



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 July 6, 2020

MEM-181-20 Congresswoman Diana DeGette (D-CO) seeks a **Communications Assistant** with extensive digital experience.

The position reports directly to the Communications Director and is responsible for assisting in all aspects of the press shop's day-to-day responsibilities, including: daily media monitoring, drafting and editing news releases and newsletters, and pitching media events.

The position is also responsible for maintaining the Congresswoman's website, managing her various social media accounts and coming up with creative new ways to enhance her new media presence.

This is not an entry-level position; ideal candidate will have 2-3 years of experience working with various digital platforms, developing websites, editing videos and managing social media accounts for a political candidate or elected official.

Previous Capitol Hill or campaign experience is preferred.

Qualified candidates should submit a cover letter, resume and two writing samples to Ryan.Brown@mail.house.gov.

Please put “Communications Assistant” in the subject line.

MEM-179-20 Midwestern Republican office is looking for a **Legislative Assistant**.

Responsibilities will include drafting and advancing legislation; preparing talking points, vote recommendations, and other legislative materials; monitoring and analyzing legislative developments, committee proceedings; and representing the Member in meetings with constituents and stakeholders. Portfolio of issues will include Healthcare, Education, Second Amendment, Homeland Security, Oversight and Government Reform, and others as needed.

Successful candidates must be proactive, possess exceptional organizational skills and attention to detail, and be interested in working in a fast-paced office environment. Candidate must be professional and able to protect the integrity of personal and confidential information.

Candidates should have at least one year of policy experience. Interested applicants should email a resume and cover letter with Legislative Assistant in the subject line to RepJobResume@gmail.com.

No phone calls or drop-ins.

MEM-178-20 Rep. Robert C. “Bobby” Scott (VA-03) seeks a **Staff Assistant/Legislative Correspondent** for his personal office, to assume the responsibilities of managing the front office, greeting visitors and managing the mail program.

Daily tasks include answering telephones, conducting and organizing tours, processing flag requests and performing other administrative tasks as required. Management of the mail program will include answering constituent correspondence, conducting any research necessary to formulate an adequate response, developing and maintaining a collection of prepared text for use in responding to constituent mail, drafting and updating form letters to respond to a large number of letters on the same issue, as well as providing assistance and training to interns as needed.

Successful candidates will be given the opportunity to oversee a small legislative portfolio. Applicants should be highly-motivated, detail-oriented professionals with strong organizational and time-management skills, as well as having a positive attitude, and take pride in their work. Applicants with ties to the 3rd Congressional District of Virginia are strongly encouraged to apply. Hill Experience and proficiency in Intranet Quorum (IQ) preferred.

Please e-mail cover letter and resume to jobs.va03@mail.house.gov.
Absolutely no phone calls, e-mails or walk-ins, please.

The Office of Representative Robert C. “Bobby” Scott is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment.

MEM-175-20 “Democratic Leadership office seeks an innovative, diligent and solutions-oriented individual to create, manage and track the success of digital and social media campaigns and messaging, maintain a weekly posting schedule for all social media platforms and assist the Digital Director as-needed.

The **Digital Manager** is responsible for crafting social media content along with managing digital projects with a focus on opportunities for growth and expansion. The Digital Manager will also assist and serve as a thought partner on implementation of social media, design, cross-departmental projects as-needed and other critical Caucus projects.

The Digital Manager will also supervise the Digital Assistant and department interns including reviewing and editing content, providing feedback and serving as a cross-team editor on digital and written content. The Digital Manager will report directly to the Digital Director. Candidates must be proactive project managers, excellent writers, meticulous proofreaders and have at least two years of experience managing digital campaigns and/or social media programs in a fast-paced environment.

Candidates with strong proficiency in photography, audio/video editing, Adobe Creative Suite products (e.g. InDesign, Photoshop, Premiere Pro and Illustrator) are strongly encouraged to apply. Fluency with social media platforms including Twitter, Facebook, Instagram and Snapchat is required.

This office is an equal opportunity employer committed to a diverse and inclusive workforce and does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity or disability.

Women and minority applicants are encouraged to apply.

To apply, please send PDFs of resume, cover letter, social media writing sample and digital portfolio / website links and three professional references to DemCaucus.Jobs@mail.house.gov with name and “2020 Digital Manager Application” in the subject line.

Absolutely no phone calls or drop-ins please.”

