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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.

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<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of December 16, 2013**

**MEM-375-13**

Congressman Aaron Schock (IL-18) seeks an experienced Communications Director to manage a fast-paced press operation. Strong speech writing skills are a must as duties include: working with the Congressman to help craft talking points, speeches and op-eds; writing press releases and e-newsletters; booking and pitching media outlets nationally and in district; and maintaining and updating the Member's website. The ideal candidate has demonstrated creative writing and speech writing skills. In addition, the job requires one to be innovative and proactive in growing district and national media opportunities for the Congressman. Must have the ability to work with diverse media outlets, write well under a deadline, and have experience working in communications. Qualified applicants should send resume and writing sample to [IL18resumes@gmail.com](mailto:IL18resumes@gmail.com).

#### **MEM-374-13**

Freshman Democratic Member seeks an organized, energetic and savvy Legislative Assistant to handle the Member's work on the House Financial Services Committee, with a focus on economic development, affordable housing and infrastructure needs of America's legacy cities. The selected candidate will be joining a fast-paced, team-oriented Washington, DC office.

Duties include preparing and staffing the Member for committee hearings and markups, monitoring legislative developments within Committees and on the House floor; developing and advancing legislation and other policy priorities of the Member, contributing to floor speeches and other external communications, researching and advising the Member on bills and other issues, representing the Member in meetings, and drafting constituent correspondence. This legislative portfolio will also include additional issues outside of the HFSC work.

Applicants must have superior organizational skills, strong written and oral communication skills, and strong interpersonal skills, be able to multi-task and thrive in a fast paced environment, and have poise, patience and a sense of humor. Prior experience in economic development and community/urban planning strongly preferred. Michigan ties a plus.

Please email a resume and cover letter to [Michigan05jobs@gmail.com](mailto:Michigan05jobs@gmail.com) with "Legislative Assistant" in the subject line.

#### **MEM-373-13**

Ohio Republican House Member seeking press assistant to join staff. Applicants should be self-starting, hard-working and creative. Must have strong writing and verbal skills and be extremely detail oriented. Job responsibilities include: managing all new media platforms (Facebook, Twitter, You Tube and Instagram), updating the web site, writing press releases and columns, creating videos and graphics, taking photos and running telephone town halls. Experience with new media, HTML, Final Cut Pro, Movie Maker and Photoshop helpful. Possibility of eventual promotion to press secretary a possibility based on job performance over time. Interested applicants should send cover letter, resume and writing sample to [oh.ushouse.job@gmail.com](mailto:oh.ushouse.job@gmail.com).

#### **MEM-370-13**

Press Secretary - Senior Republican seeking press secretary with superior writing skills who is energetic, creative, strategic, and quick-thinking. The successful candidate is a self-starter who is politically astute and can quickly master a range of issues in time-sensitive situations. Responsibilities include, but limited to: drafting/distributing press releases; writing weekly newsletters, Op-Eds; maintaining and updating website content; preparation of talking points and speeches; establishing and maintaining strong relations with district and DC media and executing an aggressive earned local media campaign. New media skills are a must, including knowledge of video, audio and/or photography and editing in those mediums as well as social media. No phone calls. Email resumes to [PA.Resumes@mail.house.gov](mailto:PA.Resumes@mail.house.gov).

**MEM-361-13**

**COMMUNICATIONS DIRECTOR** - California Democrat (Rep. Jerry McNerney) seeks experienced communications director to develop and execute aggressive long-term media and outreach plan.

Responsibilities include serving as chief spokesperson, successfully pitching stories and press events to both national and local media entities, responding promptly to media inquiries, effectively messaging policy and other priorities, maintaining an aggressive new media profile, preparing the member for live interviews, writing press releases, and producing op-eds, speeches, talking points, and franked mail.

Excellent written and oral communication skills, strong editing and proofreading abilities, and the desire to work collaboratively with a team in a fast-paced environment are required.

Candidate must work closely with the Member and staff.

Ideal candidate would be politically astute and have a good sense of humor.

Desired qualities include political communications experience and the ability to respond to challenging situations quickly and strategically. This position requires non-traditional hours and travel to the District.

California (District) ties and Capitol Hill experience are a plus. Qualified applicants should submit a cover letter, resume and two writing samples to:

[McNerney.Resumes@mail.house.gov](mailto:McNerney.Resumes@mail.house.gov) No calls or drop bys, please.

**MEM-356-13**

Freshman Midwestern Democratic Member seeks an organized, detail oriented and energetic **Scheduler/Office Administrator** for a fast-paced, team-oriented Washington, DC office. Primary duties include structuring and managing the Member's daily schedule; coordinating the Member's travel and logistical details of meetings; handling the Member's personal correspondence; fulfilling various administrative duties including prepare/process office payments, and ethics/disclosure compliance; and, working closely with other staff members in the district and in DC to facilitate meetings. Additionally, the Scheduler/Office Administrator will work to ensure smooth overall office operations. Applicants must have superior organizational skills, strong oral and written communication skills, and strong interpersonal skills, be able to multi-task and thrive in a fast paced environment, and have poise, patience and a good sense of humor. The successful candidate will be a discreet, politically savvy, self-motivated, and very organized with the ability to successfully interact with different personality types. Additionally, the successful candidate must be strategic thinker who can navigate competing demands to maximize the Member's time and come to anticipate the Member's needs.

Please email a resume and cover letter to [Michigan05Jobs@gmail.com](mailto:Michigan05Jobs@gmail.com) with "Scheduler/Office Administrator" in the subject line. Prior scheduling and administrative experience strongly preferred and Michigan ties a plus. This is not an entry level position and salary will be commensurate with experience.

**MEM-349-13**

Florida Leadership House Democrat seeks highly motivated and experienced **Communications Director** to handle press, speech-writing and communications and messaging strategy. Candidates must have excellent writing skills, on-the-record press experience, strong political instincts, and new media experience. Candidates must thrive in a fast-moving, aggressive communications environment; be team-oriented, nimble, creative and strategic; and have a positive, can-do attitude. The Communications Director also develops working relationships with print, electronic and social media press as well as communications teams in other congressional offices and the Executive Branch to coordinate and execute the Member's overall communication efforts. This position provides an opportunity to work for a highly engaged, energetic Member of Congress who has a successful record of improving the lives of women, children, seniors and fighting for the middle-class. Equal opportunity employer. Salary commensurate with experience. Hill experience and Spanish literacy is a positive. Please send resume to [DCResumes@mail.house.gov](mailto:DCResumes@mail.house.gov). No emails, phone calls or drop-bys please.