



U.S. House of Representatives

CAO

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MEMBER AND COMMITTEE VACANCY LISTING

Week of February 1, 2021

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 reprokhannaca17@gmail.com with the subject line as “Environment Subcommittee Staff Director.”

MEM-027-21 Grants & Projects Specialist: Congresswoman Lisa Blunt Rochester seeks a Grants & Projects Specialist based out of her fast-paced Wilmington district office to assist state and local governments as well as local organizations pursue federal and other types of grant funding.

The position works at the direction of the State Director. The position supports the in-state activities of the Member; provides issue policy research and works closely with the legislative team in the Congresswoman’s DC office; oversees outreach and executes events with the state casework team.

Duties require work during regular office hours as well as some nights and weekends. The successful candidate will hold a valid driver’s license and have a clean driving record. This is an Equal Opportunity Employer. Salary commensurate with experience.

Interested candidates should send a cover letter, resume, and writing sample to lbr.jobposting@gmail.com with “Grants & Projects” in the subject line by COB Monday, February 8th. No phone calls, drop-ins, or emails please.

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.

MEM-022-21 "Chairwoman of the House Committee on Science, Space, and Technology seeks to fill **Professional Staff Member** position on the Committee. Duties include oversight of the Department of Energy (DOE) and other agencies within the

Committee’s jurisdiction, outreach to stakeholder groups, researching and drafting legislation, staffing hearings, and preparing memoranda, statements, and speeches for Majority Members.

Applicants should have experience in at least one or both of the following subject matter areas: 1) science and energy research and technology development activities carried out by DOE, 2) energy and related environmental policy. All applicants should possess strong writing, organizational, and communication skills; the capacity to articulate technical and policy issues clearly and concisely; and the ability to meet tight deadlines. The ideal candidate will have significant Capitol Hill or relevant government or industry experience. An advanced degree or technical background is a plus, but not required.

This office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity or expression. In addition, we are committed to and benefit from a diverse staff and candidates of all backgrounds. This position will close on February 2, 2021.

Please send a cover letter and resume to SciResumes@mail.house.gov. This not an entry-level position.”

MEM-021-21 The Committee on Energy and Commerce Majority is seeking a diligent, energetic and creative person to serve as **Counsel** focusing on energy issues within the Committee’s jurisdiction.

Responsibilities will include providing legal analyses, drafting legislation, preparing hearings, staffing markups, writing memos and statements, and coordinating with stakeholders and member offices.

Ideal candidates must have a law degree, demonstrate in-depth understanding of energy policy issues, and possess some public policy experience. Knowledge of issues within the jurisdiction of the Federal Energy Regulatory Commission and the Department of Energy is particularly helpful. Strong writing skills are essential.

Please submit a cover letter, resume, and short writing sample to ecdenergyjobs@mail.house.gov. The Committee is an equal opportunity employer and strongly encourages minorities, women, veterans and LGBTQ 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-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.