



U.S. House of Representatives

CAO

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House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING

Week of January 19, 2021

MEM-017-21 Staff Assistant/Office Manager: Representative Chrissy Houlahan (PA-06) seeks a Staff Assistant/Office Manager for her Washington, DC team. This individual is responsible for managing front line constituent communications (tours, flags, incoming calls and visitors), managing the intern program (recruiting, onboarding, ensuring they have a good experience), managing office operations (serve as liaison to HIR/Telecom/AOC, serve as finance admin/LEC/Parking Coordinator, make office purchases and maintain inventory), and other administrative or operational duties as assigned.

The ideal candidate has superb organizational and problem-solving skills, impeccable attention to detail, strong time and project management skills, a good sense of humor, a heart for public service, and a desire to be part of a highly-collaborative, high-achieving team. Capitol Hill experience, Pennsylvania ties, a car, solid recommendations for movies/shows/books, and Spanish-language proficiency a plus.

Interested applicants should e-mail a resume, cover letter and a one-page writing sample to PA06HoulahanJobs@gmail.com with the subject "Staff Assistant/Office Manager: LAST NAME" by Sunday, January 24, 2021. 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.

Women, people of color, and LGBTQ+ candidates are strongly encouraged to apply.

Applicants with disabilities who require reasonable accommodation to participate effectively in the application or hiring processes are encouraged to request an accommodation at any time during those processes. Requests for accommodation should be directed to PA06HoulahanJobs@gmail.com

MEM-016-21 **Scheduler:** Representative Chrissy Houlahan (PA-06) seeks a Scheduler for her Washington, DC team. This individual is responsible for tracking, evaluating, and responding to all invitations and scheduling requests; making travel arrangements for the Member; managing all aspects of the Member's daily and long-term DC and national schedule; managing the Member's time in a productive and timely manner; and coordinating with the District Scheduler to ensure a smooth operation.

The ideal candidate has superb organizational and problem-solving skills, impeccable attention to detail, the ability to stay calm and in command despite a sometimes overwhelming number of competing demands on the member's time, the ability to respond quickly to last-minute changes to the schedule, a good sense of humor, a heart for public service, and a desire to be part of a highly-collaborative, high-achieving team. Capitol Hill experience, Pennsylvania ties, solid recommendations for movies/shows/books, and Spanish-language proficiency a plus.

Interested applicants should e-mail a resume, cover letter and a one-page writing sample to PA06HoulahanJobs@gmail.com with the subject "Scheduler: LAST NAME" by Sunday, January 24, 2021. 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. Women, people of color, and LGBTQ+ candidates are strongly encouraged to apply.

Applicants with disabilities who require reasonable accommodation to participate effectively in the application or hiring processes are encouraged to request an accommodation at any time during those processes. Requests for accommodation should be directed to PA06HoulahanJobs@gmail.com

MEM-012-21 The Democratic Women's Caucus (DWC) seeks an energetic and highly talented individual to serve as DWC's first **Executive Director**.

With the incoming Biden-Harris Administration and a historic number of Democratic women in Congress, we have both great opportunity and great responsibility to elevate our voices and advance our priorities – from reproductive health and child care to pay equity and paid family and medical leave.

To more effectively advance our policy goals in the 117th Congress, we are seeking an Executive Director to serve as a liaison to all members, help deliver a unified message, and advance our agenda for women and families.

The Executive Director will oversee all DWC activities, including:

- Coordinating efforts of DWC leadership and all Caucus members to ensure a unified effort;
- Supervising a yet-to-be-hired Communications Director and any interns, fellows, or other staff that might be retained by the Caucus;
- Developing and managing legislative priorities, memos, newsletters, press releases, and any other materials for Caucus members, the press, and the public;
- Pursuing an engagement strategy with the new Administration to ensure DWC is effectively advocating for priority agenda items with the Executive branch;
- Developing and maintaining relationships with external partners on behalf of the Caucus;
- Organizing and facilitating DWC briefings, dinners, hearings, and any other events that can advance caucus priorities and reach; and
- Overseeing the development and maintenance of a Caucus website, social media presence, and other mechanisms to engage and work with a diverse group of DWC stakeholders.

