



U.S. House of Representatives

CAO

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House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING

Week of December 21, 2020

MEM-330-20 The Energy & Commerce Committee, Democratic Staff, seeks a **Legislative Assistant/Junior Professional Staff Member** for the Health Subcommittee to work with the subcommittee staff on issues throughout the subcommittee's health finance and public health jurisdiction. This is not an entry level position.

Responsibilities including drafting memos and preparing background materials for Members and staff, assisting other Health Subcommittee staff in preparation for hearings and markups, drafting letters, and conducting background research in order to support staff in the drafting of legislation and oversight efforts.

Qualified candidates must have at least 3 years of health policy-related experience and be knowledgeable in health finance issues related to Medicare, Medicaid, and the Affordable Care Act, as well as public health issues related to the Food and Drug Administration (FDA), the Centers for Disease Control and Prevention (CDC), and other public health agencies.

Qualified candidates should also have a strong understanding of the Committee process and procedures of the House of Representatives and an ability to perform under short timelines and in a high-pressure environment while juggling competing priorities. Excellent writing and analytical skills are required.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), gender identity, disability, or

age. Please submit a cover letter, resume, short writing sample, and at least two professional references to ecdjobs@mail.house.gov using the subject line Legislative Assistant / Junior PSM Candidate.

MEM-327-20 DC **Scheduler** - California Democrat seeks a highly-organized and detail-oriented Scheduler for Washington, DC office.

Responsibilities include managing and maintaining the Congressman's DC schedule, coordinating travel, handling front office duties, and assisting with office administration.

Qualified candidates should be hard working, possess excellent oral and written communications skills, the ability to multi-task and meet deadlines, and have a positive attitude. Previous scheduling experience preferred. California ties a plus. Equal opportunity employer.

Interested applicants should send cover letter, resume, and references to: CADemocratResumes@gmail.com.

MEM-326-20 Chairwoman of the House Committee on Science, Space, and Technology seeks **professional staff** member for the Committee's Space and Aeronautics Subcommittee.

Duties include staffing hearings; preparing memos, statements, and speeches; outreach to stakeholder groups; and drafting legislation and conducting oversight. Applicant should have familiarity and experience with space policy issues. Applicant should possess strong writing, organizational, and communications skills, including the ability to articulate technical and policy issues clearly and concisely; the ability to be responsive to and work with Members of the Committee; and the ability to meet tight deadlines. The ideal candidate will have congressional and/or relevant government or industry experience. No calls or drop-ins please.

This is not an entry-level position. Please send a resume and cover letter to SciResumes@mail.house.gov with the subject line SPACE.

This office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity or expression. In addition, we are committed to and benefit from a diverse staff and candidates of all backgrounds.

This position will close on January 8, 2021

MEM-325-20 Chairwoman of the House Committee on Science, Space, and Technology seeks senior **professional staff** member for the Committee's Environment Subcommittee.

Duties include staffing hearings; preparing memos, statements, and speeches; outreach to stakeholder groups; and drafting legislation and conducting oversight. Applicant should have familiarity and experience with environmental policy issues.

The Subcommittee jurisdiction includes environmental research and standards; environmental research and development programs at the Environmental Protection Agency; climate change research and development; and activities and programs related to weather and weather services, climate, satellites, and oceanic and atmospheric research at the National Oceanic and Atmospheric Administration. Knowledge of the programs and activities within the Subcommittee's jurisdiction is desirable.

Applicant should possess strong writing, organizational, and communications skills, including the ability to articulate technical and policy issues clearly and concisely; the ability to be responsive to and work with Members of the Committee; and the ability to meet tight deadlines. The ideal candidate will have congressional and/or relevant government or industry experience.

No calls or drop-ins please. This is not an entry-level position and prior Hill experience is strongly preferred. Please send a resume and cover letter to SciResumes@mail.house.gov with the subject line ENVIRONMENT.

This office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity or expression. In addition, we are committed to and benefit from a diverse staff and candidates of all backgrounds. This position will close January 8, 2021.

MEM-323-20 **Press/Digital Assistant** – Progressive Democrat and Senior Member of the House Judiciary Committee is seeking a Press/Digital Assistant to work closely with the Communications Director to elevate the Member's communications operation.

Duties will include monitoring and maintenance of the Member's social media accounts, drafting and posting content for social media, producing graphics and videos, maintaining the website, compiling daily press clips, meticulously proofreading and fact-checking written materials (including letters, social media posts, press releases, newsletters, talking points, and more), creating e-newsletters and franked mailings, creating targeted mailing lists for mass outreach campaigns, and other responsibilities as assigned.

