategy.

Responsibilities include serving as chief spokesperson, successfully pitching stories and press events to both national and local media outlets, responding to media inquiries, effectively messaging policy and other priorities, maintaining an active web presence and social media profile, and writing press releases, op-eds, speeches, talking points, and franked mail. Excellent written and oral communication skills, strong editing and proofreading abilities, and working collaboratively with an active legislative team and District staff in a demanding, fast-paced, deadline-driven environment are required.

Successful candidate must have the desire and ability to develop relationships with California and national reporters. Requires outreach to print, TV, and radio outlets.

The Communications Director is also responsible for maintaining relationships with different vendors for the purpose of constituent outreach and communications services.

Candidate must be comfortable working closely with the Member and staff, and possibly overseeing staff or interns.

Ideal candidate would be politically astute and have a good sense of humor and positive attitude. Desired qualities include the ability to respond to challenging situations quickly and strategically.

This position is based in the Congressman's Washington, D.C. office and requires non-traditional hours and occasional travel to the District.

California ties, Hill experience, and Spanish literacy are a plus. Qualified applicants should submit a cover letter, resume and two writing samples to: McNerneyResumes@mail.house.gov. No calls or drop ins, please.

MEM-010-17 Senior Florida Democrat is seeking a highly motivated, detail-oriented, and energetic individual with excellent organizational, oral and written communications skills for a **staff assistant** position in the Washington, DC office.

Daily tasks include answering calls, conducting and organizing tours, processing constituent requests, greeting visitors, assisting with the coordination of the intern program, and aiding the office in various administrative duties including transporting the Member to meetings and events as needed. Additionally, the individual will be working with Director of Scheduling and Chief of Staff on special assignments and projects.

Excellent writing, verbal and strong organizational skills are essential along with the ability to be a self-starter while working in a fast-paced environment. Individuals must have impeccable driving skills, a good driving record and a vehicle. Candidates should be team-oriented, have a sense of humor, and be able to work in a fast-paced environment. South Florida ties are a MUST.

Qualified candidates should submit a cover letter, resume, a list of three work references, to FL23resumes@mail.house.gov with "Staff Assistant" in the subject line. No phone calls, faxes or drop-ins please. This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or expression, or sexual orientation.

MEM-006-17 Congressman Delaney (MD-06) seeks a **Legislative Assistant** to cover the Financial Services Committee and other issues as assigned. This job will entail significant legislative research and working with the Congressman to draft bills and amendments, as well as building coalitions in support of the Congressman's legislative agenda. Candidates must be smart, hard-working, and good team players. Significant experience with financial services policy required. This is not an entry-level position.

To apply, please send resume and cover letter to MDLAjob@mail.house.gov

MEM-352-16 The Committee on Oversight and Government Reform is the primary investigative committee of the U.S. House of Representatives. Rep. Elijah E. Cummings, the Ranking Member, is seeking an **Investigative Counsel** to join the Democratic staff to participate in all matters under the Committee's jurisdiction, including investigations, hearings, depositions, transcribed interviews, and briefings. The ideal candidate will be an attorney with 2-5 years of investigative or litigation experience. Candidates must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Please send a resume and cover letter to oversightjobs@mail.house.gov, with "Investigative Counsel" in the subject line.