



House Vacancy Announcement and Placement Service (HVAPS)

B-235 Longworth House Office Building
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Job Line: 202-226-4504

MEMBER AND COMMITTEE VACANCY LISTING

Week of July 7, 2014

MEM-215-14

PRESS SECRETARY:

Ohio Republican House Member seeking press secretary to join staff. Applicants should be self-starting, hard-working and creative. Must have strong writing and verbal skills and be extremely detail oriented. Background and proven track record in booking national TV interviews preferred. Job responsibilities include: booking proactive press for the member, including national TV interviews, as well as writing press releases, columns, speeches, blogs and e-newsletters. Interested applicants should send cover letter, resume and writing sample to oh.ushouse.job@gmail.com.

MEM-214-14

The Office of Congresswoman Linda Sánchez is seeking to immediately fill a full-time job opening for a **Scheduler** based in her District Office.

Position Description

The Scheduler position is primarily charged with (but not limited to) managing Member's official schedule, travel arrangements, personal correspondence, and various administrative duties. Successful candidates will possess strong communication skills, the ability to multitask, attention to detail, political

instinct, the ability to prioritize in a fast-paced environment, work cooperatively and courteously with others; and temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.

Minimum Qualifications/Education Required

- Office/administrative experience
- Strong organizations skills; attention to detail.
- Good computer skills, including proficiency and experience with Microsoft Word, Excel, Outlook, Publisher and Power Point.
- Strong communication, analytical, and organization skills; an ability to relate well with individuals of diverse backgrounds; impeccable customer service manners; and superior public speaking skills.
- Candidate must have a thorough understanding of government agencies and structure (county, state, and federal).
- Must be able to work efficiently and effectively as a member of a team, be able to meet strict deadlines, balance multiple projects simultaneously, and work under pressure.
- Candidates should demonstrate a positive attitude, commitment to excellence, upbeat demeanor, flexibility, and sense of humor.
- Candidates should expect frequent weekend, some holidays, and after-hours assignments.
- Candidate should have graduated from an accredited four-year college or university with a bachelor's degree.
- Salary will depend on the experience of the applicant. Employees will receive health care insurance, 401(k)-style retirement benefits, and other federal employee benefits.

To Apply

Interested applicants should e-mail résumé (including salary history) and cover letter to CA38Jobs@mail.house.gov. Please indicate in the title of the position you are applying for in the subject line. No phone calls or walk-ins accepted.

MEM-213-14

Communications Director ---

Senior Member of Congress is seeking a senior communications professional experienced in working on international issues with domestic and international media. Candidate will be working with bipartisan House and Senate members to creatively promote common international goals and messages using the widest variety of communications tools available. This is a high-level position; three to five years of relevant experience and a successful record of working in Washington on international messaging and communications is essential. Interested applicants should e-mail a resume, cover letter, and 2-3

writing samples to congressionalstaffpositions@gmail.com.

MEM-212-14 Advisor on International Security Issues ---

Senior Member of Congress seeks advisor on security issues — ideal candidate would have security experience including policing, international law enforcement and cooperation, combatting terrorism, border management, and conflict prevention and resolution. The advisor will follow transnational threats, strategic police matters, border security and management, narcotics smuggling and anti-terrorism. Law enforcement or defense-/homeland security-related experience would be an essential asset. The successful candidate will have a strong commitment to public service, strong writing, speaking and analytical skills, be proactive, resourceful, well-organized, and able to meet deadlines. Individuals must be U.S. citizens and have, or be able to obtain, a Top Secret clearance. Overseas travel will be required. Please e-mail a cover letter and resume to congressionalstaffpositions@gmail.com.

MEM-211-14 Advisor on International Freedom of Religion ---

Senior Member of Congress seeks advisor on issues of international religious freedom – ideal candidate would have experience advocating for religious freedom, including by assisting persecuted persons and/ or advocating with the U.S. or foreign governments for public policy promoting religious freedom. The successful candidate will have a strong commitment to public service, strong writing, speaking and analytical skills, be proactive, resourceful, well-organized, and able to meet deadlines. Individuals must be U.S. citizens and have, or be able to obtain, a Top Secret clearance. Overseas travel will be required. Please e-mail a cover letter and resume to congressionalstaffpositions@gmail.com.

MEM-207-14 Job Opening: Staff Assistant

Duties Include:

As the primary administrative staff member in the District Office, Staff Assistant duties include (but are not limited to): answer phones; handle mail and faxes; greet and direct visitors; maintain order & efficiency of front and back offices; order supplies; organize office files; coordinate with the Capitol Office to arrange tour and flag requests; coordinate vendor service needs; research the status of some legislation; draft some correspondence; assist the District Director and all District Office staff with additional tasks, as needed. In the absence of the District Scheduler, the staff assistant will serve as back-up and help facilitate any scheduling requests.

Casework duties include (but are not limited to): Assist constituents with their individual cases pertaining to federal agencies. Help constituents to obtain timely consideration and cut through red tape. As the “front-line” caseworker,

help constituents with nonfederal questions to find appropriate resources.

Experience Required:

Prefer some experience working directly with the community. Solid interpersonal, writing and organizational skills are essential. The successful applicant will be a team player, have a positive attitude and the ability to work and set priorities in a fast-paced environment. Spanish language skills considered a plus.

To Apply:

Please fax or email cover letter and resume to:

Office of Congressman Xavier Becerra

350 S. Bixel Street, Suite 100

Los Angeles, CA 90017

Fax: (213) 481-1427

Email: Resume.California@mail.house.gov

MEM-196-14

Senior Legislative Assistant: Texas Democrat seeks a hard-working and experienced legislative staffer to handle the healthcare and energy portfolio, along with other legislative areas. A bachelor's degree with at least 4 years of legislative experience on the Hill is required. Potential candidates should have excellent writing and verbal skills coupled with some knowledge of social media. The ideal candidate will have experience working under pressure, working as part of a team, a sense of humor and the ability to work flexible hours. Experience with iConstituent is a plus, but not required. Please send cover letter, resume and a writing sample to TXResumeInbox@mail.house.gov. No phone calls or walk-ins please.

MEM-194-14

Staff Assistant—Southern conservative Republican seeks a Staff Assistant to handle a wide range of office responsibilities and constituent services in the Washington office. Primary responsibilities for this position include (1) answering the main telephone line for the office, (2) processing flag requests, (3) arranging tours of the Capitol, (4) preparing the office for daily activities, and (5) drafting personal notes and letters of commendation to constituents. Other responsibilities may be assigned. Because the Member places a special emphasis on constituent services, candidates must be able to maintain a courteous and respectful demeanor at all times and possess a true desire to help constituents. Competitive candidates will be confident and well-spoken, have excellent oral and written communication skills, possess an acute attention to detail, demonstrate an assertive and organized approach to problem solving, and exhibit an ability to multi-task in a fast paced work environment. Though duties are largely administrative in nature, the Staff Assistant should have a personal interest in current events and Congressional activities, and should be fully engaged in all aspects of the day-to-day operations of the office. Additionally, the daily work hours for this position are 8:30 a.m. to 5:30 p.m.

Completion of a four-year college education is required. Prior work experience is preferred. Southern ties are a significant plus. Interested individuals should send a resume, cover letter, and two writing samples to congressjob@gmail.com.