



House Vacancy Announcement and Placement Service (HVAPS)

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Washington, D.C. 20515
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MEMBER AND COMMITTEE VACANCY LISTING

Week of December 3, 2018

- MEM-466-18** House Rules Committee Democratic staff seeks a new professional to join the team as a **Staff Assistant**. Qualifications include having experience working in a fast-paced environment where detailed accuracy and organization is vital; being willing to pitch in and do whatever helps the team as a whole, large or small; and the ability to work full-time and late hours when Committee business requires it. Ideal candidate will have previous experience working on Capitol Hill (including as an intern); has experience writing clearly and concisely in a professional environment, and is able to start immediately. Massachusetts ties are a plus. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. To apply, please send both a resume and a brief cover letter explaining why you want to join the Democratic staff of the House Rules Committee to DemRulesJobs@mail.house.gov

MEM-465-18 **LEGISLATIVE ASSISTANT:** Northeast Democrat seeks legislative staffer to handle diverse policy portfolio. Candidates should be accomplished at drafting, advancing, and analyzing legislation, monitoring legislative developments, conducting research, and drafting vote recommendations. Ideal candidates will have strong organizational and time management skills; excellent written and verbal communication skills; positive attitude and disposition suited to the work environment; solid knowledge of the legislative process; and an ability to work under pressure and meet deadlines in an unpredictable work environment. This is not an entry-level legislative position. New Jersey ties are a plus but not required. Women and minority candidates are strongly encouraged to apply. Interested parties should e-mail a cover letter and resume to NJ10resumes@gmail.com with the following subject line: First name Last Name - Legislative Assistant. No phone calls, faxes, or walk-ins, please.

MEM-464-18 **Staff Assistant**
Midwest Republican Congressman seeks a Staff Assistant to manage day-to-day office operations, process flag and tour requests, and manage the office's intern program. Duties include answering phone calls, greeting visitors, and assisting the Chief of Staff and Legislative Team as needed. Successful candidates must be professional, demonstrate ability to quickly address and solve problems, have strong writing skills, and possess exceptional organizational skills and attention to detail. Candidates must be able to thrive in a dynamic office environment. Prior experience on Capitol Hill is preferred but not required. Please send resume and cover letter with STAFF ASSISTANT POSITION in the subject line to MNHouseJobs@gmail.com. No phone calls or drop-ins.

MEM-463-18 **Deputy Scheduler**
Midwest Republican Congressman seeks a Deputy Scheduler in their Washington, D.C. office to assist the Scheduler. Duties will include responding to scheduling requests and invitations in a timely and professional manner, working closely with the appropriate staff to gather all pertinent advance materials, assist in coordinating the Member's travel and working closely with the Scheduler to manage the Congressman's calendar. Successful candidates must possess exceptional organizational skills and attention to detail, able to multi-task, and be able to work in a fast-paced and dynamic office environment. Candidate must be professional and able to protect the integrity of personal and confidential information. Administrative experience on Capitol Hill is preferred. Interested applicants should email a resume and

cover letter with DEPUTY SCHEDULER POSITION in the subject line to MNHouseJobs@gmail.com. No phone calls or drop-ins.

MEM-462-18 Rep. Elijah E. Cummings is seeking a detail-oriented communications professional to join the staff of Oversight and Government Reform Committee as **Deputy Press Secretary**. The ideal candidate should be a strong writer, a proactive team player, experienced with local and regional media markets, and able to multi-task in a fast-paced environment. This position reports directly to the Communications Director.

Key Responsibilities

- Assist with press releases, statements, talking points, and other key press documents.
- Monitor press coverage and identify opportunities to disseminate our message to local and regional media markets.
- Build and maintain relationships with key local and regional reporters.
- Monitor the press inbox and phone line for media inquiries.
- Manage press for multiple subcommittees.
- Assist with creating digital products for social channels.
- Compile and distribute local and national press clips.
- Conduct extensive research.
- Create and maintain press lists.
- Maintain archives on multiple subject matters.
- Other duties as assigned.