The ideal candidate will be organized, detail-oriented, tech-savvy, able to work long hours in a fast-paced environment, have superior writing and proofreading skills and the ability to work closely with a communications and legislative team.

Ties to Tennessee's 9th District, previous congressional or campaign experience, and photography/videography/graphic design skills strongly preferred.

Qualified candidates should submit a cover letter, resume, 2 writing samples, an original graphic and/or video, and sample tweets to TN09jobs18@mail.house.gov

MEM-322-20 The Office of Congresswoman Abigail Spanberger (VA-07) seeks a **Press/Digital Assistant**.

The ideal candidate is an excellent writer, works well in a team, has a keen attention to detail, and can meet tight deadlines under pressure. This position is responsible for drafting social media copy, creating graphics, editing photos and videos, drafting emails and newsletters, assisting with media monitoring, and overseeing clips collection and distribution.

This position may require work outside standard office hours. Rep. Spanberger's office is an equal opportunity employer. The office does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service.

Interested applicants should email a cover letter and resume to spanbergerpressva07@gmail.com. We also recommend applicants submit 1-2 sample writing samples or sample graphics/videos.

MEM-321-20 Fast-paced Committee office seeks an eager and energetic majority **clerk**. Applicant should possess strong organizational and communication skills; proofreading, editing, and writing ability; and an exceptional attention to detail.

Ideal applicant will have previous Congressional experience, a working knowledge of the legislative process, and familiarity with legislative documents including the Congressional Record.

This is not a legislative-track position. To apply, send letter of interest and resume to committeejobs@gmail.com

Duties include:

- *Track bills and maintain bill files
- *Markup organization, including amendment tracking and distribution; document compilation and preparation; keeping minutes; and assembling and filing legislative reports
- *Ensure compliance with Committee's required submissions to House Document Repository for hearings, financial disclosures, and markups
- *An understanding of Committee jurisdiction and ability to assist general counsel and parliamentary team with bill referrals and reporting requirements
- *Maintain official voting records and rosters

- *Produce Committee legislative calendar and maintain official record of Committee activity
- *Compile and publish Compilations of Selected Acts in coordination with the House Office of the Legislative Counsel
- *Maintain Committee's official letterhead, Franked envelopes and official listings with the Clerk of the House and Government Publications Office
- *Complete compilation and binding of Committee prints, hearings, reports, and public laws and maintain Committee's library
- *Maintain, organize, and transmit official records at the end each Congress

Additionally, applicant should be proficient in Microsoft Office Suite, Adobe Acrobat, and internet research using legislative resources.

MEM-320-20 District Representative for California's 49th Congressional District

Description: The staff member in this position acts as a liaison to federal, district, and local agencies for the Member of Congress and constituents. The District Representative is charged with helping constituents with casework and engaging the Small Business community including planning meetings and events with the Member of Congress. The person in this role is also responsible for building and maintaining relationships with communities of color, diverse local stakeholder groups, and other minority or historically underrepresented groups, including but not limited to Black, Hispanic/Latino, and Asian American and Pacific Islander communities.

Responsibilities: Handling constituent casework with the Internal Revenue Service, Small Business Association, and additional agencies, as needed. Planning and staffing in-district events, meetings, and site visits. Working closely with the District Office and Washington, DC staff on local and assigned policy issues and areas. Establishing relationships with local groups to include attendance at key meetings and ensuring the office is tracking events and functions to facilitate his attendance.

Qualifications: Successful applicants should have a thorough knowledge of California's 49th district, fluency in the Spanish language, a service-oriented attitude, strong organizational skills, proficiency at prioritizing and managing multiple projects at one time, a capacity to work both independently and as part of a team, and strong written and oral communications skills.

Preference may be given to residents of the 49th District. 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. We strongly value the diversity of our employees and encourage candidates from diverse backgrounds to apply, including women, people of color, and members of the LGBTQIA community.

To Apply: Please send resume, cover letter, three professional references, and writing sample to ca49.applications@mail.house.gov

MEM-318-20 The Office of Congressional Ethics (OCE), an independent, non-partisan investigative entity established by the United States House of Representatives, seeks an attorney with 2-4 years experience to serve as **Investigative Counsel**.

The Investigative Counsel reports to the Staff Director and Chief Counsel and will be responsible for conducting sensitive inquiries into allegations of possible violations of ethical standards of conduct by current Members, Officers and staff of the House of Representatives and advising the Staff Director and Chief Counsel on legal and policy matters.