MEM-171-20 Orange County Democrat seeks a **Field Representative**. The ideal candidate is proactive, highly- organized, detail-oriented, friendly, and has strong

written and verbal communication skills in both English and a second language. Preference will be given to candidates who are fluent in Spanish, Farsi, Mandarin, or Korean.

The Field Representative will serve as the Congresswoman's in-district liaison for a broad portfolio of issue areas and constituency groups.

Responsibilities and expectations include, but are not limited to:

- Write, develop, and execute a strategic plan to build connections between community members and the Congresswoman
- Establish and maintain in-district stakeholder relationships
- Be knowledgeable on issue areas regarding the district and the Congresswoman's priorities
- Plan and execute in-district events, including preparing written briefs and memos
- Conduct outreach to constituents to inform and promote office services
- Write constituent correspondence relating to issue areas
- Regularly communicate with DC counterparts on issues, events, and communications

The Field Representative will be required to work some evenings and portions of weekends to accommodate community events and constituent needs. Reliable car transportation is needed to travel within the district; mileage is reimbursed.

Candidates should submit a cover letter and resume to dd451b@gmail.com with "Field Representative" in the subject line.

This office is an equal opportunity employer and all qualified candidates are encouraged to apply.

MEM-168-20 The House Judiciary Committee's Subcommittee on Immigration and Citizenship (Majority) seeks a **Legislative Aide/Professional Staff Member** to handle clerking responsibilities; provide support to Subcommittee Counsels on legislative, procedural, and policy matters; and complete administrative tasks.

Duties include:

- Preparing and circulating official notices and materials, maintaining official hearing records, and staffing Subcommittee hearings and markups.
- Preparing for hearings and markups by assisting Subcommittee Counsels with written materials for Members, vetting and preparing witnesses, and coordinating with Subcommittee Member offices on hearing and markup logistics.
- Providing support to Subcommittee Counsels and Democratic Member offices on immigration-related legislative and policy matters, as well as

procedural issues relating to Committee business.

- Assisting with Subcommittee investigations and other oversight activities, including by maintaining and analyzing document productions provided by government and nongovernmental entities.
- Providing administrative assistance to the Subcommittee, including answering phone calls, managing incoming and outgoing correspondence, and logging and tracking bills referred to the Subcommittee.

Candidates must be highly organized, detail-oriented, and capable of thriving in a fast-paced and rapidly changing environment. Candidates should have prior Hill experience, ideally with a Congressional Committee. Previous immigration policy experience is a plus, but not required.

The Committee strives to ensure that our staff reflects the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply.

The Committee does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

Please send a resume and cover letter to JDEM.job@mail.house.gov and include "Legislative Aide" in the subject line.

MEM-165-20 Southern Member seeks a **Staff Assistant** for their Washington, D.C. office. Qualified applicants should be motivated self-starters, highly organized, detail-oriented, able to multitask, have exceptional interpersonal skills, and ability to thrive in a fast-paced environment.

Candidates must demonstrate excellent "people skills," most importantly displaying personability in all interactions, and a strong commitment to providing outstanding constituent service.

The ideal candidate should: be able to think on their feet, be a problem-solver, show keen attention to detail and an ability to multi-task, demonstrate excellent oral and written skills, maintain a positive demeanor, and demonstrate resilience in a busy environment.

Primary responsibilities include: managing the front office, including answering, appropriately logging, and directing telephone calls; greeting visitors; monitoring office deliveries; distributing hard and electronic mail; and other administrative duties.

The Staff Assistant will also serve as the office tour coordinator and will be responsible for managing constituent requests for Capitol and White House tours, as well as constituent requests for flags flown over the Capitol.

Please submit a resume as well as a list of references to congressionaljobs2805@gmail.com with “Staff Assistant” in the subject line.

MEM-162-20 Legislative Assistant and Professional Staff Member

Chairman Gerald E. Connolly seeks an exceptional, self-motivated candidate to staff Mr. Connolly on all Committee on Oversight and Reform activities. The position is shared between the personal office and the Subcommittee on Government Operations.

The position offers the opportunity to help lead an effective and fast-paced Subcommittee with a broad jurisdiction and significant legislative authority. The Subcommittee has a wide reach and seeks to improve government across the entire enterprise of its operations.

Responsibilities include, but are not limited to:

- designing and preparing congressional hearings;
- working with multiple stakeholders to design legislative solutions to address complex national policy concerns;
- writing statements and speeches;
- conducting legal and factual research;
- drafting memoranda;
- ensuring Government Operations priorities are reflected in appropriations and defense authorization bills;
- engaging the Chairman’s constituents and ensuring their needs and priorities are reflected in Committee oversight and legislation;
- and leading oversight initiatives.

