



House Vacancy Announcement and Placement Service (HVAPS)

B-235 Longworth House Office Building
Washington, D.C. 20515
202-226-5836

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Job Line: 202-226-4504

MEMBER AND COMMITTEE VACANCY LISTING

Week of April 1, 2019

MEM-165-19 The Office of Congressman Juan Vargas is seeking a bilingual, high energy, highly-organized, and detail- oriented **Military and Veterans Liaison/Caseworker** for his San Diego County District Office.

PRIMARY RESPONSIBILITIES:

- Serve as an official representative for the Member throughout communities in the District.
- Act as liaison to federal, district, and local government agencies and elected officials.
- Establish and maintain effective relationships with military, veterans and community organizations.
- Monitor local issues of importance and keep the District Director updated.
- Provide logistical support and staff the Member at district meetings and events.
- Assess local and casework-related issues for problems requiring possible legislative action; make recommendations to the District Director and Chief of Staff.
- Respond to casework correspondence and inquiries from constituents.

- Provide casework assistance to constituents in a timely and efficient manner; proactively follow up on all open cases until a resolution is reached.

QUALIFICATIONS:

- A candidate with a background in and/or understanding of military/veteran issues.
- Veterans, reservists, women, and minorities are strongly encouraged to apply.
- Ability to work non-traditional hours, including nights and weekends.
- Excellent written and interpersonal communication skills in English and Spanish.
- Ability to work with staff at all levels, work well under pressure and be detail-oriented.
- Possess an understanding of the federal legislative process.
- Ability to quickly learn about key issues and events in the district for which the Member is involved.
- A qualified applicant must possess a valid California driver's license with the ability to travel as needed.

To apply, please email a resume and cover letter to cajobs@mail.house.gov.

MEM-160-19 Northern Virginia office seeks a **Case Worker** for the district office to handle health care, Social Security and veterans' issues, as well as occasional other duties, such as events and some outreach. This office has a high and steady volume of case work, and the applicant should be someone who is interested in the subject area, patient and ready to juggle.

This person will join a (congenial!) four-person Rosslyn office, so must be collaborative and available to jump in on other tasks, such as answering phones in the office, and occasionally staffing the Congressman at various events, including some evening and weekend hours. This office is an equal opportunity employer and minority candidates and candidates of diverse backgrounds are strongly encouraged to apply. Please send resume and cover letter to beyerstaff@gmail.com.

MEM-159-19 Congresswoman Susan Wild is seeking an enthusiastic, self-motivated, creative and tech-savvy **Digital Communications Assistant/Manager** to work in her Washington, D.C. office. The Digital Communications Assistant/Manager would work closely with the Communications Director to produce high-quality, innovative digital content and manage social media platforms and franking program to amplify Rep. Wild's work and proactively reach constituents utilizing all available digital mediums. This position is primarily responsible for managing the development and process of high-visibility public content for social media, email, and website. Along with drafting social media posts, graphics, video and newsletters, this candidate will manage all social media platforms, using data-driven analytics to boost engagement. 1+ years of comms/digital experience required. Ability to take

initiative and work within a team under tight deadlines is a must. Fluency in Spanish is a bonus. Sense of humor strongly encouraged.

Interested candidates should submit a resume, cover letter, and digital samples to wildresumespa7@gmail.com with the subject line: Digital Communications Assistant/Manager

MEM-156-19 **LEGISLATIVE ASSISTANT** – Congresswoman Pramila Jayapal (WA-07), Co-Chair of the Congressional Progressive Caucus, is seeking an experienced and enthusiastic Legislative Assistant to cover economic policy issues including housing, trade, infrastructure, and the Congresswoman’s work on the House Committee on the Budget. The ideal candidate will have 2-3 years of Hill experience, a good understanding of House procedures, and a deep understanding of economic policy. This is not an entry level position. Candidates with graduate training in law, public policy, or social science are preferred.

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, preparing briefing materials, and advising the Congresswoman on economic policy.

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

Qualified candidates should include in their application: resume, cover letter, and references. Please send applications to jobs.pramila@mail.house.gov with “Legislative Assistant” in the subject line. No calls or drop-ins please.

MEM-155-19 **Staff Assistant**
The House Select Committee on the Climate Crisis is seeking a staff assistant to support the administrative needs of the Committee. The staff assistant will answer telephones, greet visitors, and assist with administrative duties related to committee hearings and other committee business. Candidates should possess exceptional organizational skills and attention to detail. Salary commensurate with experience. Please send resume and cover letter to SCCCDjobs@mail.house.gov with “Staff Assistant” in the subject line. The Committee is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

MEM-154-19 **Clerk**
The House Select Committee on the Climate Crisis is seeking a clerk to manage committee business in the 116th Congress. Duties include, but are not limited to, record-keeping, circulating committee notices, managing

committee hearing logistics and proceedings, supervising interns, updating and maintaining the Committee Calendar and all other duties as assigned. Candidates should possess exceptional organizational skills and attention to detail. Previous congressional experience is preferred. Salary commensurate with experience. Please send resume and cover letter to SCCCDjobs@mail.house.gov with "Clerk" in the subject line. The Committee is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

