



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 June 18, 2018

MEM-162-18 The U.S.-China Economic and Security Review Commission is seeking a **Policy Analyst** on the Economics and Trade Team. The individual will be part of a group of analysts responsible for monitoring developments in economics and trade pertaining to China, Taiwan, and the Asia-Pacific region, as well as writing research papers and portions of the Commission's Annual Report to Congress. Further responsibilities, qualification requirements, and information on how to apply can be found [here](#). All application materials are due July 6, 2018 at 5:00 pm.

MEM-156-18 Southern Democrat seeks a **Press Secretary** to lead an active communications operation in the Washington, D.C. office. Successful candidates will have superb written and verbal communication skills, be comfortable multi-tasking, have excellent attention to detail, and work well under pressure. Primary responsibilities include, but are not limited to, drafting press releases, speeches, op-eds, and letters to the editor, managing relationships with local and national reporters, proactively engaging in media outreach, curating an active social media presence, managing e-newsletters, and graphic design. The Press Secretary will work collaboratively with the

legislative and district staffs and closely with the Member. Candidates must be available nights and weekends as required. The office is an equal opportunity employer and diverse candidates are strongly encouraged to apply at nchousejobs@gmail.com. This is not an entry level position.

MEM-145-18 Representative Tim Walz (MN-01) seeks a **Staff Assistant** to join his Washington, DC staff. The Staff Assistant will be responsible for managing the front office, receiving visitors and telephone calls, supervising interns, completing flag and tour requests, and performing other administrative, legislative, and communications tasks as required. Successful candidates will demonstrate an understanding and adherence to the servant-leader model; a high degree of professionalism; strong writing, organizational, and interpersonal skills; an ability to take initiative in a dynamic, fast-paced environment; and a positive, collegial attitude. Capitol Hill experience and Minnesota ties are not required, but they are preferred. Interested candidates should send a resume, cover letter, writing sample, and three professional references to Walz.Resumes@mail.house.gov. Representative Walz is an equal opportunity employer.

MEM-144-18 The Office of Rep. Justin Amash (R-MI) is seeking a bright, creative, and self-motivated **legislative assistant** with a background in law to join our Washington, DC-based policy team.

The legislative assistant will draft legislation, analyze bills, and meet with constituents concerning policy matters, among other duties. The person will be expected to handle a diverse portfolio of policy issues.

The successful applicant will be a libertarian or classical liberal in the tradition of F.A. Hayek, Henry Hazlitt, and Frédéric Bastiat. The applicant must demonstrate a strong commitment to individual liberty, economic freedom, the Rule of Law, and the Constitution.

The person also must be an excellent writer and clear thinker willing to take on the most serious impediments to a freer, more prosperous America. An individual who prefers staid and steady work or who avoids challenges (and the occasional failure) may be more comfortable elsewhere.

Applicants must have a JD or equivalent. Two years of relevant policy experience is preferred, although Hill experience is not required.

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

MEM-143-18 The Office of Rep. Justin Amash (R-MI) is seeking a professional and dynamic **executive assistant** to join our Washington, DC-based team.

The executive assistant will be responsible for efficient and accurate management of all aspects of the member's daily and long-term schedule, meeting logistics, maintaining files and drafting correspondence, greeting visitors, answering phones, and contributing to other miscellaneous projects as needed. The person also will be involved in scheduling staff meetings and briefings, and helping constituents with their visits to Washington, DC, among other duties.

The successful applicant will be personable, organized, flexible, and calm under pressure. The applicant must possess excellent communication and time-management skills, a sense of urgency and the ability to work independently with sound judgment and minimal direction, and the ability to work cooperatively and courteously with others.

Applicants must have a BA or equivalent. Two years of experience in an administrative or scheduling role is preferred, although Hill experience is not required.

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