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

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of March 9, 2020**

**MEM-106-20**    **Staff Assistant** - The Office of Congressman Jim Baird (IN-04) seeks an enthusiastic and highly organized professional to serve as a Staff Assistant.

Essential strengths of ideal candidates include excellent writing skills, a strong attention to detail, and the ability to multi-task in a fast-paced environment.

**CORE RESPONSIBILITIES:**

- to answer the telephones;
- to greet visitors to the office;
- to answer constituent requests for general information, tours, and other inquiries;
- to monitor delivery and pickup of materials;
- to maintain front office; and
- to assist with various administrative and legislative duties.

**QUALIFICATIONS:**

- professional telephone manner;
- proficiency in word processing;
- ability to work cooperatively and courteously with others

DUTIES:

- answers and screens telephone calls for the Member and other staff members and takes messages;
- greet and screens visitors;
- assists persons who have appointments with the Member or other staff members. Works closely with the Member's Scheduler to ensure that the Member's appointments are on time and that the Scheduler is aware of the visitors' arrival;
- responds to constituent requests for flags, tours and other information;
- maintains handout literature regarding the district and the House;
- signs for deliveries and forwards all materials delivered to the office to appropriate staff members in a timely manner;
- maintains the office answering machine or voice mail;
- ensures that requests for assistance are directed to the appropriate staff member in a timely manner;
- writes down visitor opinions, including full name, address, and all relevant information;
- logs in mail;
- performs general typing and administrative assignments;
- sends, receives, and distributes materials via the facsimile machine; and
- performs other administrative and legislative duties as assigned.

To apply, please send resume to [ResumeIN@mail.house.gov](mailto:ResumeIN@mail.house.gov)

**MEM-105-20** Southern California Democrat seeks **District Director** to oversee all operations of the district offices, including the development and implementation of policy objectives, strategies and operating plans, as well as direct all activities and staff of the district offices.

This position is responsible for recruiting, hiring, training, and managing district staff and ensures that district staff complies with office policies, practices, and procedures; represents the Member and/or assigns appropriate staff to do so at events or functions through the district as needed.

Responsibilities include strategizing, developing, and implementing district communications and outreach plan for constituents, including casework management. This individual also serves as the primary liaison between the Congresswoman and constituents and special interest groups in the district; and, acts as an advisor for the Congresswoman on local concerns, district issues and politics, and other developments throughout the region.

Candidates should have a minimum of 3-5 years of management experience, a strong ability to provide necessary organization, leadership and motivation to manage a Congressional office; excellent oral and written communication skills; and thorough knowledge of the legislative process.

The ideal candidate is energetic, detail-oriented, able to multi-task, politically astute, and willing to work long hours (including evenings and weekends) in a fast-paced and demanding setting. Spanish fluency and Southern California ties are a plus.

Candidates should submit a cover letter, resume, and appropriate writing samples to [CA26Resumes@gmail.com](mailto:CA26Resumes@gmail.com) with just “District Director” in the subject line.

No phone calls, faxes, or walk-ins, please. This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

**MEM-094-20** A Northeast Democrat is expanding their legislative team and is seeking a **legislative assistant** to manage an issue portfolio that includes, but is not limited to, tech, labor, consumer protection, veterans, and some of Member’s committee work.

Responsibilities include developing and planning legislative initiatives; monitoring legislative developments in-portfolio within committees and on the House floor; writing floor speeches for the Member; drafting constituent correspondence; meeting with constituents and advocacy groups on behalf of the Member; and other assigned tasks.

Candidate must have at least two years of substantive legislative, policy, or related experience; ability to thrive in a fast-paced environment with occasional non-traditional work hours; familiarity with the scope and duties of the House legislative process; strong writing, interpersonal, self-motivation, and organizational skills; and New York ties are a plus.

This is a non-supervisory position and reports directly to the Legislative Director. The office is an equal opportunity employer. Women, people of color, and LGBTQ candidates are strongly encouraged to apply.

Interested candidates should submit a resume, cover letter, and a writing sample of two pages or less to [nyresume2@gmail.com](mailto:nyresume2@gmail.com)

**MEM-093-20** “Progressive Member of House Democratic Leadership and the Appropriations Committee seeks an experienced **Legislative Director** (LD).