The ideal candidate must have a strong policy background and substantial coalition building experience with multiple stakeholder groups across Capitol Hill and the advocacy community. Additionally, candidates must demonstrate an ability to work under pressure and meet deadlines in an unpredictable work environment. Strong organizational and time management skills, and excellent written and verbal communication skills.

This is not an entry-level position. Competitive salary and benefits, commensurate with experience.

Please submit a resume and cover letter to DWCJobs@mail.house.gov. This Caucus is an equal opportunity employer that does 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 employees and encourage all qualified candidates to apply.

MEM-011-21 Congressman Dwight Evans (PA-03) – is seeking an individual with substantial legislative, policy and staff management experience to join his team as **Legislative Director**.

Responsibilities include managing and implementing the member's legislative priorities and his work on the Ways and Means and Small Business Committees. The Legislative Director will supervise a talented legislative staff, proactively

promote the office legislative and policy agenda, manage a personal legislative issue portfolio and perform other duties as assigned.

Candidates must possess very strong communication, writing and analytical skills as well as a demonstrated ability to manage and mentor staff. The candidate must also demonstrate experience in strategic planning and have experience formulating plans for advancing legislation. The ideal candidate will be highly motivated, detail oriented, creative, resourceful and passionate about public service. The candidate must have prior Hill experience beyond internships.

The candidate should also demonstrate excellent writing, verbal and organizational skills. Ties to Philadelphia are a plus as well as familiarity with health care, housing and small business federal policy.

Qualified applicants should email a resume, cover letter and two writing samples to PA03.Resumes@mail.house.gov with "Legislative Director" in the subject line.

MEM-010-21 The House Committee on Energy and Commerce Democratic Staff (majority) seeks an enthusiastic, motivated, and highly organized **staff assistant** for fast-paced committee office.

Responsibilities include tasks associated with a front office such as receptionist duties, answering phones, greeting visitors, ensuring that office and meeting rooms are kept in order, supporting staff in preparations for committee events such as hearings, markups, meetings, and events, delivering documents and obtaining signatures on letters, training and supervising interns, handling and sorting incoming mail, maintaining both digital and paper records and files, maintaining office supplies and mastering basic equipment operations, assisting other staff with research, work product, web content, special projects, and other duties as assigned.

Qualified applicants must possess excellent written and oral communication skills, attention to detail, professionalism, exceptional time management skills, and an ability to work collaboratively. All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), gender identity, disability, or age. Hill experience preferred but not required.

Please submit a cover letter, resume, and a short writing sample to ecdjobs@mail.house.gov

MEM-009-21 The House Committee on Education and Labor (Democratic staff) seeks a **Professional Staff** member responsible for higher education issues such as accountability, accreditation, minority-serving institutions, and federal student loans.

Proficiency of programs authorized in the Higher Education Act is required. Applicants should have two to four years of higher education policy or research experience or two years of higher education policy or research experience and an advanced degree.

This position is writing intensive and requires the ideal candidate to have exceptional writing, communication, and organizational skills. Must demonstrate the ability to successfully manage multiple projects under deadlines; display a collaborative disposition; and a commitment to social justice and expanding economic opportunity.

Responsibilities will include leading a discrete number of higher education issue areas; researching, reviewing, and drafting legislation; providing technical assistance to Member offices; preparing written materials including talking points, letters, memos, and legislative analyses; tracking regulatory developments, floor activity, and the related activities of other committees; supporting the execution of committee proceedings and events related to higher education; and coordinating with the oversight and communications teams in support of the Committee's agenda. Salary Range: \$65,000 to \$80,000.

To apply, applicants must submit a resume and two short writing samples (no longer than 3 pages each) demonstrating a proficiency in higher education to E&L.Jobs@mail.house.gov with "Higher Education Professional Staff Position" in the subject line. Please apply no later than January 20, 2021.

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation. Candidates of diverse backgrounds are encouraged to apply.

MEM-008-21 Midwestern Republican office is looking for a **Legislative Assistant**. Responsibilities will include drafting and advancing legislation; preparing talking points, vote recommendations, and other legislative materials; monitoring and analyzing legislative developments, committee proceedings; and representing the Member in meetings with constituents and stakeholders.