MEM-153-19 Counsel/Professional Staff Member

The House Select Committee on the Climate Crisis is seeking a professional staff member or counsel to work on climate mitigation policy for the Committee's Democratic staff. Previous experience working on climate mitigation and decarbonization policy is required. Congressional experience is a plus. Responsibilities include planning and staffing congressional hearings, conducting in-depth analysis on policy options for deep decarbonization, writing and editing, and communicating with stakeholders. Successful candidates will be detail-oriented and possess strong communication and writing skills. Advanced degree preferred but not required for all positions, as experience in climate policy may be equally relevant. Salary commensurate with skills and experience. Please send resume and cover letter to SCCCDjobs@mail.house.gov with "Counsel/Professional Staff" in the subject line. The Committee is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

MEM-150-19 The Office of Rep. Justin Amash (MI-03) is seeking a bright, creative, and hardworking **Staff Assistant to join our Washington, DC-based team.**

The staff assistant will be responsible for answering phones, processing mail, assisting with constituent requests for information, coordinating tours, drafting correspondence, and other administrative duties and projects as needed. The person also will handle some light press assistant duties, including compiling press clips, monitoring media, drafting e-newsletters and press releases, updating the website, and fielding some media inquiries.

The successful applicant will be personable, organized, and committed to individual liberty, economic freedom, the Rule of Law, and the Constitution. The applicant must possess excellent communication and time-management skills, the ability to exercise sound, independent judgment, and the ability to work cooperatively and courteously with others.

Applicants must have a BA or equivalent. Hill experience is not required.

To apply, please send a résumé, cover letter, and two writing samples to applydc@amash.com. Please include "staff assistant applicant" in the subject line. No walk-in applicants or phone interviews.

MEM-149-19 The Committee on Ethics has an opening for a **Staff Assistant**. Duties include: answering telephones; assisting with the tracking and processing of committee correspondence; providing administrative support in setting up committee meetings; and entering data and navigating databases with accuracy. This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Applicants must have excellent organizational skills and a professional telephone manner; good computer skills; proficiency in Microsoft Word and Excel; 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. This is an entry level position with a starting salary of \$30,000 per year. Please email cover letter and resume with "Staff Assistant" in the subject line to ethicsjobs@mail.house.gov.

NO PHONE CALLS PLEASE

MEM-142-19 **Legislative Assistant** – Senior Democrat is seeking a highly energetic, motivated and organized lawyer with strong interpersonal, legal and writing skills. The ideal candidate will be able to manage multiple tasks and work well under pressure. The Legislative Assistant works with the Chief Counsel/Legislative Director and with the Chief of Staff to develop and implement the Member's legislative strategy in his/her issue areas; prepares materials for hearings; drafts legislation, amendments, and congressional record statements; and conducts research. The ability to write well under tight deadlines is essential.

Candidate must be able to handle multiple tasks and issues effectively while meeting deadlines. A successful candidate will be a results-oriented, problem solving lawyer and motivated self-starter who can think outside the box. Prior Hill, law firm or similar experience is preferred but not always required. Candidate must possess a law degree and be, 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.

MEM-136-19 Democratic Member seeks a **Legislative Assistant** to develop and plan legislative initiatives and monitor legislative developments on the House floor on assigned issues. The ideal candidate will be suited to: Track legislation and other developments in his/her assigned issue areas; monitor legislative developments within relevant committees; plan and coordinate co-sponsorship and support of other legislation; monitor legislation on the House floor, provide the Member with information on each vote within their assigned issue areas; draft talking points; perform special projects assigned by the Member, the Chief of Staff, or the Legislative Director; meet with

constituent/interest groups. To apply, please send a resume and cover letter to legassistant900@gmail.com.

MEM-135-19 Democrat seeks **Legislative Director or Senior Legislative Assistant** depending on qualifications to handle financial services, tax, economic issues, and other domestic policy issues. Candidate must have Congressional experience and understand the legislative process. A successful applicant will possess strong writing and verbal communication skills, work well with others, and be comfortable in a fast-paced environment. To apply, please send a resume and cover letter to financeservicesla@gmail.com

MEM-133-19 **Environmental Counsel/Professional Staff Member**
The Committee on Energy and Commerce Majority is seeking a counsel or professional staff to focus on environmental issues within the Committee's jurisdiction. Responsibilities will include drafting legislation, preparing hearings, and coordinating with stakeholders and member offices. Ideal candidates will have a law degree or advanced scientific degree, a demonstrated interest in environmental protection, and some public policy experience. Please submit a cover letter, resume, and short writing sample to ecdjobs@mail.house.gov. The Committee is an equal opportunity employer. Diverse candidates, women, and veterans are strongly encouraged to apply.

MEM-132-19 Congresswoman Yvette D. Clarke is hiring a **Communications Director** to work in her Washington, D.C. office. Responsibilities include communications planning and press strategy for D.C. and the district; drafting press materials including: remarks, talking points, newsletters, statements, press releases, and media advisories; pitching media events; assisting with the management of the Congresswoman's social media accounts; interview preparation; and overseeing the office's franked mail and digital programs.

