



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 October 29, 2018

MEM-388-18 **Staff Assistant:** Senior Democratic Member of Congress seeks an energetic, organized, creative, self-starter to join the District Office of her very active and visible constituent services staff.

The staff assistant is responsible for coordinating mail and casework distribution; answering the phones; and preparing letters of greetings, condolences and congratulations on behalf of the Member. Responsibilities may also include casework assignments if the District Director finds that the staff assistant can take on such work while paying the required attention to his/her already assigned tasks. The staff assistant also serves as intern coordinator by recruiting, training, scheduling and assigning duties.

The ideal candidate will have a bachelor's degree, significant experience interacting with the public, excellent writing, and communication skills.
Candidate must be a resident of the District of Columbia or willing to move immediately to D.C., if hired.

Interested applicants should send a cover letter, resume, references and two writing samples to DC00.NortonResume@mail.house.gov .

MEM-379-18 U.S. Rep. Lloyd Doggett (D-Texas) seeks a **Senior Legislative Aide** with a minimum of three years of Hill experience. This is not an entry level position. Excellent written and oral communication skills required. Advanced degree a plus. Spanish ability a plus. Send resume, brief writing sample, and three references to DoggettJobs@mail.house.gov. Use title on your email: Senior LA Position. No drop-ins please. Texas ties are a plus though not necessary.

MEM-375-18 “Southern Republican Congressman is seeking a **Staff Assistant/Legislative Correspondent** to join a fast-paced, hardworking team. The ideal candidate will be detail oriented, well organized and must have exceptional interpersonal skills and excellent oral and written communication skills. Responsibilities include, but are not limited to answering constituent phone calls, greeting visitors, leading Capitol tours and assisting the staff by performing various tasks. This position requires an ability to multi-task, prioritize duties, and perform under pressure – all with a keen attention to detail. A car and Tennessee ties are required. Please send resumes to tngopapplications@gmail.com. Phone calls and drop-ins not accepted.”

MEM-371-18 The office of Congresswoman Frederica S. Wilson seeks a **Legislative Director** in her Washington, D.C. office. Responsibilities will include developing and implementing the Member’s legislative priorities, advising her on various issues, and managing the legislative agenda. A well matched candidate will have substantive legislative experience, strong academic credentials and proven leadership and organizational skills. Moreover, the candidate should possess excellent oral and written communication skills, strong editing and proofreading skills, the ability to work well under pressure, an extensive knowledge of the legislative process, and the availability to work long hours.

This is not an entry-level position; only candidates with previous Hill experience and proven knowledge of legislative and political processes will be considered. Law degree, previous capitol hill experience in a leadership position and Florida ties are strongly preferred. **To apply, please submit cover letter and resume in one single pdf to** FL24.Resumes@mail.house.gov and include “Legislative Director” in the subject line by October 31, 2018.

No phone calls or drop-ins please.

MEM-361-18 The District Office of Congresswoman Katherine M. Clark is currently accepting applicants for the position of Military & Veterans **Constituent Service Representative** (CSR). The CSR monitors and updates the Member and District Director on district and local issues as well as serves as a liaison to federal, district, and local agencies for the member and constituents.

This position is responsible for a wide range of outreach, relationship management, event coordination, and correspondence. We're looking for someone who has great judgment, keen political skills, is quick on their feet and ready to seize opportunities (or create them). The ideal candidate is fast but highly detail oriented and is a strong written and oral communicator.

Essential Job Functions Required:

- Acts as the representative for the Congresswoman within his or her area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies;
- Informs the Congresswoman and the District Director of all happenings in his or her assigned issue areas by screening district media sources and interacting with constituents;
- Acts as a liaison to local, state and federal officials and other persons or groups to form effective relationships for the Member;
- Manages at least 1 casework assignment area & assesses casework for problems requiring legislative action and makes recommendations to the District Director and/or Chief of Staff;
- Monitors scheduled district meetings for the Member with constituents;
- Screens and refers cases, when appropriate, to other district offices;
- Prepares periodic reports for the District Director on pending cases and district activities in his or her assigned geographic & 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;
- Performs other duties as assigned.

This is a full-time position.

Education, Skills, & Knowledge Required:

- 3-5 years relevant experience required; experience with the military & veteran's issues preferred.
- Exceptional written & oral communication, organizational and project management skills with an overall execution orientation; track record of effectively managing complex, multi-stakeholder projects;

- Thorough knowledge of legislative process and of House organization and procedures;
- Thorough knowledge of local, state and federal agencies and departments;
- Knowledge of all issues and events in the district in which the Congresswoman is involved;
- Strong political instincts, and a proactive entrepreneurial mindset;
- Grace under pressure; ability to delegate, communicate, and act decisively as well as adapt well to changing priorities;
- Availability & ability to work long, irregular hours including evenings and weekends;
- A professional style that includes flexibility, evenness, and sense of humor.

Interested applicants should submit a cover letter, resume, & 2 writing samples to: Jobs.MA05@mail.house.gov.

All materials will be reviewed on a rolling basis.

MEM-360-18 Oversight and Investigations Committee Staff Position

House Committee on Energy and Commerce, Subcommittee on Oversight & Investigations is seeking a professional **staffer** or **counsel** to work on oversight issues related to the Committee's broad jurisdiction for the Committee's Democratic staff. Areas of expertise under the Committee's jurisdiction preferred, including environment, energy, public health and cyber security. Background in investigations and oversight a plus. Responsibilities include staffing Congressional hearings, overseeing federal agencies, conducting research and investigations, writing and editing, and conducting document review and analysis. Successful candidate will be detail-oriented and possess strong communication and writing skills. Five years of professional experience and J.D. preferred but not required, as experience within the areas of the Committee's public issue area jurisdiction may be equally relevant. Please send resume, cover letter, writing sample, and at least two professional references to ecdjobs@mail.house.gov.

MEM-354-18 Congressman Jimmy Gomez (CA-34) seeks a Los Angeles-based **Digital Content Manager** to join fast-paced, innovative communications team. This individual will report to the Communications Director and responsibilities include: developing long-term and short-term digital plans and strategies; creating, drafting and posting content on all platforms; creating graphics, video and other sharable content; managing and growing the Congressman's

e-newsletter program and overseeing the website. Ideal candidate is a politically savvy, detail-oriented and creative self-starter, who is familiar with social media trends and able to use data to evaluate and improve the digital program. This is not an entry-level position. Previous digital communications experience, on Capitol Hill, a campaign, or at a communications firm, is required. To apply, please email cover letter, resume and digital sample to Gomez.Jobs@mail.house.gov.

MEM-352-18 Virginia Democratic Congressman seeks fulltime **Outreach Representative** in Richmond, VA office. The Outreach Representative will be responsible for cultivating strategic relationships with community leaders and constituent groups, as well as developing and executing an outreach plan for the district. Duties also include coordinating events and initiatives that will promote services that the office provides, organizing events that relate to the Congressman's legislative and district priorities, and monitoring and updating office leadership on local district issues. The Outreach Representative may also be assigned additional short-term or special projects and will be responsible for recruiting and managing office interns. Additional responsibilities include staffing the Congressman at various events and meetings in the district and working on nights and weekends as needed. Access to a vehicle is required. Excellent verbal and written communication skills, organization, and a spirit of teamwork and service also required. Priority given to candidates with Virginia ties and related experience. Interested applicants should send a resume, cover letter, and three references to vaoutreachrep@gmail.com as soon as possible.

MEM-330-18 **U.S. House of Representatives, Committee on Oversight and Government Reform—Counsel** (District of Columbia)

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.