The LD manages and mentors the legislative team to advance the Member’s broad legislative agenda, including significant work in the areas of foreign policy and national security, global health, poverty, and reproductive rights and justice.

The LD works closely with the Chief of Staff, Communications team, and District Director to ensure the legislative strategy is reflected in all aspects of the overall office operations.

This is not an entry level position. Required skills include: outstanding communications skills, ability to work in a dynamic team environment, knowledge of House operations and procedures, an understanding of the budget and appropriations process, and foreign policy and national security policy experience. The successful candidate will have at least five years of legislative experience, including management experience. Salary commensurate with experience.

The 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 staff.

To apply, send a cover letter, resume and a short writing sample to [lee.resumes@mail.house.gov](mailto:lee.resumes@mail.house.gov) with “Legislative Director” in the subject line.”

**MEM-086-20** The Energy & Commerce Committee, Democratic Staff, seeks dedicated, organized, and enthusiastic candidates to join the Consumer Protection Subcommittee staff as **Junior Professional Staff Member**. The broad jurisdiction of the subcommittee includes consumer affairs and consumer protection generally; motor vehicle safety; consumer product safety and product liability; regulation of commercial practices, including sports-related matters; interstate commerce; consumer privacy and data security; and regulation of 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 strong writing, analytical, legislative, and organizational skills; a proven ability to perform under pressure while juggling multiple tasks with competing priorities; a willingness to work long hours and weekends; and sound political judgment. 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. Women, minority, and veteran candidates are highly encouraged to apply.

Please submit a cover letter, resume, writing sample, and at least two professional references to [ecdjobs@mail.house.gov](mailto:ecdjobs@mail.house.gov) using the subject line Consumer Protection Junior PSM Candidate.

**MEM-082-20**     **Communications Director:** Senior Democrat seeks a communications director experienced in all aspects of public relations and social media, who is also organized, energetic and creative to be based in D.C. congressional office to handle all communications strategy and media operations for an unusually busy office, whose Member often has opportunities to appear on TV and radio media.

This is a very fast-paced office where the communications director oversees all day-to-day press operations including writing press releases, managing the social media portfolio, pitching stories, responding to reporters' inquiries, producing newsletters, overseeing website content, developing, building relationships with local and national media and organizing press conferences and media events. Excellent research, writing and social media skills are essential.

Candidate must be able to handle multiple tasks and issues effectively while meeting deadlines. A successful candidate will develop and implement a strategic communications plan, think outside the box and possess the political savvy needed to anticipate big news stories and to proactively promote the Member's message.

At least three years of prior media and/or Hill experience and demonstrated experience with both mainstream and new media outlets is preferred. This is NOT an entry level communications position. Candidate must be a DC resident or be willing to become a resident of the District of Columbia. Salary based on skill and experience level.

Interested applicants should send a cover letter, resume, references and two writing samples to [DC00.NortonResume@mail.house.gov](mailto:DC00.NortonResume@mail.house.gov)

**MEM-079-20**     Southern California Democrat seeks **District Director** to oversee all operations of the district offices, including the development and implementation of policy objectives, strategies and operating plans, as well as direct all activities and staff of the district offices.

This position is responsible for recruiting, hiring, training, and managing district staff and ensures that district staff complies with office policies, practices, and procedures; represents the Member and/or assigns appropriate staff to do so at events or functions through the district as needed.

Responsibilities include strategizing, developing, and implementing district

communications and outreach plan for constituents, including casework management. This individual also serves as the primary liaison between the Congresswoman and constituents and special interest groups in the district; and, acts as an advisor for the Congresswoman on local concerns, district issues and politics, and other developments throughout the region.

Candidates should have a minimum of 3-5 years of management experience, a strong ability to provide necessary organization, leadership and motivation to manage a Congressional office; excellent oral and written communication skills; and thorough knowledge of the legislative process.

The ideal candidate is energetic, detail-oriented, able to multi-task, politically astute, and willing to work long hours (including evenings and weekends) in a fast-paced and demanding setting. Spanish fluency and Southern California ties are a plus.