Minimum Qualifications

- A Bachelor's degree in Journalism, English, Public Relations, or a closely related field preferred.
- A minimum of two years of media relations and/or social media coordination experience.
- Experience with local and regional media markets.
- A strong ability to research and analyze information.
- A strong ability to perform multiple tasks accurately and efficiently in a fast-paced environment.
- Previous Hill experience a plus.

To Apply

Submit a cover letter and resume to oversightpress@mail.house.gov with Deputy Press Secretary in the subject line. Applications will be accepted until the position is filled. Please, no drop-by applications or phone calls.

MEM-460-18 Press Assistant

The Energy and Commerce Committee Democratic Staff seeks a motivated and hardworking communications professional to join fast-paced communications team as a press assistant. Responsibilities include drafting news releases, social media posts, op-eds and talking points; designing graphics for both social media and web content; monitoring social media for trending topics; maintaining and updating press lists; and compiling daily press clips. Qualified candidates must have excellent written and oral communication skills, a proven ability to perform under pressure while juggling multiple tasks and sound political judgment. Prior Hill or campaign communications experience, as well as professional social media and digital experience (including graphic design and photo and video editing), is preferred. Women and minority candidates are strongly encouraged to apply. Qualified candidates should submit a cover letter, resume and two writing samples to ecdjobs@mail.house.gov. Please no walk ins or phone calls.

MEM-459-18 Press Secretary

The Energy and Commerce Committee Democratic Staff seeks a motivated and hardworking communications professional to join fast-paced communications team to manage communications for our Energy and Environment subcommittees. Responsibilities include writing communications materials (news releases, statements, op-eds, and talking points); managing press inquiries; maintaining strong relationships with reporters who cover the committee; and coordinating with the communications staff of committee members. Qualified candidates must have excellent written and oral communication skills; the ability to comprehend and summarize complex legislation quickly; a proven ability to perform under pressure while juggling multiple tasks; and sound political judgment. Candidates should have at least 3 years of experience in a relevant field. Women and minority candidates are strongly encouraged to apply. Prior Hill, energy/environmental communications, or campaign experience is preferred. Qualified candidates should submit a cover letter, resume and three writing samples to ecdjobs@mail.house.gov. Please no walk-ins or phone calls.

MEM-457-18 Democratic full committee office seeks **staff assistant**. This individual will be responsible for answering phones, sorting mail, greeting visitors, and other duties as assigned. Interested applicants should possess an outgoing personality, have the ability to multi-task, and possess strong organizational skills. Proficiency in Spanish is required. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Please send cover letter and resume to hsbcdems@gmail.com with the position name in the subject line.

MEM-456-18 The Committee on Education and the Workforce, Democratic Staff is currently seeking a **Deputy Clerk** to assist the Chief Clerk in the 116th Congress. Duties include, but are not limited to archiving and records keeping, notices and circulations, official filings, editing letters and reports, hearing, markup and conference logistics and proceeding, bill drops and floor logistics, redlines, updates to the website, managing intern and fellowship program, maintaining the documents room, updating and maintaining the Committee Calendar and all other duties as assigned. Candidates should possess exceptional organizational skills, be comfortable with public speaking, and have excellent writing and research skills. The Deputy clerk will be required to assume all clerking duties in the absence of the Chief Clerk. Previous congressional experience is highly encouraged. Salary commensurate with experience. Interested applicants should email their cover letter, resume and writing sample to jobs_ewdems@mail.house.gov. To ensure proper identification, please put "DEPUTY CLERK APPLICATION" in the subject line.

MEM-454-18 House Committee on Judiciary Democrats seek a motivated, creative, digital-savvy strategist to serve as **Digital Media Manager**. Responsibilities include:

- Developing the Committee's social media strategy;
- Drafting social media posts;
- Maintaining and updating the website;
- Creating graphics;
- Creating videos;
- Compiling and distributing news clips;
- And working on special projects.

