



U.S. House of Representatives

CAO

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MEMBER AND COMMITTEE VACANCY LISTING

Week of February 22, 2021

MEM-048-21 Congressman Kurt Schrader (OR-5) seeks a **District Scheduler** and **Office Manager** based in Oregon. The staff member in this position will perform a variety of administrative and operational duties including maintaining Member's in-district schedule, record keeping, managing district IT needs, hiring and managing interns.

Essential job functions:

- Prepares district schedule for Member including but not limited to address, directions, purpose of meeting, contact info, staffing, etc; makes travel plans when required;
- Prepares online briefing book for Member for district visits;
- Actively participates in strategic scheduling of Member to ensure Member is reaching each part of District;
- Maintains database of all scheduling requests, invitations
- Responds to all invitations either by written correspondence or personal phone call; logs communication on each request in database;
- Responsible for managing all aspects of the yearly Congressional Art Competition
- Monitors the District Office's compliance with House Rules, including franking reporting and ethics rules;
- Manages Salem and Oregon City office functions including supplies; technology (including copier, phone system, and computers); GSA inventory; leases (parking and office); communications with security contractor; cleaning services; etc

- Serves as Law Enforcement Coordinator for district offices as outlined by House Sergeant at Arms; maintains files related to communications with US Capitol Police
- Works with DC office counterpart to ensure all district bills are forwarded on time;
- Maintains up to date information on office accounts for printing, supplies and travel;
- Provides logistical support and staffing of Member at district meetings and events;
- Recruits, trains and manages interns for state offices;
- Drafts and posts social media posts for in-district visits in conjunction with Communications Director;

Qualifications include a working knowledge of Oregon's 5th congressional district, a service-oriented attitude, strong organizational skills, proficiency at prioritizing and managing multiple projects at one time, a capacity to work both independently and as part of a team, and strong written and oral communications skills. Bachelor's degree preferred and/or 2 to 3 years of experience. Spanish language proficiency is a plus.

Salary range for this position is \$45,000 to \$55,000 plus benefits. This office is an equal opportunity employer and as such is committed to building and maintaining an inclusive and diverse work environment. All qualified candidates are encouraged to apply.

The Office will be taking applications through March 12, 2021 and may remain open longer should the position remain unfilled. Please email your resume and cover letter to: OR05KS.resumes@mail.house.gov with subject line: District Scheduler.

MEM-047-21 Congressman Kurt Schrader (OR-5) seeks two **District Representatives** based in Oregon. The staff members in these positions maintain, strengthen, and establish relationships with federal, state and local agencies as well as community stakeholders, non-profit organizations, local elected officials and constituent groups on behalf of the Member of Congress.

In addition to community outreach, these positions are responsible for managing projects and assist in the development of the Member's schedule including setup, logistical briefings and staffing meetings for small and large-scale events, preparing background briefings on assigned issues, casework, constituent correspondence other administrative duties as assigned.

One position will work with CD 5 communities in Lincoln and Tillamook counties, with a particular emphasis on issues related to commercial and recreational fishing, ocean health, and Native Americans.

One position will work with CD 5 communities in Clackamas and Multnomah counties, with a particular emphasis on issues related to healthcare, transportation, and forestry.

Qualifications include a thorough knowledge of Oregon's 5th congressional district, a service-oriented attitude, strong organizational skills, proficiency at prioritizing and managing multiple projects at one time, a capacity to work both independently and as part of a team, and strong written and oral communications skills. Bachelor's degree preferred and/or 2 to 3 years of experience. Spanish-language proficiency is a plus. In-district travel will be expected.

Salary range for these positions is \$45,000 to \$60,000 plus benefits. This office is an equal opportunity employer and as such is committed to building and maintaining an inclusive and diverse work environment. All qualified candidates are encouraged to apply.

The Office will be taking applications through February 26, 2021 and may remain open longer should the position(s) remain unfilled. Please email your resume and cover letter to: OR05KS.resumes@mail.house.gov with subject line: District Representative.

MEM-042-21 The Office of Congresswoman Frederica S. Wilson seeks a **legislative director**. Responsibilities will include advancing legislative priorities and supporting the member's work on the Education and Labor and Transportation and Infrastructure committees.

The ideal candidate will have substantial experience working on a variety of issues, including education, health, employment, labor, transportation, appropriations, housing, and other issues affecting majority-minority communities. Strong academic credentials, committee experience, and proven leadership skills are required. Moreover, the candidate should possess strong oral and written communication skills, the ability to work well under pressure, extensive knowledge of the legislative process, and be available to work long hours.

