



U.S. House of Representatives

CAO

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MEMBER AND COMMITTEE VACANCY LISTING

Week of March 29, 2021

MEM-094-21 The House Committee on Education and Labor (Democratic staff) seeks a **Director of Labor Oversight** to manage oversight and investigations on the Labor team.

Responsibilities include organizing oversight hearings, writing investigative reports and executing a complementary legislative and oversight strategy with positive results. Qualified applicants must have a J.D. and relevant policy experience with at least 3-5 years of experience conducting investigations.

Experience in labor policy is not a requirement, however preferred. In addition, the applicant must have exceptional writing skills, strong attention to detail, ability to juggle multiple projects, and have direct management experience.

To apply, applicants must submit a resume, a writing sample (5-10 pages), a writing sample describing an investigation the applicant would like to pursue, and 3 professional references. The second writing sample must include a hyperlink to a current news item from any source (newspapers, blogs, or other websites) and two paragraphs detailing why the Committee should investigate the issue presented and the steps the applicant would take to begin an investigation.

Please submit all materials to E&L.Jobs@mail.house.gov with "Director of Labor Oversight" in the subject line. The salary range is \$95K - \$115K, commensurate with education and experience. 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 strongly encouraged to apply.

MEM-093-21 The House Committee on Education and Labor (Democratic staff) seeks a proactive, hard-working individual to serve as **Press Assistant**.

Candidates must have exceptional writing skills, strong attention to detail, and the ability to work effectively in a team environment. Responsibilities include but are not limited to: drafting press releases and remarks, coordinating press activities with Committee offices, managing the Committee website, compiling and distributing press clips, tracking press and social media analytics, and supporting a wide range of other communications work.

The ideal candidate will have 1-2 years of relevant communications experience. To apply, applicants must submit a resume, cover letter, brief work samples, and 3 professional references to E&L.Jobs@mail.house.gov with "Press Assistant" in the subject line.

Salary commensurate with education and experience. 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 strongly encouraged to apply.

MEM-090-21 Congresswoman Linda T. Sánchez, a Senior Member of the Committee on Ways and Means, seeks a **Legislative Assistant** to handle the Congresswoman's work on the Social Security Subcommittee, as well as a diverse portfolio including Defense, Foreign Affairs, Housing, and other legislative issues. The Legislative Assistant will be responsible for developing legislative initiatives, meeting with constituents and interested groups on behalf of the Congresswoman, and staffing the Congresswoman for committee hearings and markups.

Qualified candidates should have at least 3 years of Hill experience and possess a strong understanding of the issues listed. Applicants must demonstrate an ability to work well with a team in a small, fast-paced environment, while maintaining a sense of humor. The Congresswoman strongly values diversity and encourages candidates of all backgrounds to apply.

Please submit a resume, cover letter, and writing sample to CAdemofficejob@gmail.com.

MEM-087-21 **Staff Assistant:** Senior Democratic Member of Congress seeks an energetic, organized, creative, self-starter to join the team of her very active and visible legislative office staff. The candidate must have strong interpersonal skills, be comfortable with managing multiple tasks and able to work well under pressure.

The staff assistant is responsible for front office duties, including answering and screening telephone calls, mail distribution, room reservations, and responding to constituent requests for flags, tours, and other information. The staff assistant also serves as intern coordinator by recruiting training, scheduling and assigning duties.

The ideal candidate will have a bachelor's degree, significant experience interacting with the public, excellent writing and communication skills and a working knowledge of the District of Columbia. Candidate must be a resident of the District of Columbia or willing to move immediately to D.C., if hired.

Applications accepted until filled. Salary is based on skill and experience level. Interested applicants should send a resume, cover letter, references and two writing samples to: DC00.NortonResume@mail.house.gov

MEM-086-21 The Office of Congressman Kweisi Mfume seeks a **Legislative Director** for its Washington, DC office. The ideal candidate is highly-organized, passionate, friendly, and has noteworthy experience.