Candidates must have strong writing skills, experience working in digital media, and the ability to work under tight deadlines. Please send a writing and graphic sample, along with a resume and cover letter to HouseJudDemsJob@mail.house.gov. Minorities, women, and LGBTQ persons are strongly encouraged to apply. This is not an entry level position.

MEM-448-18 New York Congressman is seeking an experienced **press secretary** to join his DC office. The press secretary is responsible for developing and executing a media strategy, which includes writing press releases, talking points, and op-eds, while also managing the Member's social media pages, web site, pitching story ideas and working closely with reporters. Must have on-the-record experience and strong writing skills. Candidates with NY ties a plus. This is not an entry level position.

Please send resume and writing sample to ny03.resumes@gmail.com. Phone calls and drop-ins not accepted.

MEM-443-18 Senior Energy and Commerce Democrat seeks a Climate Change and Environment **Legislative Assistant**. The primary responsibilities for this position will be leading the Member's existing climate initiatives, identifying new areas for legislative action, and coordinating with other Members and outside stakeholders. Additional duties will be based on experience and include other environmental and natural resources priorities.

This is not an entry level position. Significant experience working on climate policy is required and previous Hill experience is preferred. The ideal candidate will be creative and proactive, possess a strong work ethic, and be able to have fun while maintaining a busy schedule. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Interested applicants should send a resume, cover letter, and writing sample to seniordemclimatejob@gmail.com.

- MEM-442-18** **PRESS ASSISTANT:** The Democratic staff of the House Committee on Education and the Workforce is seeking a professional, dependable, and enthusiastic Press Assistant. Duties will include drafting press releases, statements, and other press materials. The press assistant will also be responsible for maintaining press lists, compiling and distributing daily press clips, media monitoring, and other tasks as assigned. The best candidates will have a degree in journalism, communications, political science or a related area, and experience with creating and executing press events. Capitol Hill, media, communications or campaign internship experience is preferred. This is an entry-level position. Please send a resume, cover letter, and one short writing sample to edlaborpressjobs@mail.house.gov. **Accepting applications on a rolling basis through December 7th.**
- MEM-441-18** **STAFF WRITER:** The Democratic staff of the House Committee on Education and the Workforce is seeking a professional, dependable, and creative Staff Writer. Duties will include drafting talking points, speeches, quotes, opinion pieces, and other materials for the Committee. The ideal candidate will be resourceful proactive, have strong writing skills, and a working knowledge of the legislative process and Hill press operations. Candidates should have at least 4 years of experience in a relevant field. Capitol Hill or campaign experience preferred but not required. Please send a resume, cover letter, and one short writing sample to edlaborpressjobs@mail.house.gov. **Accepting applications on a rolling basis through December 7th.**
- MEM-440-18** **DIGITAL MANAGER:** The Democratic staff of the Committee on Education and the Workforce is seeking a motivated, creative, and organized Digital Communications Manager. The Digital Manager will be charged with developing, implementing, and executing a digital strategy to effectively communicate with the public and grow the Committee's online presence. Daily responsibilities will include developing creative content, managing the Committee's website, and coordinating digital media strategy with Member offices and stakeholder groups. The ideal candidate will be resourceful and proactive, have strong graphic design and video editing skills, and a working knowledge of the legislative process and Hill press operations. Candidates should have at least 4 years of experience working in digital communications. Capitol Hill or campaign experience preferred but not required. Please send a resume, cover letter, and one short writing sample to edlaborpressjobs@mail.house.gov. **Accepting applications on a rolling basis through December 7th.**

MEM-439-18 The Office of Rep. Justin Amash (MI) is seeking a bright, creative, and hardworking **staff assistant** to join our Washington, DC-based team.