Portfolio of issues will include Agriculture, Trade, Labor & Pensions, Energy & Environment, and others as needed. Successful candidates must be proactive, possess exceptional organizational skills and attention to detail, and be interested in working in a fast-paced office environment. Candidates should have at least one year of agriculture policy experience.

Interested applicants should email a resume and cover letter with Legislative Assistant in the subject line to RepJobResume@gmail.com. No phone calls or drop-ins.

MEM-003-21 **LEGISLATIVE ASSISTANT** – Freshman Iowa conservative seeks seasoned Legislative Assistant with 2-3 years minimum Capitol Hill experience. Issue portfolio dependent on applicant, but broad range available, including: financial services, transportation and infrastructure, agriculture, energy/environment, small business, commerce, trade. Position requires strong writing skills, attention to detail, a foundational understanding of House procedure, and a dedication to the Constitution. Iowa ties a plus.

LA will be responsible for making vote recommendations, staffing meetings, writing policy memos, and drafting legislation under the guidance of the Legislative Director. Please send resume, cover letter, and list of references to iowa01jobs@gmail.com with “LA – APPLICANT’S LAST NAME” in the subject line.

MEM-001-21 The Select Subcommittee on the Coronavirus Crisis in the U.S. House of Representatives conducts investigations to ensure the nation’s response to the coronavirus crisis is efficient, effective, and equitable.

Chairman James E. Clyburn seeks to fill a **Counsel** or **Professional Staff** position on the Democratic staff. The ideal candidate will be an attorney or policy professional with several years of investigative or litigation experience.

Responsibilities include leading investigations, conducting depositions and transcribed interviews, preparing for hearings, and drafting reports.

Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Candidates must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Please send a resume and cover letter to SSCCJobs@mail.house.gov, with “Counsel / Professional Staff” in the subject line.

MEM-337-20 **Constituent Services Representative**, Stafford — The Office of Congressman Rob Wittman (VA-01) is seeking a Constituent Services Representative to serve as a liaison with federal, state, and/or local agencies and constituent groups, answer casework correspondence, communicate and meet with constituents, and execute district outreach on behalf of the Member.

This position is located in our Stafford District Office but requires travel throughout the Stafford Region for events and meetings. The ideal candidate needs to be self-motivated, work cooperatively and courteously with others, and possess a drive to get things done. Interested applicants should email a cover letter and resume to Joe.Schumacher@mail.house.gov with “Stafford Constituent Services Representative” in the subject line.

Job Description:

CONSTITUENT SERVICES REPRESENTATIVE

OFFICE of CONGRESSMAN ROB WITTMAN

SUMMARY:

This position serves as a constituent services representative for the Member within the Stafford region to constituent groups and associations and acts on behalf of Rep. Wittman's constituents. Acts as a liaison with federal, state, and/or local agencies for the Member and constituent groups, answers casework correspondence, communicates and meets with constituents, executes district outreach plan.

ESSENTIAL JOB FUNCTIONS:

- *Meets with elected officials and representatives, local groups, and constituents on behalf of the Member;
- *Travels throughout the assigned localities to keep abreast of local concerns holding regular open office hours in selected localities and sends out press releases announcing the scheduled visits;
- *Proactively seeks opportunities to develop community outreach relationships on behalf of the Member;
- *Works closely with the communications department to implement planned outreach events and to suggest new ideas for such events;
- *Staffs the Member at events in the Stafford Region;
- *Represents or speaks on behalf of the Member at events the Member is unable to attend;
- *Refers scheduling items to scheduler in Washington through office scheduling process; suggests scheduling opportunities and advises on scheduling items in geographic areas of responsibility;
- *Stays abreast of local news and issues and communicates those issues to the Congressman, Chief of Staff, and key staff in Washington;
- *Monitors and updates the Member, Chief of Staff, and District Director on district and local issues;
- *Works with communications shop to identify and build contact lists of key constituents and organizations in district;
- *Responds to casework inquiries from constituents; Monitors casework for problems requiring legislative action or communications messaging trends;
- *Supervises interns with regard to legislative issues and constituent responses;
- *Meets attendance requirements as established by the office;
- *Maintains a good working relationship with the Member, staff, and constituents;
- *Accepts performance-based criticism and direction;
- *Works well under pressure and handles stress;
- *Works a flexible schedule including long hours, nights and weekends; and
- *Performs other duties as assigned.