Responsibilities include assisting in the development of policy positions and legislative initiatives and managing and supervising the office's legislative staff. The position requires an incredible attention to detail. 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. Due to COVID-19 work is often from home.

Applicants should send a resume and cover letter to MD07employment@mail.house.gov. Applications will be considered on a rolling basis, but no application will be considered later than April 16, 2021. No phone calls, faxes, or emails.

MEM-085-21 The Office of Congressman Kweisi Mfume seeks a **Communications Director** for its Washington, DC office. The ideal candidate is highly-organized, passionate, friendly, and has noteworthy experience.

Responsibilities include managing and coordinating the messaging and communications activities, including media contacts, for the Member and the office. Traditional and digital communications are managed by the Communications Director including press statements, press releases, mass emails, social media posts, and website updates.

The position requires an incredible attention to detail. 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. Due to COVID-19, work is often from home.

Applicants should send a resume and cover letter to MD07employment@mail.house.gov. Applications will be considered on a rolling basis, but no application will be considered later than April 16, 2021. No phone calls, faxes, or emails.

MEM-084-21 The Office of Congressman Kweisi Mfume seeks a **Legislative Assistant** for its Washington, DC office. The ideal candidate is highly-organized, passionate, friendly, and has noteworthy experience.

Responsibilities include developing and planning legislative initiatives; monitoring legislative developments within Committees and on the House floor; tracking legislation, executive action, administrative action, and other governmental developments; drafting constituent correspondence for the Member; preparing for committee meetings and hearings; answering constituent letters; and helping constituents with federal matters.

The position requires an incredible attention to detail. 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. Due to COVID-19 work is often from home.

Applicants should send a resume and cover letter to MD07employment@mail.house.gov. Applications will be considered on a rolling basis, but no application will be considered later than April 16, 2021. No phone calls, faxes, or emails.

MEM-083-21 **Staff/Digital Assistant** Opening: New Jersey Democrat is seeking a motivated and organized Staff Assistant with excellent oral and written communication skills for the Washington, D.C. office.

Responsibilities include managing front desk operations, answering telephones, greeting visitors, coordinating tours for visiting guests, processing flag requests, reviewing, sorting, and responding to incoming constituent correspondence, addressing constituent matters, and assisting the Member and legislative staff as needed.

Additional duties include management of the website and social media activities, including official Facebook, Instagram, and Twitter accounts, drafting social media and outreach content, filming, taking photos, and occasionally producing graphics and videos. Knowledge of Adobe Creative Cloud and Canva is a plus.

Please e-mail cover letter, resume and a brief writing sample to: NJ08jobs@mail.house.gov.

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation.

MEM-081-21 **SUBCOMMITTEE STAFF DIRECTOR** – The office of Rep. Karen Bass seeks a Staff Director with demonstrated leadership skills for the House Foreign Affairs Subcommittee on Africa, Global Health, and Global Human Rights.

The Staff Director will support the Chairwoman and lead a small team to support the policy direction of the Africa Subcommittee by implementing the legislative and oversight agenda. Responsibilities include drafting legislation, developing policy and communications objectives; managing implementation of Subcommittee hearings and briefings; drafting official letters, memoranda, and investigative reports; helping publicize activities and investigative findings; organizing and acting as lead staff on Congressional Delegations abroad; managing, mentoring, and directing Subcommittee staff; serving as primary support for Subcommittee Members and staff; and coordinating with the House Foreign Affairs Committee staff.

This is not an entry-level position. The candidate will be able utilize a broad array of legislative, oversight, and regulatory tools to enact the foreign policy related goals focused on Africa. Applicants should possess a clear background in foreign policy, with a specific expertise on the continent of Africa; a strong network of ties in the foreign affairs policy community; strong leadership skills and verifiable experience managing a team; robust verbal and written communication skills; and the ability to manage multiple projects at one time in a fast-paced environment. Ideal candidates will have a deep understanding of the Hill and a proven track record of achieving policy goals.