The staff assistant will be responsible for answering phones, processing mail, assisting with constituent requests for information, coordinating tours, drafting correspondence, and other administrative duties and projects as needed. The person also will handle some light press assistant duties, including compiling press clips, monitoring media, drafting e-newsletters and press releases, updating the website, and fielding some media inquiries.

The successful applicant will be personable, organized, and committed to individual liberty, economic freedom, the Rule of Law, and the Constitution. The applicant must possess excellent communication and time-management skills, the ability to exercise sound, independent judgment, and the ability to work cooperatively and courteously with others.

Applicants must have a BA or equivalent. Hill experience is not required.

To apply, please send a résumé, cover letter, and two writing samples to applydc@amash.com. Please include "staff assistant applicant" in the subject line. No walk-in applicants or phone interviews.

MEM-438-18 Senior Democratic Member seeks a **Communications Director** to lead a fast-paced press shop. The ideal candidate must be a talented writer, capable of producing speeches, op-eds, floor statements, press responses, briefing memoranda, and talking points under tight timelines. The Communications Director will also manage the Member's national media profile and coordinate with the Digital Media Manager to implement a robust digital media strategy.

An understanding of the legislative process, an ability to quickly grasp and distill policy issues, and excellent oral and written communications skills are required. The successful candidate will also be a team player who work well with others. This is not an entry-level position. Candidates should have previous Capitol Hill experience and a proven record of securing national press coverage for their boss' work.

The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Interested applicants should send a resume, cover letter, and writing sample to seniordemcommsjob@gmail.com.

MEM-437-18

TITLE: Legislative Director

REPORTS TO: Member and the Chief of Staff

CORE RESPONSIBILITIES:

- to advise the Member on all legislative areas;
- to assist in development of policy positions and legislative initiatives; and
- to manage and supervise the office's legislative staff.

MINIMUM QUALIFICATIONS:

- at least 3 years of legislative experience;
- at least 1 years of management experience;
- strong academic credentials;
- strong leadership and organizational skills;
- excellent oral and written communication skills;
- ability to work well under pressure;
- thorough knowledge of the legislative process; and
- availability to work long hours and at night.

PREFERRED QUALIFICATIONS

- at least 5 years of legislative experience
- at least 2 years of management experience
- completion of an advanced degree
- experience in and/or knowledge of New York state government and politics; particularly upstate New York

DUTIES:

- ensures that the legislative staff is properly focused on the Member's legislative goals;
- works to formulate positions on legislative issues;
- monitors legislative activity on the House floor and handles long-term and short-term legislative planning for the Member;
- oversees the progression of bills with which the Member is involved as they move from Committee to the floor;
- recommends strategies and tactics on bills and positions; • assigns legislative staff areas of responsibility;
- trains and supervises legislative staff;
- schedules and directs legislative staff meetings;
- meets with groups of key constituents or other office visitors, as necessary;
- recommends co-sponsorships of legislation to the Member;
- writes and reviews legislative memos;
- hires legislative staff, with approval of the Chief of Staff/Administrative Assistant and the Member, when necessary;
- oversees activities of the office in the absence of the Chief of Staff/Administrative Assistant;
- maintains up-to-date status reports on all legislation affecting the district, legislation in which the Member is a principal sponsor, or legislation which

the Member is a cosponsor;
•monitors and reports on floor action to the Member and the Chief of Staff/Administrative Assistant;
•coordinates responses to all legislative mail;
•assists organizations and constituents in the district with federal matters; and
•performs other duties as assigned.

