



House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING

Week of September 8, 2020

MEM-231-20 U.S. Congressman Ed Case (Hawai'i - 01) is seeking an experienced **Scheduler/Executive Assistant** for his Washington, D.C. office.

Duties include but are not limited to managing all aspects of the Congressman's daily and long-term schedule in D.C., the District and elsewhere, and coordinating and implementing all administrative functions of the D.C. office including constituent requests and records management. Direct report is to the Chief of Staff although the Congressman is routinely involved in all aspects of his office operations.

Very strong preference given to (1) prior Capitol Hill experience especially in scheduling and (2) Hawai'i background, and applicants are asked to detail these attributes. The position also requires initiative, strong interpersonal skills, the ability to multitask, work independently and effectively under pressure, make decisions and solve problems, orientation to detail, excellent verbal communication and writing skills, and long hours especially adjusting to changing time zones.

To apply, please send a resume, cover letter, three references and two short writing samples to HI01resumes@gmail.com with "Scheduler/Executive Assistant" in the subject line. Please, no phone calls, faxes or drop-ins.

MEM-229-20 DISTRICT REPRESENTATIVE/CASEWORKER
U.S. CONGRESSMAN STEVEN HORSFORD
4th District of Nevada

U.S. House of Representatives 4th District of Nevada seeks a District Representative/Caseworker

Candidate must be a motivated, organized, and sociable person to serve as a District Representative/caseworker in the Representative's district office. The District Representative/Caseworker monitors and updates the Strategic Initiatives Director and team on district and local issues, acts as a liaison to federal, district, and local agencies for the Congressman and constituents and answers casework correspondence and verbal communications with constituents.

Candidates must be comfortable working with the public, have excellent oral and written communication skills and have completed a minimum of a bachelor's degree in the related field of human services or social work, and a minimum of three years relevant experience in community or human services.

Responsibilities included but are not limited to:

- Acts as the district representative for the Congressman within his or her area of responsibility including answering casework correspondence, meeting with constituents, verbal communication with constituents, and serve as a liaison to local, state and federal officials and other persons or groups to form effective relationships for the Congressman;
- Informs the Strategic Initiatives Director along with the team of all happenings in his or her assigned issue areas by screening district media sources and interacting with constituents;
- Respond to constituent mail, keeping abreast of legislative developments, meeting with constituent groups, and working with the Legislative team on issues;
- Handle casework assignments and assess cases for problems requiring legislative action and makes recommendations to the Strategic Initiatives Director;
- Attend and monitors scheduled district meetings for the Congressman with constituents;
- Attend and staff the Congressman at events and in meetings, includes driving the Congressman to and from events and meetings;
- Prepare and complete reports and staffing memos;
- Works well under pressure and handles stress;
- Work is mainly performed in an office environment, but the District Representative will often be required to attend and participate in meetings and public functions out of the office including evenings, weekends and holidays. Must have a flexible schedule;

- Noise levels are usually moderate;
- Ability to work in a small workstation without an expectation of privacy.
- Have reliable vehicle with current insurance and good driving record
- Work is currently remote due to COVID-19
- Performs other duties as assigned.

The ideal candidate will be/must have:

- Strong oral and written communication skills;
- Passionate about public service and committed to the Congressman's values
- Poised, confident, self-starter, and team-player with a sense of humor;
- The ability to work in a high-paced environment
- Thorough knowledge of local, state and federal agencies and departments;
- Knowledge of all issues and events in the district in which the Congressman is involved;
- Ability to work cooperatively and courteously with others;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;
- Knowledge of office policies, practices, procedures, and computer applications.

Women, people of color, LGBTQ+ individuals, people with disabilities and members of other underrepresented communities are strongly encouraged to apply. District ties are a plus.

Qualified candidates must include a cover letter, resume, one writing sample, and three professional references in a single PDF file-- email submissions to the Director of Administration, selena.harvey@mail.house.gov. The Subject line must read " MEM-NV04-DRCW-0920_ Last Name". All submissions must be received by September 18, 2020, at 5:00 p.m. PST.

MEM-226-20 The Energy and Commerce Committee Democratic Staff seeks a motivated and hardworking communications professional to join fast-paced communications team as a **press assistant**.