The Chairman is particularly interested in candidates with a deep knowledge of and an interest in engaging:

- oFederal information technology modernization and improvement;
- oSafe agency adaptation of new technologies and IT security practices, including cloud computing;
- oIssues of federalism and engaging state, local, and tribal governments;
- oEnsuring the federal workforce, including civil servants and contractors, have the resources they need to serve the nation;
- oWays to prevent the Trump Administration from damaging a merit-based civil service and our federal oversight infrastructure of federal inspectors general.

The individual who fills this role will have the opportunity to influence federal IT policy across the government and to help the Chairman find new ways to use oversight to encourage agencies to improve their technology postures and ensure the acquisition of technologies that can improve every operation of our federal government.

The right candidate will serve as a critical leader of a close-knit team and will have the opportunity to work both with the full Committee and with Chairman Connolly's personal office staff.

This person will keep Chairman Connolly fully informed of and staff all Oversight and Reform Committee events and activities and be an integral member of the personal office and subcommittee staff.

Qualifications: Applicants should have (i) an interest in public service and (ii) expertise in some of the areas described above (iii) the ability to work closely with a team and remain entrepreneurial. They also must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Applicants should be willing to be in the office full time and be able to attend work duties on some evenings and weekends.

The Office is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment.

Applications: Interested applicants should apply to this position by emailing a cover letter and resume to Government.Operations@mail.house.gov with "Oversight" in the subject line.

No phone calls or drop-ins please.

MEM-157-20 The House Office of Diversity and Inclusion is seeking to hire a **Research and Data Analyst**. In this capacity the Analyst will be responsible for leading data and research collection and analysis for the Office of Diversity and Inclusion.

This individual will lead the development of the required diversity report, maintain key metrics and key performance indicators for the Office, and serve as a resource for external and internal diversity best practices.

This individual will also serve as the project manager for any consultants and/or contractors with whom the Office may engage to support the completion of the diversity report and to develop relevant diversity and inclusion-based training, in collaboration with the Congressional Staff Academy.

Key Responsibilities:

- This staffer will assist in the translation of research findings into materials that staff can effectively utilize in their engagements with Members and Member offices.
- Provide research support on diversity and inclusion studies, techniques and

tools.

- Serve as project manager for the diversity report and, where necessary, direct and coordinate activities of external consultants.
- Research and study best practices for retention and growth in House employing offices.
- Lead data tracking and reporting with a focus on performance and results.
- Prepare regular updates and briefing documents on research that is relevant to House employing offices.
- Assist with the development and delivery of training sessions and, as needed, conduct presentations at professional conferences and meetings.

Qualifications:

Master's degree in social or behavioral sciences or related field; or equivalent level of experience providing technical assistance, data collections and/or research.

- Must have knowledge and experience in diversity, equity, and inclusion research efforts, ideally with a strong background in curriculum development. Current working knowledge of coalition functioning, evaluation and research.
- Quantitative and qualitative evaluation and research skills.
- Expertise using relevant software.
- Customer-service orientation and ability to work harmoniously with a diverse team.
- Ability to work under deadline pressure and extra hours if needed on assignment.
- Demonstrated ability to self-motivate, initiate project activities, and work on multiple assignments simultaneously.
- Extensive computer skills, including data input.

Interested candidates should send an email to Diverse.House@mail.house.gov with "Research and Data Analyst" in the subject line and. Women, minority, veterans, people of all political ideologies, and LGBTQ+ candidates are strongly encouraged to apply.

No phone calls or drop-ins please.

MEM-155-20

The House Office of Diversity and Inclusion is seeking to hire two (2) **Professional Staffers of Member and Candidate Services**. The professional staffers will be responsible for corresponding and providing direct support to House employing offices in the areas of diversity and inclusion training, consulting and applicant placement.

These individuals will also be responsible for corresponding and providing direct support to candidates by providing applicant coaching and preparedness services.

Position requires exceptional interpersonal skills, a hospitality-minded approach, excellent organizational skills and attention to detail. The ideal candidate will have experience working on Capitol Hill and will bring experience in office administration, database system management, program management and event planning.