Please respond with position you are applying for in the subject line with resume and writing sample to nyresume2@gmail.com

MEM-436-18 **TITLE: Staff Assistant**
REPORTS TO: Chief of Staff

CORE RESPONSIBILITIES:

- to answer the telephones;
- to greet visitors to the office;
- to answer constituent requests for general information, tours, and other inquiries;
- to monitor delivery and pickup of materials;
- to maintain front office; and
- to assist with various administrative and legislative duties.
- occasionally driving the member to and from events

QUALIFICATIONS:

- minimum of 1 year office experience; congressional internship experience preferred
- professional telephone manner;
- proficiency in word processing;
- excellent organizational and proofreading skills;
- ability to use photocopier, facsimile machine and other office equipment;
- ability to work cooperatively and courteously with others; and
- availability to work long hours, if necessary.
- valid drivers license

DUTIES:

- answers and screens telephone calls for the Member and other staff members and takes messages;
- greet and screens visitors;
- assists persons who have appointments with the Member or other staff members. Works closely with the Member's Scheduler to ensure that the Member's appointments are on time and that the Scheduler is aware of the visitors' arrival;
- responds to constituent requests for flags, tours and other information;
- maintains handout literature regarding the district and the House;

- signs for deliveries and forwards all materials delivered to the office to appropriate staff members in a timely manner;
- maintains the office answering machine or voice mail;
- ensures that requests for assistance are directed to the appropriate staff member in a timely manner;
- writes down visitor opinions, including full name, address, and all relevant information;
- logs in mail;
- tracks library books from the Library of Congress;
- performs general typing and administrative assignments;
- sends, receives, and distributes materials via the facsimile machine; and
- performs other administrative and legislative duties as assigned.

Please respond with position you are applying for in the subject line with resume and writing sample to nyresume2@gmail.com

MEM-430-18 A Southern Democrat seeks a **Communications Director** to manage an active communications operation. Successful candidates will have superb written and verbal communication skills, be comfortable multi-tasking, have excellent attention to detail, and work well under pressure. Primary responsibilities include (but not limited to) managing press releases, speeches, op-eds, and letters to the editor, and other written material for the Member, managing an active social media presence, managing e-newsletters, and graphic design. The Communications Director will work closely with the Press Assistant and other press team members to finalize press/communication products and strategy. The Communications Director will staff the member during press events, media interviews, and other events as needed. Candidates must be available nights and weekends as situations require. This is not an entry-level position, experience is required. The office is an equal opportunity employer and diverse candidates are encouraged to apply at nchousejobs@gmail.com.

- MEM-428-18** The House Committee on Small Business (Democratic staff) seeks a **staffer** to work on issues related to Small Business Administration Entrepreneurial Development programs. Expertise with SBA programs, including Small Business Development Centers, SCORE, Women's Business Centers, and Veteran's Business Outreach Centers, is required. Candidate must be an outstanding writer, have a demonstrated capacity to generate new ideas, and the proven ability to analyze legislation. The ideal candidate will have strong communication, writing, and research skills. A graduate degree is strongly preferred. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Please send cover letter and resume to hsbcdems@gmail.com with the position name in the subject line.
- MEM-422-18** Senior Democrat seeks **Legislative Assistant, or Senior Legislative Assistant** depending on qualifications, to handle work on the Financial Services Committee and other issues. Candidates should have substantial experience with financial services issues and substantial Congressional experience. The successful applicant will possess strong writing and oral communication skills, work well with others, be comfortable in a fast-paced environment, and understand the legislative process. To apply, please e-mail a cover letter, resume, and three writing samples to financeservicesla@gmail.com. No phone calls or drop-ins please.
- MEM-419-18** Democratic Committee staff seek energetic and entrepreneurial professional to join an active communications office. Duties include but are not limited to: drafting press materials including releases and op-eds; cultivating relationships with the national and trade media; coordinating press conferences and media events; and working with legislative staff to communicate the committee's policy priorities to local and national audiences. Ideal candidate will have experience working in communications, including working on Capitol Hill, or in government or a campaign environment. Strong writing skills essential. Title and salary commensurate with experience. Position reports directly to office's Communications Director and consults regularly with Committee's Deputy Staff Director. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Please send cover letter, resume and brief writing sample to pressjob1923@gmail.com.
- MEM-418-18** Republican Congressman seeks a **Staff Assistant** to manage day-to-day office operations, process flag and tour requests, and act as primary front office staff. Duties will include answering phone calls, greeting visitors, and ordering office supplies. Successful candidates must be professional and friendly, demonstrate ability to quickly address and solve problems, have strong writing skills, possess exceptional organizational skills and attention to detail, and be able to work quickly in a fast-paced environment. Please send

resume and cover letter to NE.01@mail.house.gov. No walk ins or phone calls.

