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**House Vacancy Announcement and Placement Service (HVAPS)**

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Job Line: 202-226-4504

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of March 30, 2015**

**MEM-092-15**

California Democrat (Rep. Jerry McNerney) seeks experienced **communications director** to develop and execute aggressive, proactive long-term media and outreach strategy.

Responsibilities include serving as chief spokesperson, successfully pitching stories and press events to both national and local media outlets, responding to media inquiries, effectively messaging policy and other priorities, maintaining an active new media profile, and writing press releases, 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 be comfortable working closely with the Member and staff.

Ideal candidate would be politically astute and have a good sense of humor. Desired qualities include the ability to respond to challenging situations

quickly and strategically.

This position requires non-traditional hours and travel to the District.

California ties, Hill experience, and Spanish literacy are a plus. Qualified applicants should submit a cover letter, resume and two writing samples to: [McNerneyResumes@mail.house.gov](mailto:McNerneyResumes@mail.house.gov). No calls or drop ins, please.

**MEM-091-15** The Democratic staff of the Committee on Oversight and Government Reform is seeking a mid-level **Health Counsel** with 5 to 10 years of congressional experience on health policy issues including ACA, Medicare, and Medicaid. Attorneys with investigative or litigation experience are preferred. Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Please send resume and cover letter to [oversightjobs@mail.house.gov](mailto:oversightjobs@mail.house.gov). Please no phone calls.

**MEM-065-15** New England Democrat seeks a high energy, highly-organized, detail-oriented **Scheduler** to manage the Member's District and DC schedule. Responsibilities include organizing and tracking invitations, meetings, speaking engagements, in District tours and meetings, and scheduling requests for the Member; occasional driving; and managing travel reservations. Candidates must be on call and available to assist the Member after regular business hours. Additionally, the Scheduler will work closely with the Chief of Staff and District Director to ensure efficient and seamless office operations. Qualified applicants should have a car, high energy, a very positive attitude, strong organizational skills, orientation to detail, possess strong verbal and written communication skills, strong interpersonal skills, savvy political instincts, poise and ability to thrive in a fast-paced environment and the ability to multi-task. Connecticut ties and willingness to work from Connecticut a plus. Interested parties should email a cover letter and resume to [CT05Jobs@gmail.com](mailto:CT05Jobs@gmail.com). No phone calls or walk-ins please.

**MEM-059-15** Southern Democrat and Member of the Small Business Committee, seeks **Legislative Assistant** to handle a broad legislative portfolio including Small Business, Financial Services, Judiciary, Healthcare, and Immigration. Qualified candidates must have strong writing, analytical, and organizational skills; a proven ability to perform under pressure while juggling multiple tasks with competing priorities; and sound political judgment. The Legislative Assistant will be expected to handle relevant committee work. This is not an entry level position. Absolutely no phone calls, e-mails or walk-ins. Minorities and women are encouraged to apply, North Carolina ties preferred but not required. Please email cover letter and resume to: [NCCongressionalJobs@gmail.com](mailto:NCCongressionalJobs@gmail.com) (subject line should read: Legislative Assistant).

**MEM-052-15** Senior Republican seeks to interview candidates for the position of **Press**

**Secretary** for a fast-paced office. The successful candidate will have excellent written and verbal skills as well as the proven ability to manage multiple communications projects. She/he will be responsible for developing, managing and coordinating all communications activities, including writing press releases, op-eds, mail pieces, talking points, organizing press events, maintaining the official website including design, implementing social media strategy including Facebook, Twitter, etc., maintaining press database, writing e-newsletters & coordinating Tele-town halls. Duties will also include early daily news clips, briefing the Member for radio interviews, writing and implementing PSA's from the Member, interacting with the press as the Member's principal spokesperson and coordinating the Member's overall press relations. The ideal candidate will have Hill experience and familiarity with New Jersey. Must be able to work extended hours and under time pressure. Please email a resume, cover letter, and two writing samples to [pressopportunity2015@gmail.com](mailto:pressopportunity2015@gmail.com).

**MEM-049-15** Pennsylvania Republican seeks **press secretary** in Washington, D.C. office. Duties include performing day-to-day operations of an active press office, including new media, drafting press releases, e-newsletters, talking points, and columns. Candidates must have Hill or campaign experience. PA ties preferred. Send resume, writing sample, and cover letter to [PA.Resumes@mail.house.gov](mailto:PA.Resumes@mail.house.gov).

**MEM-048-15** North Carolina Democratic Congresswoman seeks an experienced **Communications Director**. The ideal applicant will be an excellent writer and editor with a proven ability to prioritize and handle multiple tasks in a fast-paced environment, while meeting tight deadlines. Responsibilities include: planning and implementing national and local media strategies, managing social media platforms, writing press releases, talking points, op-eds and other materials. Candidate must build and maintain excellent relationships with members of the national and local media and editorial boards and have on-the-record experience. This is not an entry-level position; Hill experience is highly desired. Please send resume and two writing samples to [NCCongressionalJobs@gmail.com](mailto:NCCongressionalJobs@gmail.com). No phone calls, e-mails or walk-ins, please. Minorities and women encouraged to apply, North Carolina ties preferred.

**MEM-044-15** Florida Democrat seeks **Communications Director** to serve in his D.C. office. The Communications Director will coordinate all press activities, serve as the primary spokesperson for the Representative, and manage national media. The Communications Director will work with the Orlando-based Press Secretary to execute messaging strategies and media activities in the district.

Candidates should be proactive, and possess superior written and oral communication skills (including strong writing, editing, and proofreading capabilities). The ideal candidate will have prior political experience and at

least two years of professional communications work with national media experience.

**Primary Responsibilities:**

- Establishing and maintaining relationships with national and D.C.-based media
- Coordinating all media efforts and communications-related events
- Drafting and distributing press releases and media advisories; drafting, editing, and placing op-eds
- Pitching stories to reporters, responding to press inquiries, and serving as the point-of-contact for national press
- Monitoring media narratives and identifying opportunities to promote the Member
- Overseeing franked communications strategy, including: the drafting, design, and distribution of franked mail content; executing telephone town hall events; and managing congressional e-newsletter
- Managing the congressional website and ensuring that it features timely content
- Coordinating and staffing the Congressman for interviews and events (including night and weekend commitments)

**To apply:**

Please send a current résumé, cover letter, salary requirement, two writing samples (not to exceed one page each), and three references to [FL09job@gmail.com](mailto:FL09job@gmail.com). No calls, emails or walk-ins, please.