Qualified candidates should submit a resume, cover letter, and writing sample to CA37.HR@mail.house.gov. Please include “Subcommittee Staff Director” in the subject line.

The office is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, gender identity, sexual orientation, disability, military status, age, marital status, or parental status. and candidates of color are strongly encouraged to apply. Please no calls or drop-ins.

MEM-078-21 Western Republican Member has opportunity for a motivated, well organized, and talented **scheduler**.

Qualified candidates will have experience managing a fast-paced schedule for a Member of Congress, processing all incoming schedule requests and arranging

travel. The scheduler will work closely with Member, Chief of Staff, and District Director in advancing priorities of the office. This position requires attention to detail, problem solving skills, good judgment and the ability to work as part of a team.

Prior relevant experience required; salary commensurate with experience. Position requires reasonable flexibility and availability beyond normal office hours. Please email cover letter and resume to uscongressjobs@gmail.com

MEM-077-21 The office of Congressman Mondaire Jones (D-NY) seeks a **Legislative Director** based in Washington, D.C.

The Legislative Director will be responsible for advancing the Congressman's legislative priorities and supporting his work on the Judiciary and Education and Labor Committees. Rep. Jones serves as Freshman Representative to Leadership, co-chair of the Equality Caucus, Deputy Whip of the Congressional Progressive Caucus, and Vice Chair of the Subcommittee on Courts, Intellectual Property, and the Internet.

The ideal candidate will have substantial experience working on a variety of issues, including education, health, employment, labor, transportation, appropriations, housing, and other issues that impact majority-minority communities. Strong academic credentials, committee experience, and proven leadership skills are required. In addition, 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 House-side Hill experience and extensive legislative acumen will be considered and contacted. JD and previous experience serving as a Legislative Director or senior policy staff are strongly preferred.

Candidates from BIPOC, LGBT+, working class, and/or other underrepresented communities are strongly encouraged to apply, as well as candidates with ties to New York (and NY-17 in particular). You can find the application via the following link: <https://airtable.com/shriBI8YHiyDXXfR0>

Due to the volume of applications we receive, we will only contact you if we decide to move forward with your application. Please no calls, direct emails, or walk-ins.

MEM-076-21 The House Committee on Education and Labor (Democratic staff) seeks an **Economist** to provide expert advice on labor economics, and support policy making initiatives in health, education and human services.

The Economist must be able to successfully communicate data and findings in an accessible manner to a non-technical audience and demonstrate a commitment to social justice and expanding economic opportunity. Responsibilities include assisting labor, health and education policy staff to draft legislation; prepare materials for hearings, markups and floor activity; and draft memos.

The Economist is also expected to conduct research, track and report on labor market and macroeconomic developments; coordinate appropriations and budget related matters; evaluate regulatory proposals; track other committees' activities that intersect with the Ed and Labor Committee; provide cost/budget justifications for policy priorities; and, coordinate with oversight and communications teams in support of the Committee's agenda.

Requirements include at a minimum a Bachelor's degree in Economics, quantitative aptitude, analytical mindset, and good problem-solving skills. Applicants should have at least 5 years of experience as a professional economist and possess strong writing, communication, and organizational skills. The candidate must demonstrate the ability to successfully manage multiple projects under deadlines and display a collaborative disposition.

To apply, applicants must submit a resume, cover letter, 3-5 page writing sample, and 3 professional references to E&L.Jobs@mail.house.gov with "Economist" in the subject line. The salary range is \$70K to \$95K, commensurate with education and experience.

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 strongly encouraged to apply.

MEM-075-21 The House Committee on Education and Labor (Democratic staff) seeks a **Professional Staff** member to provide expert advice, advance legislation and provide oversight on workplace safety and health, and to support policy making where workplace safety issues cross cut with the Committee's initiatives in health, education and human services.