MEM-411-18 The Committee on Oversight and Government Reform is the principal investigative body for the U.S. House of Representatives. Ranking Member Elijah Cummings seeks to fill a **Counsel** position on the Democratic staff.

The ideal candidate will be an attorney with several years of investigative or litigation experience. 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. No unsolicited calls, emails, or drop-ins, please.

MEM-405-18 House Small Business Committee Democrats seek an **Economic Policy Staffer** to manage a broad policy portfolio including, tax, health, retirement, and other economic issues. Core responsibilities include developing and advancing legislation, planning events on key policy priorities, coordinating hearings, staffing Member, and drafting reports. Exceptional writing and analytical skills are a must. Prior Hill, federal agency, private sector or policy think tank experience is preferred. An advanced degree is a plus. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Please send cover letter and resume to hsbcdems@gmail.com with the position name in the subject line.

MEM-404-18 The House Small Business Committee (Democratic staff) seeks a **staffer** to work on issues related to small business technology, telecommunications, and trade policy. Candidate must be an outstanding writer, have a demonstrated capacity to generate new ideas, and the proven ability to analyze legislation. This is not an entry level position. A graduate degree is strongly preferred. Exceptional writing and analytical skills are a must. Prior Hill, federal agency, private sector or policy think tank experience is preferred. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Please send cover letter and resume to hsbcdems@gmail.com with the position name in the subject line.

MEM-403-18 House Small Business Committee (Democratic Staff) is looking for a proactive, experienced oversight and regulatory **counsel**. Responsibilities

include planning and conducting congressional oversight and advising in policy matters related to oversight of issues within the committee's jurisdiction. Additional duties include reviewing and monitoring regulatory issues across the federal government as it pertains to small businesses and drafting comments and official correspondence as necessary. Candidates must possess relevant legal experience, excellent research and writing skills, and strong analytical and communication skills. Must also be a team player and able to work well under pressure and with quick deadlines. Experience with congressional oversight and regulations preferred; Hill experience is a plus. J.D. is required; please no recent graduates. This is not an entry level position. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Please send cover letter and resume to hsbcdems@gmail.com with the position name in the subject line.

MEM-402-18 The House Committee on Small Business (Democratic staff) seeks a **Policy Director** to assist in the daily operations and management of policy staff and assist in coordinating committee activities, such as hearings and roundtables. This position involves day-to-day management responsibilities and requires significant management experience. Candidate must be an outstanding writer, have a demonstrated capacity to generate new ideas, the proven ability to work under pressure and tight deadlines, and sound judgment necessary to evaluate matters that arise before the committee. Only candidates with experience and a comprehensive knowledge in the substantive policy areas within the Committee's jurisdiction will be considered. This is not an entry level position. Previous hill experience is required and an advanced degree is a plus. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Please send cover letter and resume to hsbcdems@gmail.com with the position name in the subject line.

MEM-394-18 Republican Congressman seeks **Staff Assistant** to manage day-to-day office operations, process flag and tour requests, and act as primary front office staff. Duties will include answering phone calls, greeting visitors, overseeing internship program, and ordering office supplies. Successful candidates must be professional and friendly, demonstrate ability to quickly address and solve problems, possess exceptional organizational skills and attention to detail, and be able to work quickly in a fast-paced environment. Please send resume and cover letter to gopwesternjob@gmail.com. No walk ins or phone calls.