Core Responsibilities:

- Review information received by OCE, discern possible violations and identify facts requiring further investigation;
- Plan, organize and conduct investigations regarding allegations and advise the Staff Director and Chief Counsel regarding appropriate evaluation of cases;
- Advise the Staff Director and Chief Counsel on legal issues in matters under investigation and on broad legal and policy issues involved in the operations of OCE; and
- Prepare detailed reports containing investigative findings.

Qualifications:

- Demonstrated ability to conduct and direct complex legal research and present the results in a clear, precise, and persuasive manner;
- Thoroughness and careful attention to detail;
- Strong oral and written communication skills;
- Strong legal judgment and demonstrated professional integrity;
- Experience conducting interviews or depositions;
- Experience auditing large sets of data or evidence and providing detailed analysis;
- Ability to:
 - oWork independently or as part of an investigative team;
 - oManage multiple tasks and projects;
 - oWork well under pressure and tight time deadlines; and
 - oExercise discretion and independent judgment.
- Desirable but not required:
 - oInvestigative experience with high-profile and sensitive matters;
 - oExperience with investigations involving public officials;
 - oExperience with campaign finance or ethics law;
 - oExperience writing public reports and legal documents;
 - oAccounting, finance, or data analytics experience; and
 - oAdvanced proficiency in development and use of electronic databases, and other

computer skills including knowledge of current information technology tools related to investigations.

Duties:

- Developing investigative strategies and implementing investigative plans;
- Reviewing evidence and data in order to analyze, develop and provide detailed written and oral reports of findings;
- Identifying information to substantiate or disprove allegations and assessing the likely sources of that information;
- Collecting and reviewing documents, electronic media and physical evidence;
- Interviewing witnesses and subjects; and
- Performing other duties as assigned.

Requirements:

- Ability to pass Security Background Investigation to obtain Top Secret clearance
- Graduation from an ABA accredited law school and active bar membership

Applicant Instructions:

Please send cover letter and resume (electronic submissions strongly preferred) to:

Omar S. Ashmawy
Staff Director and Chief Counsel
Office of Congressional Ethics
United States House of Representatives
P.O. Box 895
Washington, DC 20515-0895
OCEJOB@mail.house.gov

MEM-312-20 The Office of Congressman Kweisi Mfume seeks a **Staff Assistant** for its Washington, DC office.

The ideal candidate is highly-organized, passionate, friendly, and has noteworthy experience. Responsibilities include greeting and screening visitors; responding to constituent requests for information; maintaining handout literature regarding the district and the House; hosting Capitol tours; and performing general administrative duties, including answering the telephone and answering constituent requests for general information, tours, and other inquiries.

The position requires an incredible attention to detail. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

Women, men, people of color, and LGBTQ candidates are strongly encouraged to apply. Maryland ties are a plus. Due to COVID-19 work is often from home.

Applicants should send a resume and cover letter to MD07employment@mail.house.gov on a rolling basis but no later than January 12, 2021. No phone calls, faxes, or emails.

MEM-311-20 The Office of Congressman Kweisi Mfume seeks a **Legislative Correspondent** for its Washington, DC office.

The ideal candidate is highly-organized, passionate, friendly, and has noteworthy experience. Responsibilities include providing research for and responding to letters from constituents and other interested parties. The position requires an incredible attention to detail.

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

Women, men, people of color, and LGBTQ candidates are strongly encouraged to apply. Maryland ties are a plus. Due to COVID-19 work is often from home.

Applicants should send a resume and cover letter to MD07employment@mail.house.gov on a rolling basis but no later than January 12, 2021. No phone calls, faxes, or emails.

MEM-310-20 The Office of Congressman Kweisi Mfume seeks a **Legislative Assistant** for its Washington, DC office.

The ideal candidate is highly-organized, passionate, friendly, and has noteworthy experience. Responsibilities include tracking legislation, executive action, administrative action, and other governmental developments; drafting constituent correspondence for the Member; preparing for committee meetings and hearings; answering constituent letters; and helping constituents with federal matters.

The position requires an incredible attention to detail. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

Women, men, people of color, and LGBTQ candidates are strongly encouraged to apply. Maryland ties are a plus. Due to COVID-19 work is often from home.

Applicants should send a resume and cover letter to MD07employment@mail.house.gov on a rolling basis but no later than January 12, 2021. No phone calls, faxes, or emails.