Responsibilities include drafting news releases, social media posts, op-eds and talking points; designing graphics for both social media and web content; monitoring social media for trending topics; maintaining and updating press lists; and compiling daily press clips.

Qualified candidates must have excellent written and oral communication skills, a proven ability to perform under pressure while juggling multiple tasks and sound political judgment.

Prior Hill or campaign communications experience, as well as professional social media and digital experience (including graphic design and photo and video editing), is preferred.

Women and minority candidates are strongly encouraged to apply.

Qualified candidates should submit a cover letter, resume and two writing samples to ecdjobs@mail.house.gov.

Please no phone calls.

MEM-221-20 Rocky Mountain Democrat seeks a **Staff Assistant** to assist both the Washington D.C. and District Office. Currently both offices are in a state of full time telework.

Primary duties will include managing the incoming calls to both offices phone systems, assisting with District Office with constituent casework intake, and assisting the Washington D.C. office with legislative work.

While physical presence in the Washington D.C. area is not immediately required, applicants must be prepared to relocate within 90 days of hire to be prepared to work out of the Washington D.C. office at such time as the COVID-19 pandemic allows for a return to our physical office space.

At such time as the COVID-19 pandemic allows, this individual will fulfill the role of the Staff Assistant in the Washington D.C. office.

Those responsibilities will include staffing and managing the front office, answering the phone, greeting visitors, handling tour and flag requests, overseeing the internship program, occasionally driving the Member to and from events during regular office hours and afterhours, and providing additional office support as needed.

Although this is an entry-level position, candidates should have excellent oral and written communication skills, great attention to detail, strong time management skills, an ability to work under pressure to meet tight deadlines, and a sense of humor.

Capitol Hill experience and/or Western ties are preferred, but not required.

Proof of clean driving record is required.

Please send a resume and cover letter to:
RockyMountainDem@mail.house.gov with "Staff Assistant" in the subject line. Equal Employment Opportunity Employer.

MEM-206-20 The House Office of Diversity and Inclusion is seeking to hire a **Research and Data Analyst**.

In this capacity the Analyst will be responsible for leading data and research collection and analysis for the Office of Diversity and Inclusion. This individual will lead the development of the required diversity report, maintain key metrics and key performance indicators for the Office, and serve as a resource for external and internal diversity best practices.

This individual will also serve as the project manager for any consultants and/or contractors with whom the Office may engage to support the completion of the diversity report and to develop relevant diversity and inclusion-based training, in collaboration with the Congressional Staff Academy.

Key Responsibilities

- This staffer will assist in the translation of research findings into materials that staff can effectively utilize in their engagements with Members and Member offices.
- Provide research support on diversity and inclusion studies, techniques and tools.
- Serve as project manager for the diversity report and, where necessary, direct and coordinate activities of external consultants.
- Research and study best practices for retention and growth in House employing offices.
- Lead data tracking and reporting with a focus on performance and results.
- Prepare regular updates and briefing documents on research that is relevant to House employing offices.
- Assist with the development and delivery of training sessions and, as needed, conduct presentations at professional conferences and meetings.
- Master's degree in social or behavioral sciences or related field; or equivalent level of experience providing technical assistance, data collections and/or research.
- Must have knowledge and experience in diversity, equity, and inclusion research efforts, ideally with a strong background in curriculum development. Current working knowledge of coalition functioning, evaluation and research.
- Quantitative and qualitative evaluation and research skills.
- Expertise using relevant software.
- Customer-service orientation and ability to work harmoniously with a diverse team.
- Ability to work under deadline pressure and extra hours if needed on assignment.
- Demonstrated ability to self-motivate, initiate project activities, and work on multiple assignments simultaneously.
- Extensive computer skills, including data input.

Interested candidates should apply by following the instructions here:
<https://house.csod.com/ux/ats/careersite/1/home/requisition/86?c=house>

Candidates will be asked to upload a cover letter, resume, and two writing samples.

Salary commensurate with experience.

Women, minority, veterans, people of all political ideologies, and LGBTQ+ candidates are strongly encouraged to apply.

No phone calls or drop-ins please.

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 with "Legislative Assistant" in the subject line

MEM-428-19 Email: 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 please include Senior Staff in the subject line.