Candidates should submit a cover letter, resume, and appropriate writing samples to [CA26Resumes@gmail.com](mailto:CA26Resumes@gmail.com) with just "District Director" in the subject line. No phone calls, faxes, or walk-ins, please.

This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

**MEM-076-20** Congresswoman Jahana Hayes (CT-05) seeks a **Press Secretary** to serve in her Washington, D.C. office.

Candidates should be proactive concerning press engagement, and possess superior written and oral communication skills (including editing, and proofreading capabilities).

The ideal candidate will have prior political, legislative, and communications experience. Connecticut ties are a plus.

Primary responsibilities:

- Establishing and maintaining relationships with Connecticut, national, and D.C.-based media;
- Coordinating all media efforts and communication-related events;
- Drafting and distributing press releases and media advisories;
- Creating, editing, and placing op-eds;
- Developing, editing, and posting content across all social media platforms;
- Pitching stories to reporters and producers, including national and Connecticut media, responding to press inquiries, and serving as the point-of-contact for media;
- Monitoring media narratives and identifying opportunities to promote the Congresswoman;
- Overseeing Franked communications strategy. This includes drafting,

designing, and distributing Franked mail content; maintaining all social media platforms; and managing the bi-weekly congressional e-newsletter;  
-Updating the Congresswoman's website and ensuring that it features timely content;  
-Coordinating and staffing the Congresswoman for interviews and events (including occasional night and weekend commitments);  
-Managing a small team of press assistants.

To apply:

Please send a current resume, cover letter with salary requirements, two writing samples (not to exceed one page each), and three references to [ct05jobs@mail.house.gov](mailto:ct05jobs@mail.house.gov) by Friday, March 6, 2020 by 5pm.

No calls, emails or walk-ins, please.

**MEM-073-20** The House Democratic Policy and Communications Committee (DPCC) seeks a **Digital Director** to help design and execute a proactive digital messaging strategy for the DPCC and assist with the digital reach of House Democratic offices.

Responsibilities include but are not limited to: creating graphics and custom videos; managing relationships with digital media outlets and identifying new audiences for House Democrats to reach online; managing all digital platforms of the DPCC; drafting sample digital content to be used by other Democratic offices; maintaining and updating websites; tracking analytics; and offering new, proactive ideas for growing the DPCC's digital presence and supporting House Democrats.

Successful candidates will be creative, proactive, team players, who are able to successfully manage multiple tasks at once. They will have previous experience and passion for creating video and graphic content and familiarity with Adobe Creative Suite (Photoshop, Premiere, Illustrator), Final Cut Pro or other comparable tools. HTML/CSS knowledge a plus.

They will have a strong understanding of the digital media landscape and the latest digital trends and the ability to identify opportunities to reach new audiences online. Existing relationships with digital media outlets, podcasts, YouTube shows and influencers is a plus.

The position will report to the executive director of the DPCC and work collaboratively with Chair and Co-Chair staff and other leadership staff. Non-traditional work hours are expected. This is not an entry-level position.

We are equal opportunity employers; 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.

Qualified applicants should email a cover letter, resume, an original video, and an original graphic they are proud of to [jobs.DPCC@mail.house.gov](mailto:jobs.DPCC@mail.house.gov) with “DPCC Digital Director” in the subject line.

**MEM-066-20** The Office of Congresswoman Abby Finkenauer (IA-01) seeks a **Scheduler** to be based in the Washington, DC office. Applicants should have scheduling experience, ideally with a Congressional office, a political campaign, or a similarly fast-paced organization. Applicants should be attentive to detail, organized, and proactive.

Job responsibilities will include:

- Creating and managing the Congresswoman’s schedule in Washington, DC and in Iowa.
- Building a long term scheduling plan in conjunction with other staff and the Congresswoman.
- Responding to invitations for meetings and events in a timely manner.
- Managing the Congresswoman’s travel, and logistics in DC and Iowa.
- Managing the Congresswoman’s time throughout the day in DC.
- Preparing memos and briefings for all meetings and events in coordination with event participants and the appropriate staff members.
- Keeping staff members and the Congresswoman updated in real time about schedule changes.
- Maintaining files of invitations that have been declined, accepted, or that are tentative/pending
- Processing travel and expense receipts for the Member.
- Additional duties related to operation of the DC and District offices.