The Candidate will draft legislation, organize and prepare materials for hearings, markups and floor activity; draft memos; research, track and report on workplace safety and health developments; engage with other committees and the full array of stakeholders; evaluate regulatory and legislative proposals from relevant agencies, including OSHA, MSHA, NIOSH, and the Department of Labor's Office of Workers' Compensation Programs; and coordinate with oversight and communications teams in support of the Committee's agenda.

Applicants should have a degree in a relevant discipline or at least 3 years of experience in Congress, a regulatory agency, union or other organization working

on health and safety issues. Key to this position is the ability to anticipate emerging issues, support build support for initiatives, and successfully communicate safety and health information in an accessible manner to a non-technical audience. The successful applicant should have an analytical mindset and good problem-solving skills.

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

To apply, applicants must submit a resume, cover letter, 3-5 page writing sample, and 3 professional references to E&L.Jobs@mail.house.gov with "Workplace Safety" in the subject line. Salary commensurate with experience.

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-074-21 Progressive California Democrat and member of the House Ways and Means Committee seeks a **Legislative Counsel** to handle an active immigration and judiciary portfolio. This position also leads the member's work on the Ways and Means Worker & Family Support Subcommittee in addition to handling child welfare, poverty, labor, civil rights, and social security issues.

Responsibilities include: preparing and staffing the Member in committee hearings and markups, developing and advancing legislation and other policy priorities of the Member, researching and advising the Member on policy issues and vote recommendations, drafting talking points and speeches, and representing the Member in meetings and events.

The successful candidate will be an independent worker and a self-starter, possess the capacity to produce high-quality work in a fast-paced environment and have strong communication and writing skills. Preferred candidates will have a background in immigration policy. Candidate must be able to synthesize complex technical information under tight deadlines and be able to work well with a variety of competing interest groups. Must possess a positive attitude, a good sense of humor and thrive in a team environment.

This is not an entry level position. J.D. preferred but not required. Please e-mail your resume, cover letter, and a short writing sample to ca27jobs@gmail.com. This office is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply.

No phone calls or drop-ins, please!

MEM-073-21 General Counsel

The House Committee on Small Business seeks a General Counsel to advise the Chairwoman, Members, and staff on the rules and procedures of the Committee and assist senior staff in overseeing the legislative activities of the Committee.

Responsibilities include preparing for hearings, markups, and floor activity, tracking legislation, drafting and editing Committee documents. Candidates should possess excellent writing and organizational skills, be detail-oriented, and demonstrate an ability to work well under pressure and short deadlines.

An ideal candidate will have prior Hill experience and/or a strong understanding of the House Rules. This is not an entry level position. The Committee is committed to, and benefits from, a diverse staff, and candidates of all backgrounds are encouraged to apply.

Interested applicants should submit a resume, cover letter and writing sample to: hsbcdems@gmail.com with the subject line General Counsel.

MEM-071-21 The House Select Subcommittee on the Coronavirus Crisis majority staff seeks a Communications Director. The ideal candidate will be a communications professional with several years of congressional experience.

Responsibilities include developing and implementing the Select Subcommittee's communications strategy across digital and traditional media, drafting press releases and other materials, responding to media inquiries, coordinating interviews and press events, and preparing the Chairman for these events. 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 "Communications Director" in the subject line.

MEM-070-21 DISTRICT OFFICE CASEWORKER

SUMMARY:

The District Office Caseworker acts a constituent liaison for the Member. This position also monitors and updates the Member and District Director on district and local issues. This position acts as a liaison to federal, district, and local agencies for the Member and constituents and answers casework correspondence and verbal communications with constituents.