This is not an entry-level position; only candidates with previous Hill experience and proven knowledge of legislative and political processes will be considered. Law degree and previous experience serving as a legislative director or senior policy staff are strongly preferred.

Minorities and candidates with Florida ties are encouraged to apply. Submit your resume, cover letter, and three writing samples to FL24.Resumes@mail.house.gov and include "Legislative Director" in the subject line.

MEM-035-21 **Legislative Assistant** - Congressman Mark DeSaulnier (D-CA) seeks a Legislative Assistant to handle a diverse portfolio of issues. Candidates should have excellent research, writing, and communication skills. Duties include identifying and advancing policy proposals, committee hearing and mark-up preparation, meetings with stakeholders, and assisting with constituent correspondence.

Successful candidates should possess strong interpersonal skills and a willingness to work in a team environment. This is not an entry level position and prior legislative experience on Capitol Hill is required. California ties preferred. Office is an equal opportunity employer.

Qualified candidates should send resume, cover letter, and one writing sample to DeSaulnierLegAssistant@gmail.com

MEM-034-21 **STAFF ASSISTANT** – Progressive Northeastern House Democrat seeks Staff Assistant for Capitol Hill office front desk duties (currently remotely executed), including answering phones, having initial contact with constituents, managing D.C. office interns, processing flag and tour requests, and other office-supporting administrative tasks. Helping the Legislative Correspondent with letter-writing is also a significant part of the job.

Qualified candidates should send resume, cover letter, and a brief writing sample (1-2 pages) to democratic.hilljob@gmail.com. Office is an Equal Opportunity Employer committed to building and maintaining an inclusive and diverse work environment. Women and candidates of color are strongly encouraged to apply.

MEM-033-21 Representative Sean Patrick Maloney (NY-18), a member of the House Permanent Select Committee on Intelligence (HPSCI) and member of House leadership, seeks an aggressive and detail-oriented **communications director** to serve in his Washington, D.C. office.

The position will manage or oversee all aspects of a busy and proactive communications shop by writing press releases, advisories, statements; serving as the Member's spokesperson; managing communications strategy; and developing relationships with members of the local, state, and national media.

The position also manages a digital staffer, legislative correspondent, and press fellow. This is not an entry level position. Candidates should have at least three years of previous political communications experience, relationships with the Congressional press corps and familiarity with national security and transportation issues are encouraged. The office is an equal opportunity employer and encourages people of all identity groups to apply.

Interested applicants should send a cover letter, resume, writing samples, and

professional references to ny18resumes@gmail.com.

MEM-032-21 The Energy & Commerce Committee, Democratic Staff, seeks a **Professional Staff Member** for the Health Subcommittee to work on issues within the subcommittee's public health jurisdiction. This is not an entry level position. Responsibilities will be leading a public health issue portfolio, including drafting and negotiating public health legislation, preparing for hearings and markups, writing letters and talking points, preparing background materials for Members and staff, and supporting Members of the Committee.

Qualified candidates must have at least 4 years of health policy-related experience and be knowledgeable in public health issues related to the Centers for Disease Control and Prevention (CDC), National Institutes of Health (NIH), Health Resources and Services Administration (HRSA), and other public health agencies and programs within the Committee's jurisdiction.

Qualified candidates should also have a strong understanding of the Committee process and procedures of the House of Representatives and an ability to perform under short timelines and in a high-pressure environment while juggling competing priorities. Excellent writing and analytical skills are required.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), gender identity, disability, or age. Please submit a cover letter, resume, short writing sample, and at least two professional references to ecdjobs@mail.house.gov using the subject line Public Health PSM Candidate.

MEM-029-21 Chairman Ro Khanna is seeking a **staff director** for the Subcommittee on Environment, Committee on Oversight and Reform.

The staff director will manage a small team and be responsible for: developing an oversight and investigation plan; holding periodic oversight hearings; conducting investigations of governmental and non-governmental entities; drafting official letters, memoranda and investigative reports; publicizing activities and investigative findings; coordinating with the full committee.

Successful candidates will have a J.D. (preferred); experience with investigations and/or enforcement actions in environmental protection, energy policy, and sustainable development. Previous federal or state government experience is preferred. In addition, candidates must have supervisory experience, excellent oral and written communication skills, careful attention to detail, and availability to work non-traditional hours on occasion. Digital and mass media experience is a plus.

The jurisdiction of the subcommittee includes: global climate change; environmental protection, public lands, endangered species, air and water quality;

oceans; public health; conservation; international agreements; energy policy, research and development; and oversight and legislative jurisdiction over regulatory affairs and federal paperwork reduction. The Oversight and Reform Committee is the principal oversight committee in the House of Representatives.