TO APPLY: Please e-mail a resume to [IA01Resumes@mail.house.gov](mailto:IA01Resumes@mail.house.gov). The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

**MEM-064-20** Congressman John P. Sarbanes, a senior member of the Health Subcommittee on the House Energy & Commerce Committee, is seeking a **legislative assistant** to manage a portfolio with a primary focus on health policy and other issues as assigned.

Responsibilities include but are not limited to advising the Member on all matters in the issue portfolio; developing and advancing policy proposals; drafting vote recommendations and talking points for related floor and committee proceedings; staffing the Member in relevant meetings; and representing the Member before constituents and stakeholders.



The ideal candidate will have previous work expertise on health policy; prior legislative experience advising a Member of Congress and advancing policy proposals; excellent written and verbal communication skills; and an eagerness to work in a fast-paced, collaborative office.

Diverse candidates are encouraged to apply. Maryland ties are a plus.

Qualified candidates should submit a cover letter, resume and writing sample to [employment@mail.house.gov](mailto:employment@mail.house.gov)

**MEM-063-20** Conservative Congressman seeks a **Legislative Correspondent** for the Washington, DC office.

Responsibilities include drafting constituent letters, sorting and batching mail, and assisting the legislative staff with various projects. Applicants should possess strong conservative credentials, effective writing and research skills, attention to detail, and the ability to manage multiple tasks at once. Previous Capitol Hill experience preferred.

To apply, send resume and cover letter to [goplcl776@gmail.com](mailto:goplcl776@gmail.com)

**MEM-056-20** Representative Sean Patrick Maloney (NY-18) seeks an experienced and highly organized **Scheduler** to be based in the Washington, DC office.

Responsibilities include:

- Drafting short- and long-term DC and district calendars
- Working with internal and external stakeholders to maximize time efficiency
- Coordinating all travel, including extensive international committee-based trips
- Driving the Member in DC
- Assisting with Member's personal correspondence
- Anticipate and proactively provide solutions to expected issues with schedule

This is a senior staff position; previous Hill or other scheduling and/or fast-paced operations role experience highly preferred. Session nights and weekend availability by phone sometimes required.

Equal Employment Opportunity Employer. Women, people of color, LGBTQ+ individuals, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. Hudson Valley or New York ties are a plus.

Please send resume, cover letter, and two references to [ny18maloneyleg@gmail.com](mailto:ny18maloneyleg@gmail.com)

**MEM-055-20** Republican member of Congress is seeking a highly motivated, pro-active, and qualified **Press Assistant** with strong writing and organizational skills to join an active press team.

Duties include assisting the Communications Director with day-to-day operations—including but not limited to: creating daily social media and video content, tracking press clips and traffic on social media, and drafting press releases, op-eds, newsletters, and video scripts.

The ideal candidate for this position is a self-starter who works well under pressure, has the capacity to problem solve, employs excellent written and verbal communications skills, and pays close attention to detail.

Please send your resume to [floridarepublicanjobs@gmail.com](mailto:floridarepublicanjobs@gmail.com)

#### Key Responsibilities

Digital: Writing and developing content for social media, including videos and graphics.

Writing: Drafts press releases and media advisories for distribution to local and national media. Writes video scripts, weekly newsletter, op-eds, and speeches.

Social Media: Assist Communications Director with drafting and posting social media daily.

Additional Responsibilities: Clips TV interviews, floor speeches, and committee hearings. Tracks newsletter, social media metrics, and supports communications team as necessary.

#### Requirements

\*THIS IS NOT AN ENTRY LEVEL POSITION.

\*Degree in political science, communications, or relevant field.

\*1-2 years of professional experience in communications, relevant internships accepted.

\*Outstanding writing and communication skills.

\*Must be able to work in a fast-paced environment and meet deadlines.

\*Candidates well-versed in AP style are strongly preferred.