The ideal candidate is a strong writer, politically savvy, detail-oriented, flexible, creative, and a self-starter. Occasional travel to the district and non-traditional hours - including night and weekend work - should be expected. Strong ties to New York press preferred. Interested candidates should send a cover letter, resume, and three writing samples to ResumeNY@mail.house.gov and include "Communications Director" in the subject line.

MEM-131-19 The Office of U.S. Representative Pramila Jayapal (WA-07) seeks an experienced and well-organized **Scheduler** for the Representative's Washington, D.C. office.

Responsibilities include but are not limited to:

- Developing, coordinating, and managing all aspects of the Representative's daily and long-term schedule in D.C. and in the district, as well as tracking, evaluating, and responding to all invitations and scheduling requests;
- Coordinating all travel for the Representative and her staff, filing travel

receipts, and other logistical support tasks as required;

- Working closely with and supporting the Chief of Staff, Deputy Chief of Staff, District Director, and Communications Director to ensure smooth daily schedules and operations;
- Other special projects as required.

The ideal candidate will be:

- Passionate about public service and committed to progressive values;
- A hard worker with excellent attention to detail;
- Adept at juggling complex schedules, competing equities;
- Able to anticipate problems, seek solutions, and effectively communicate them to the Representative and her staff;
- Able to work long hours, including nights and weekends;
- Poised, patient, no-drama, and level-headed, with a sense of humor; and
- Eager to learn, grow, and thrive in a dynamic and high-paced environment.

This is not an entry-level position; 2-4 years of work experience are desired. Applicants with prior work experience as a Scheduler, as well as experience in fast-paced operational roles, are highly preferred.

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

Qualified candidates should include in their application: resume, cover letter, and references. Please send applications to jobs.pramila@mail.house.gov with “Scheduler” in the subject line. No calls or drop-ins please.

MEM-129-19 New England Democrat and Member of the House Committee on Energy & Commerce seeks an experienced **Legislative Assistant** to serve as primary advisor on healthcare issues. Additional legislative issue areas include veterans, defense, and foreign affairs. Responsibilities include but are not limited to drafting legislation, memos, talking points; staffing and preparing Member for committee hearings; maintaining relationships with stakeholders; working closely with communications and district staff. This is not an entry-level position. Successful applicants must be self-starters, highly organized, demonstrate strong communications skills, possess a keen attention to detail, and be willing to work in a fast-paced and team-oriented environment. New England ties preferred. Please send resume, cover letter, and two writing samples to hill.jobs@mail.house.gov. Please no phone calls or walk-ins.

MEM-127-19 Congressman Bill Posey (FL-08) seeks an experienced **Scheduler/Executive Assistant** in Washington, DC. This is not an entry-level position and previous Hill scheduling experience is required. Responsibilities include, but are not limited to:

- Maintaining the Member’s schedule in Washington, DC and closely

coordinating with our District Director as he maintains the Member's schedule in Florida

- Planning and scheduling the Member's meetings, events, and speaking engagements in DC
- Booking all travel and accommodations for the Members and for staff, as needed
- Transporting the Member on official business- candidates must have a car and good driving record
- Administering office purchasing and reimbursements for staff and the Member
- Managing the staff on-and off-boarding process including ordering technology, arranging parking/transportation benefits, ID cards, and necessary paperwork
- Interviewing, hiring, training, and managing office interns

Candidates should be enthusiastic, personable, highly-organized, detail-oriented, and must be able to function in a fast-paced team-oriented environment. Interested applicants should send their resume and cover letter with "Scheduler" in the subject line to fl08.applications@gmail.com.

MEM-123-19 **LEGISLATIVE ASSISTANT:** Midwestern Democratic Member is seeking an experienced legislative staffer to handle a portfolio including health care and education. Ideal candidate will have prior experience as a Legislative Assistant or otherwise managing health care and education policy. Candidate must be proficient at advancing legislation, analyzing and briefing on complex policy issues, and drafting a wide array of written materials. Strong written and verbal communication skills and a demonstrated ability to work collaboratively in a team environment are critical. This is not an entry level position and interns will not be considered. At least three years of Hill or other relevant professional experience is required. Applicants should email a resume, cover letter, and two writing samples to resume.la@mail.house.gov.

MEM-456-18 The Committee on Education and the Workforce, Democratic Staff is currently seeking a **Deputy Clerk** to assist the Chief Clerk in the 116th Congress. Duties include, but are not limited to archiving and records keeping, notices and circulations, official filings, editing letters and reports, hearing, markup and conference logistics and proceeding, bill drops and floor logistics, redlines, updates to the website, managing intern and fellowship program, maintaining the documents room, updating and maintaining the Committee Calendar and all other duties as assigned. Candidates should possess exceptional organizational skills, be comfortable with public speaking, and have excellent writing and research skills. The Deputy clerk will be required to assume all clerking duties in the absence of the Chief Clerk. Previous congressional experience is highly encouraged. Salary commensurate with experience. Interested applicants should email their cover letter, resume and writing sample to jobs_ewdems@mail.house.gov. To

ensure proper identification, please put “DEPUTY CLERK APPLICATION” in the subject line.