Salary is commensurate with experience. Women, minorities, veterans and LGBTQ+ candidates are strongly encouraged to apply. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

Please submit cover letter, resume and writing sample to reprokhannacal7@gmail.com with the subject line as “Environment Subcommittee Staff Director.”

MEM-026-21 TITLE: **Research Assistant**, Subcommittee on Disability Assistance and Memorial Affairs, House Committee on Veterans’ Affairs, Republican Staff

REPORTS TO: Republican Staff Director, Subcommittee on Disability Assistance and Memorial Affairs

CORE RESPONSIBILITIES:

- Provides administrative, legislative, and research support to Subcommittee staff, and assists with duties as assigned.

QUALIFICATIONS:

- Bachelor of Arts or Science;
- Work, internship, or other experience in a professional environment;
- Strong writing skills;
- Proficiency in Microsoft Office;
- Organizational skills;
- Problem solving;
- Strong verbal communication;
- Team oriented;
- Ability to work well under pressure; and,
- Attention to detail.

DUTIES:

- Answering the telephone and responding to caller inquiries;
- Reviewing incoming mail and preparation of correspondence;
- Maintaining Subcommittee archive, activities report, and relevant publications;
- Assisting with full Committee hearings on matters within Subcommittee jurisdiction;
- Maintaining the Subcommittee’s outstanding deliverable requests made to the Department of Veterans Affairs (VA);
- Determining and tracking the status of pending legislation;

- Reviewing the Congressional Record, Federal Register, House Calendar, and other publications for matters of interest to subcommittee Members and staff;
- Participating in staff-level negotiations, to include knowledge of background information on legislation being considered;
- Assisting Subcommittee staff in organization of, and preparation for, hearings, to include determination of Minority agenda, briefing of Members, and development of questions;
- Conducting meetings with VA, veteran service organizations or other scheduled parties;
- Drafting remarks for Ranking Member and suggested questions for hearing;
- Preparation of memorandums for the full Committee and Subcommittee Ranking Members on matters under the jurisdiction of the Subcommittee;
- Research preparation of hearings by reviewing previous hearing transcripts, relevant statutes, and VA policy; and,
- Responsible for all other duties assigned by the full Committee Ranking Member, Staff Director, or Deputy Staff Director; and assist other Committee staff, as needed.

How to Apply:

Qualified candidates please send résumés only to the following e-mail address: VAR.Resumes@mail.house.gov with “DAMA Republican Research Assistant” in the subject line. No calls or walk-ins, please.

MEM-025-21 POLICY ADVISOR – Congressman Jerry McNerney (CA-09) seeks an experienced and proactive legislative staffer to handle the energy and environment portfolio and his related work on the House Energy and Commerce Committee and the House Science, Space, and Technology Committee, in addition to other issues.

This position offers many opportunities to help drive policy in areas that are among the Congressman’s top priorities.

Responsibilities include crafting and advancing legislative initiatives, preparing and staffing the Congressman for committee activity, meeting and working with stakeholders, closely monitoring policy developments, and drafting talking points, floor statements, press-related materials, and briefings.

Candidate must be detail-oriented, have excellent written, verbal, interpersonal, and time management skills, and work well in a collaborative, fast-paced environment.

This is not an entry-level position; candidates should have 3-5+ years of Capitol Hill experience, including relevant legislative experience and a strong command of energy and environmental issues.

Candidates of diverse backgrounds are encouraged to apply, and California ties are a plus. Qualified applicants should submit a cover letter, resume, and two writing samples to McNerneyResumes@mail.house.gov.

MEM-024-21 Legislative Director

The Office of Congresswoman Frederica S. Wilson seeks a legislative director. Responsibilities will include advancing legislative priorities and supporting the member's work on the Education and Labor and Transportation and Infrastructure committees.

The ideal candidate will have substantial experience working on a variety of issues, including education, health, employment, labor, transportation, appropriations, housing, and other issues affecting majority-minority communities. Strong academic credentials, committee experience, and proven leadership skills are required. Moreover, the candidate should possess strong oral and written communication skills, the ability to work well under pressure, extensive knowledge of the legislative process, and be available to work long hours.

This is not an entry-level position; only candidates with previous Hill experience and proven knowledge of legislative and political processes will be considered. Law degree and previous experience serving as a legislative director or senior policy staff are strongly preferred.

Minorities and candidates with Florida ties are encouraged to apply. Submit your resume, cover letter, and three writing samples to FL24.Resumes@mail.house.gov and include "Legislative Director" in the subject line.