To apply, please send your resume to [floridarepublicanjobs@gmail.com](mailto:floridarepublicanjobs@gmail.com)

**MEM-052-20** Advice and Education Counsel (Washington, DC) -- The Committee on Ethics seeks an attorney for the position of **counsel** in the Office of Advice and Education.

The Committee's Advice and Education counsels are responsible for providing a high volume of ethics advice, education, and training to Members of Congress and their staff through frequent telephone calls, in-person meetings, and written work product.

This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Candidates must possess outstanding analytical and written and oral communication skills, as well as the sound judgment necessary to evaluate the sensitive matters that arise before the Committee.

Experience in one or more of the following areas is desirable: government ethics; ethics counseling and training; employment law, including the laws governing sexual harassment in the workplace; and criminal law. Salary commensurate with experience.

Please email resume, cover letter, and short writing sample to [ethicsjobs@mail.house.gov](mailto:ethicsjobs@mail.house.gov). Please include the phrase "A&E Counsel" in the subject line.

**MEM-051-20**    Midwestern Republican Office seeking a **Scheduler**. Applicants should have scheduling experience, ideally with a Congressional office, a political campaign, or a similarly fast-paced organization. Applicants should be extremely attentive to detail, organized, and proactive.

This position will not involve legislative or press work, but will involve coordinating with those teams and others to ensure the Member's time is balanced across various priorities. Job responsibilities will include:

- Creating and updating the Member's schedule in DC
- Responding to invitations for DC meetings and events
- Communicating with the District team about invitations for District events
- Managing the travel plans and logistics
- Preparing meeting briefs and binders for all meetings and events in DC, by coordinating with event participants and the appropriate staff members
- Maintain a weekly schedule that balances the Member's official and unofficial time in DC
- Working with the Chief of Staff to review schedule requests
- Processing vouchers for travel and expense reimbursement for the Member and staff
- Oversee and assisting the Staff Assistant as needed with answering the phone, greeting visitors, and managing the intern program.
- Additional duties related to managing the overall operation of the DC office

To apply, please submit resume and 2-3 references to [RepJobResume@gmail.com](mailto:RepJobResume@gmail.com) with "Scheduler" in the subject line.

**MEM-049-20** Description: Republican Congressman from Ohio seeks a **legislative correspondent** for the Washington, DC office. The successful candidate will be an effective writer and researcher and be able to support the legislative team as needed.

Candidates should have good communication skills, experience with managing constituent mail systems, and perform well in a fast pace work environment. Previous Hill experience and Ohio ties are a plus.

Interested candidates should submit writing samples and resume to [midwestern.job@mail.house.gov](mailto:midwestern.job@mail.house.gov)

**MEM-512-19** Southern Republican seeks an experienced and enthusiastic **Legislative Assistant** to cover their work on Homeland Security Committee issues, among others.  
The ideal candidate will have 3-5 years of experience, ideally 2-3 on the Hill, as well as a solid grasp of House procedures and a deep understanding of relevant policy. This is not an entry level position.

Excellent writing, verbal and organizational skills are essential along with the ability to be a self-starter while working in a fast-paced environment. Job responsibilities will include drafting legislation, writing hearing statements and legislative memos, and preparing briefing materials.

Qualified candidates should include in their application a resume and professional references. Please send applications to [congressionaljobs2805@gmail.com](mailto:congressionaljobs2805@gmail.com) with "Legislative Assistant" in the subject line.

**MEM-428-19** Email: [cademhouseoffice@gmail.com](mailto:cademhouseoffice@gmail.com)  
Position Available: **Senior Staff**  
Office/Location: California  
Closing Date: Until filled  
Salary Level/Range: Commensurate with experience  
Proposed Starting Date: Immediate

Job Summary:

Qualified candidates should have a minimum of 2 years' experience managing a team, possess excellent oral and written communications skills, highly organized, meet deadlines, and manage multiple projects.

A flexible schedule and ability to travel throughout the district is required. Equal opportunity employer.

Interested applicants should submit a cover letter, resume, and writing sample to [cademhouseoffice@gmail.com](mailto:cademhouseoffice@gmail.com) please include Senior Staff in the subject line.