MEM-302-20 **Constituent Liaison:** 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.

Constituent Services staff assists the Member in responding to constituent issues and problems with federal agencies, staying on top of everyday events in the Member's district, and keeping the community connected to the Member's work. In addition, constituent services staff also help with neighborhood events.

Candidate must be able to work with patience and skill in resolving the problems of constituents and handle multiple tasks and issues effectively while making sure agencies respond in a timely manner and assuring our office responds to constituent requests and concerns while meeting deadlines.

A successful candidate will be able to work independently and think outside the box about various constituent issues and community events. Prior community or casework experience is helpful. The ideal candidate will have significant experience interacting with the public, excellent writing and communication skills and a working knowledge or strong interest in the District of Columbia and its local government. Candidate must possess a bachelor's degree and be, or be willing to become, a resident of the District of Columbia.

Interested applicants should send a cover letter, resume, two writing samples and references to: dc00.nortonresume@mail.house.gov. This position is open until filled. Salary: based on skill and experience level.

MEM-300-20 Rep. Abigail Spanberger (VA-7) seeks a **Scheduler**. Applicants should be highly attentive to detail, able to juggle multiple competing priorities, and have a "customer service" mentality. VA-07 ties a plus.

Experience working in a Congressional office or on a campaign is preferred, but scheduling or other relevant experience outside of these contexts will be considered.

The office is primarily working remotely during the pandemic, with occasional in-person work that is optional and handled in a socially-distanced, COVID-safe manner. When the office returns to in-person work, this position will be based in the Congresswoman's Washington, DC office.

To apply, please submit a cover letter that addresses how your skills match the needs of this position, a one-page resume, 2-3 references, and answers to the following three additional questions to Spanberger.Inquiries@mail.house.gov with "DC Scheduler" in the subject line. Competitive salary commensurate with experience.

Three additional questions:

- 1.If Rep. Spanberger was taking a meeting with a stakeholder group, what information would you want to make sure she had in advance of that meeting?
- 2.The person in this role may get dozens of requests every day for meetings/events for Rep. Spanberger to attend. What would be your system for tracking/responding to those invitations?
- 3.Do you have a salary requirement or expected salary range?

MEM-298-20 The House Committee on Education and Labor (Democratic staff) seeks an elementary and secondary education (K-12) **legislative assistant**.

This position will work on the education team, supporting the work of the Professional Staff. Candidates should have familiarity with federal education policy, including the Elementary and Secondary Education Act, General Education Provisions Act, Carl D. Perkins Career and Technical Education Act, and the Individuals with Disabilities Education Act. Knowledge of other statutes and policies within the Committee's jurisdiction and how they impact elementary and secondary education policy is required.

Applicants should have at least two years of policy or legal experience; prior Hill experience is preferred but not necessary. Tasks will include supporting the development of legislation, providing technical assistance to the Committee and Member offices, researching pertinent issues, preparing written materials and legislative analyses, and supporting the execution of committee proceedings and events related to K-12 education.

To apply, applicants must submit a resume, cover letter, and two short writing samples to E&L.Jobs@mail.house.gov with "K-12 Education Legislative Assistant" in the subject line.

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation. Candidates of diverse backgrounds are encouraged to apply.

MEM-296-20 The Energy & Commerce Committee, Democratic Staff, seeks a **Policy Analyst** for the Consumer Protection Subcommittee staff.

The broad jurisdiction of the subcommittee includes consumer protection generally; motor vehicle safety; consumer product safety; regulation of commercial practices, including sports-related matters; consumer privacy and data security; and travel, tourism, and time. The subcommittee oversees the National Highway Traffic Safety Administration, the Consumer Product Safety Commission, and the Federal Trade Commission, among others.

The position requires the handling of substantive legislative and administrative tasks, including staffing hearings and markups, conducting oversight, and drafting legislation.

Qualified candidates must have a minimum of 1-2 years of experience in the House of Representatives, strong writing, analytical, and legislative skills; sound political judgment; a proven ability to perform under pressure while juggling multiple tasks with competing priorities; and a willingness to work long hours and weekends. Candidates should have experience working with relevant public interest groups, relevant agencies, Congress, and industry.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), gender identity, disability, or age. Please submit a cover letter, resume, writing sample, and at least two professional references to ecdjobs@mail.house.gov using the subject line "Consumer Protection PA Candidate [your last name]."

MEM-206-20 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.
- 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 apply by following the instructions here:

<https://house.csod.com/ux/ats/careersite/1/home/requisition/86?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.