Key Responsibilities:

- Establish relationships with House employing offices.
- Determine Member office staffing needs through initial assessment and ongoing meetings.
- Drive increased participation in programs and services.
- Create and maintain diversity and inclusion resource materials (diversity and inclusion handbook, best practice documents, etc.) for dissemination to House employing offices.
- Database management for candidate selection and placement.
- Conduct initial assessment for applicants including resume reviews and advising.
- Conduct mock interviews and exit interviews for applicants.
- Represent the Office at internal and external engagements as needed.

Qualifications:

Bachelor's degree and a combination of knowledge and experience in diversity and inclusion issues in the public and/or private sectors. The individual must be a self-starter with a history of working collaboratively with a diverse cross section of stakeholders. Experience in building consensus and gaining support around challenging issues.

- Experience with program management and implementation.
- Experience with computers and working knowledge of Word, Excel, and social media.
- Management experience in hiring, and supervision of staff.

Interested candidates should apply by following the instructions here <https://house.csod.com/ux/ats/careersite/1/home/requisition/84?c=house>. Candidates will be asked to upload a cover letter, resume, and two writing samples.

Salary commensurate with experience.

Women, minority, veterans, people of all political ideologies, and LGBTQ+ candidates are strongly encouraged to apply.

No phone calls or drop-ins please.

MEM-154-20 The House Office of Diversity and Inclusion is seeking a **Communications Manager**. The communications manager will be responsible for helping to “tell the story” of the office with internal and external audiences.

This individual will develop and drive communications and outreach efforts targeting House Offices, ensuring that they are aware of the ways in which the House Office of Diversity and Inclusion can support diversity objectives.

This individual will also help to communicate the diversity “business case,” and support writing and creative needs for the Office.

Successful candidate must be results-driven and proactive in the application of innovative and creative approaches to drive engagement with House Offices.

Key Responsibilities:

- Responsible for the development/production of content across multiple platforms including photography, videos, infographics, and other creative executions for Member offices, events, trainings and research products.
- Manage the Office of Diversity and Inclusion web site, newsletter, and social media platforms. Activity includes drafting and scheduling content, monitoring for mentions, identifying opportunities for engagement, updating follower lists, and keeping up with social media trends.
- Repurpose existing content and find opportunities for new content.
- Support the House D&I program with writing and implementation as needed.
- Perform other duties and projects as assigned

Qualifications:

- Bachelor's degree or equivalent experience in Digital Communications, Publishing, or Content Production.
- Have a strong knowledge of social media and content trends, and emerging technologies and platforms. Have a working knowledge of digital and social media metrics.
- The ideal candidate will have a background in photography and video production and editing and have a strong focus on storytelling.
- Experience with social media community management required
- Excellent writing skills required
- Design knowledge strongly preferred
- Extensive experience handling multiple projects from ideation to final delivery
- Knowledge and understanding of Canva, Adobe Creative Cloud apps including Premiere Pro, Photoshop, Illustrator, Media Encoder and After Effects are preferred.

Interested candidates should send an email to Diverse.House@mail.house.gov with “Communications Manager” in the subject line and include a cover letter, resume, a writing sample, and digital portfolio.

Salary commensurate with experience.

Women, minority, veterans, people of all political ideologies, and LGBTQ+ candidates are strongly encouraged to apply.

No phone calls or drop-ins please.

MEM-512-19 Southern Republican seeks an experienced and enthusiastic **Legislative Assistant** to cover their work on Homeland Security Committee issues, among others.

The ideal candidate will have 3-5 years of experience, ideally 2-3 on the Hill, as well as a solid grasp of House procedures and a deep understanding of relevant policy. This is not an entry level position.

Excellent writing, verbal and organizational skills are essential along with the ability to be a self-starter while working in a fast-paced environment.

Job responsibilities will include drafting legislation, writing hearing statements and legislative memos, and preparing briefing materials.

Qualified candidates should include in their application a resume and professional references.

Please send applications to congressionaljobs2805@gmail.com with “Legislative Assistant” in the subject line.

MEM-428-19 Email: cademhouseoffice@gmail.com
Position Available: **Senior Staff**
Office/Location: California
Closing Date: Until filled
Salary Level/Range: Commensurate with experience
Proposed Starting Date: Immediate

Job Summary:

Qualified candidates should have a minimum of 2 years’ experience managing a team, possess excellent oral and written communications skills, highly organized, meet deadlines, and manage multiple projects.

A flexible schedule and ability to travel throughout the district is required. Equal opportunity employer.

Interested applicants should submit a cover letter, resume, and writing sample to cademhouseoffice@gmail.com please include Senior Staff in the subject line.