EDUCATION/EXPERIENCE:

A bachelor's degree or higher education level is preferred, including strong academic credentials. Some period of related experience or training in legislation or equivalent is beneficial.

SKILLS AND KNOWLEDGE REQUIRED:

- *Ability to perform the essential job functions above;
- *Ability to exercise discretion and independent judgment in the formulation and recommendation of policy positions for the Member;
- *Ability to work cooperatively and courteously with others;
- *Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- *Knowledge of office policies, practices, and procedures;
- *Knowledge of office computer applications; and
- *Proficiency in word processing.

MEM-335-20 The Committee on Oversight and Government Reform is the principal investigative body for the U.S. House of Representatives.

Chairwoman Carolyn Maloney (D-NY) seeks to fill an Environment **Counsel** or **Professional Staff** Member position on the Democratic staff. The ideal candidate will be an attorney or policy professional with several years of investigative or litigation experience working on environmental issues, or with environmental regulatory agencies.

Responsibilities include depositions, transcribed interviews, briefings, and congressional hearings. Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Candidates must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills.

Please send a resume and cover letter to oversightjobs@mail.house.gov, with "Environment" in the subject line.

MEM-334-20 The Committee on Oversight and Government Reform is the principal investigative body for the U.S. House of Representatives.

Chairwoman Carolyn Maloney (D-NY) seeks to fill a **Counsel** position on the Democratic staff. The ideal candidate will be an attorney with several years of investigative or litigation experience.

Responsibilities include depositions, transcribed interviews, briefings, and congressional hearings. Candidates with diverse backgrounds and experiences are strongly encouraged to apply.

Candidates must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Please send a resume and cover letter to oversightjobs@mail.house.gov, with "Counsel" in the subject line.

MEM-333-20 Financial Disclosure Counsel (Washington, DC) -- The Committee on Ethics seeks an attorney for the position of counsel in the Financial Disclosure office.

The Committee's financial disclosure counsel are responsible for reviewing financial statements and providing legal advice on a high volume of financial disclosure issues, 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, accounting, auditing, investment management, taxation, corporate finance, and securities law. Salary commensurate with experience.

Please email resume, cover letter, and short writing sample to ethicsjobs@mail.house.gov. Please include the phrase "FD Counsel" in the subject line.

MEM-331-20 Investigative Counsel (Washington, DC) -- The Committee on Ethics seeks an attorney for an investigative counsel position.

The Committee's investigative counsels are responsible for conducting investigations and adjudicatory and disciplinary proceedings regarding Members and staff of the U.S. House of Representatives. This is a nonpartisan position which requires the ability to conduct impartial investigations and refrain from political or partisan activity.

Candidates must possess outstanding analytical and written/oral communications 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; campaign finance; criminal law; employment law, including the laws governing sexual harassment in the workplace; civil litigation; administrative investigations and adjudications; depositions; and financial accounting. Salary commensurate with experience.

Please email resume, cover letter, and short writing sample to ethicsjobs@mail.house.gov. Please include the phrase "Investigative Counsel" in the subject line.

MEM-330-20 The Energy & Commerce Committee, Democratic Staff, seeks a **Legislative Assistant/Junior Professional Staff Member** for the Health Subcommittee to work with the subcommittee staff on issues throughout the subcommittee's health finance and public health jurisdiction. This is not an entry level position.

Responsibilities including drafting memos and preparing background materials for Members and staff, assisting other Health Subcommittee staff in preparation for hearings and markups, drafting letters, and conducting background research in order to support staff in the drafting of legislation and oversight efforts.

Qualified candidates must have at least 3 years of health policy-related experience and be knowledgeable in health finance issues related to Medicare, Medicaid, and the Affordable Care Act, as well as public health issues related to the Food and Drug Administration (FDA), the Centers for Disease Control and Prevention (CDC), and other public health agencies.

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 Legislative Assistant / Junior PSM Candidate.