



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.

To Subscribe or Unsubscribe to the Vacancy Listserv visit:

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

Job Line: 202-226-4504

MEMBER AND COMMITTEE VACANCY LISTING

Week of March 10, 2014

MEM-150-14

Senior, Progressive, Democratic Member has an opening for a paid **Legislative Fellow** to assist the legislative staff with education, women, tax, immigration, and veterans' issues. This is not an entry-level opportunity.

Ideal candidates are strong writers, with the ability to learn quickly, multi-task, and work independently in a fluid environment. In particular, applicants with great interpersonal skills and good humor are welcome. Women and minorities are encouraged to apply.

Please email a cover letter and resume to leg.job@mail.house.gov. Applicants should be available to begin work immediately; no phone calls, faxes, or drop-ins, please.

MEM-149-14

U.S. Rep. Lloyd Doggett (D-Tex) Seeks **Press Secretary**; Hill experience, Spanish, a plus. Send cover letter, CV, and three references to:

Intern7DC.TX35@mail.house.gov

MEM-148-14

Congresswoman Renee Ellmers seeks **Caseworker/Field Representative** for

District Office in North Carolina. Applicants must be motivated to serve the 2nd Congressional District of North Carolina and possess a strong work ethic. The Caseworker/Field Representative monitors and updates the Congressman and District Office staff on district and local issues. This position acts as a liaison to federal, district, and local agencies for the Congresswoman and constituents and answers casework correspondence and verbal communications with constituents. Duties also include answering phones and assisting walk-in constituents. Proficiency in Microsoft Office is required, ability to work cooperatively and courteously with others; ability to use good judgment in responding to inquiries and requests; and flexibility in assisting with daily tasks and projects. Experience with, and understanding of U.S. Military and Department of Veterans Affairs structure, the procedures, and policies is preferred. Submit cover letter and resume to Pat.Fitzgerald@mail.house.gov.

LOC-001-14

The Congressional Research Service, a legislative branch agency within the Library of Congress, is seeking to fill several **policy analyst positions** across three of its research divisions.

The Congressional Research Service (CRS) works exclusively for the United States Congress, providing policy and legal analysis to committees and Members of both the House and Senate, regardless of party affiliation. In supporting congressional public policy analysis and information needs, CRS covers the full spectrum of issues before the U.S. Congress. Its highest priority is to ensure that Congress has 24/7 access to the nation's best thinking on legislative issues.

Applications are now being accepted for the following positions:

- Analyst in Telecommunications Policy
- Analyst in Agriculture Economics
- Analyst/Specialist in Health Care Financing and Insurance
- Analyst in Financial Accounting
- Analyst in Intelligence and National Security

CRS is the public policy research arm of the United States Congress and is fully committed to workforce diversity.

Interested applicants must apply online at <http://www.loc.gov/crsinfo>.

MEM-136-14

Freshman Democratic Member of Congress seeks a motivated and detail-oriented **Press Secretary**. Candidates must possess strong writing skills, creativity, a good sense of humor, strong political judgment, the flexibility to work quickly and carefully under tight deadlines, and the ability to work collaboratively with both DC and district staff to grasp and communicate legislative and local priorities.

Responsibilities include coordinating day-to-day press operations; responding to media inquiries and interview requests; pro-actively pitching stories; organizing earned media events in DC and district; writing press releases, advisories, talking points, op-eds, e-newsletter and speeches; and managing website and social media platforms. The Press Secretary also helps manage a press assistant/special projects coordinator. Prior on-the-record experience, speech writing and Capitol Hill experience strongly preferred.

Qualified candidates should send a resume and cover letter to NM01.Resumes@mail.house.gov with “Press Secretary” in the subject line. No phone calls, faxes or drop-ins, please.