ESSENTIAL JOB FUNCTIONS REQUIRED:

- *Handles casework assignments;
- *Maintains a good working relationship with the Member, staff, and constituents;
- *Acts as the representative for the Member within his or her area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies;
- *Informs the Member and the District Director of all happenings in his or her assigned issue areas by screening district media sources and interacting with constituents;
- *Acts as a liaison to local, state, and federal officials and other persons or groups to form effective relationships for the Member;
- *Acts as a liaison to and notifies the appropriate media when the Member will be in the liaison's area and works with the Member's Communications Director and Scheduler to ensure appropriate media participation;
- *Assesses casework for problems requiring legislative action and makes recommendations to the District Director, Legislative Director, and Chief of Staff.
- *Monitors scheduled district meetings for the Member with constituents;
- *Screens and refers cases, when appropriate, to other district offices;
- *Trains and supervises Staff Assistants, including interns, to handle office matters such as logging incoming and outgoing correspondence, handling visitors, telephone calls, and computer operations;
- *Logs in all incoming and outgoing mail and incoming telephone calls relating to casework;
- *Prepares periodic reports for the District Director on pending cases and district activities in his or her assigned issue areas;
- *Continually screens active cases and acts as liaison with constituents to ensure that their cases are handled in a responsive manner;
- *Maintains up-to-date files on all cases and categories of information of importance to the office;
- *Accepts performance-based criticism and direction;
- *Meets attendance requirements as established by the office;
- *Works under pressure and handles stress;
- *Works a flexible schedule including long hours, nights, and weekends; and
- *Performs other duties as assigned.

EDUCATION (OR EQUIVALENT EXPERIENCE):

At least 5 years of experience; strong academic credentials. Alternatively, 10 years of related experience or training in legislation or equivalent similar experience.

SKILLS AND KNOWLEDGE REQUIRED:

- *Strong oral and written communication skills;
- *Thorough knowledge of local, state, and federal agencies and departments;

- *Knowledge of all issues and events in the district in which the Member is involved;
- *Professional telephone manner;
- *Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.
- *Ability to perform the essential job functions above;
- *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 computer applications; and
- *Proficiency in word processing.

WORKING CONDITIONS:

- *Work is mainly performed in an office environment. Noise levels are usually moderate.
- *Ability to work in a small workstation without an expectation of privacy.

All applicants should submit a Resume and Cover letter to MD07Resumes@mail.house.gov

MEM-068-21 Staff Assistant /District Field Representative – The district office of Congressman Frank Pallone, Jr. seeks a hard-working, organized individual to serve as a Staff Assistant & District Field Representative.

This position primarily entails constituent casework and community outreach. Other responsibilities include meeting with local community officials, representing the Congressman at community and governmental events, special projects, as well as general office work. Candidates should possess excellent verbal and written communication skills, and must enjoy working with the public.

Prior experience in government, the non-profit sector, community and grassroots organizing is preferred. This position is based in New Jersey. To apply, please send a resume, cover letter, writing sample, and references by email to NJ06.Jobs@mail.house.gov.

MEM-062-21 Rep. Jerrold Nadler, Chairman of the House Judiciary Committee and the most senior Jewish Member in Congress, seeks a **Legislative Assistant** to handle Israel/Middle East and issues of importance to the American Jewish community, foreign affairs, defense, financial services, and other issues in the Chairman's Washington, DC office.

Responsibilities will include staffing and preparing the Chairman for meetings and events with Members, outside organizations, and other stakeholders; serving

as a resource to other offices on Israel/Middle East and other issues; writing statements and briefing materials; drafting legislation where appropriate; and meeting with stakeholders both with and without the Chairman.

A deep understanding of issues relating to Israel and the relevant stakeholders in this area is required. Strong writing skills, sound political judgment, and the ability to work closely and collaboratively with others is essential. Chairman Nadler is committed to, and benefits from, a diverse staff, and candidates of all backgrounds are encouraged to apply.

Chairman Nadler's office does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin. To apply send a resume and cover letter to NY10.DCJOB@mail.house.gov