



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of March 8, 2021**

**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](mailto: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](mailto: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](mailto:NJ06.Jobs@mail.house.gov).

**MEM-065-21 COMMUNICATIONS DIRECTOR** –The 56-member bi-partisan Problem Solvers Caucus (PSC) seeks an innovative, strategic, and experienced communications director based in Washington, D.C. The staff member in this position proactively promotes and helps build the caucus's national image and manage its press, social media, and communications operations.

The communications director works closely with the executive director, PSC co-chairs and their staff to carry out assigned duties. This position is responsible for helping plan, draft, and coordinate communications activities to advance caucus priorities, including pitching stories, developing social media content, writing press releases, and maintaining positive working relationships with members of national, state, and local media. The communications director produces caucus-oriented talking points, member media toolkits, and works collaboratively with member offices.

This is not an entry-level position. Candidates should have at least two years of previous communications experience, including Capitol Hill experience and relationships with the congressional press corps. A disposition aligned with the caucus mission of breaking the gridlock in Congress by promoting bi-partisan, bi-cameral collaboration and policies is essential.

Candidates must possess strong writing, communication, and organizational skills, digital and social media savviness, creativity, and the ability to work with members and their staff under tight deadlines. Candidates should also be familiar with graphic design, website and social media design, and constructing and conveying messages to a national audience through print, television, and digital media.

Salary range for this position is \$50,000 to \$56,000 plus benefits. The Problem Solvers Caucus is an equal opportunity employer and will be taking applications through March 10, 2021. All applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, national origin, or service in the military.

Please submit a cover letter, resume, short writing sample, and at least two professional references to [Jaclyn.ODay@mail.house.gov](mailto:Jaclyn.ODay@mail.house.gov), with the subject line as "Problem Solvers Caucus Communications Director."

**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](mailto:NY10.DCJOB@mail.house.gov)

**MEM-059-21** The House Judiciary Subcommittee on Immigration and Citizenship seeks a hard-working lawyer with significant experience in immigration and nationality law to serve as legislative **counsel**.

Responsibilities include: serving as a resource for Democratic Members of the Judiciary Committee on matters involving immigration law and policy; drafting legislation; coordinating hearings and witnesses; preparing Members for hearings and markups; drafting statements, memos, and briefing materials; and providing guidance to other offices within the Democratic Caucus on immigration-related matters.

A strong background in immigration law and policy is required. Exceptional writing skills, sound political judgment, and the ability to work closely and collaboratively with other congressional offices and advocacy organizations are essential. The ideal candidate will have Capitol Hill experience and a minimum of five years of experience in immigration law.

The Committee strives to ensure that our staff represents the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply. The Committee 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.

Qualified candidates should submit a resume, cover letter, and writing sample to [JDEM.Job@mail.house.gov](mailto:JDEM.Job@mail.house.gov). Please include "Immigration Counsel" in the subject line.

**MEM-058-21** The Democratic staff of the House Committee on the Judiciary is seeking a **Digital Director**. The Digital Director is responsible for developing the long-term, short-term, and rapid response digital strategy as well as innovative digital content. The Digital Director works closely with chief counsels, the communications team, and the senior staff to advance the Committee's goals and legislative priorities.

Primary responsibilities include:

1. the production of all outward and inward facing products for the Committee, including graphics, images, videos, manuals, presentations, templates, and demonstratives;
2. the development of new and innovative digital strategies to expand the audience;
3. the design and implementation of paid and organic online media strategies;
4. the coordination of hybrid and virtual hearings, including serving as the technical lead and primary liaison with the CAO, HRS, and Committee staff.

**Skills:**

Experience in Adobe Photoshop, Illustrator, Premier Pro, After Effects, LightRoom, InDesign, or Audition is preferred.

Experience in HTML, CSS, CRM, UX and UCD, hard-skills technology, big-data analysis and graphical representation, Webex, Zoom, OBS, and Wirecast is preferred.

Mastery in manual photography and videography.

The Committee is looking for candidates who are highly creative, pay close attention to detail, and have a strong work ethic. Willingness to take initiative, generate creative ideas, work on your own or as part of a team, train and mentor digital interns and fellows, and work under deadline pressure is a must.

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Please send a resume, writing sample and digital portfolio to [HouseJud.DemsJob@mail.house.gov](mailto:HouseJud.DemsJob@mail.house.gov)

**MEM-057-21** Congresswoman Nydia Velázquez D-NY-07 is seeking a strong writer and creative thinker with a sense of humor to serve as **Staff and Press Assistant** in a fast-paced and highly collaborative Capitol Hill office.

The candidate will be responsible for managing and maintaining a high-volume constituent correspondence system and responding to constituent letters and phone calls in a timely manner. Press responsibilities will include compiling daily news clips, drafting press releases, quotes, and social media posts, e-newsletters and 499's, and managing digital presence. Strong video and social media skills

are required.

The successful candidate will be a self-starter, hardworking, highly dependable, and organized, as well as possess strong oral and written communication skills and the ability to manage multiple tasks and work well under pressure.

Previous experience on Capitol Hill is preferred; New York City ties and bilingual Spanish speaking is a plus. BIPOC, women, LGBTQIA+ and veterans are strongly encouraged to apply.

The office does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, military status, gender identity and expression, marital status, parental status, or sexual orientation, or in any of its activities or operations.

Interested applicants should email their resume and cover letter to [spajobnv07@gmail.com](mailto:spajobnv07@gmail.com) with the subject line “Staff and Press Assistant Application” no later than March 12th.

**MEM-055-21** **Legislative Correspondent/Digital Assistant** - Senior Democrat is seeking a highly energetic, motivated, and organized individual with strong writing, social media/media, and interpersonal skills who can manage multiple tasks and work well under pressure.

Responsibilities include responding to constituent mail, including any research necessary to write an adequate response to the mail; monitoring House floor procedures; meeting with constituents and interested individuals/organizations; preparing congressional record entries; drafting social media and outreach content; producing high-quality graphics and videos; livestreaming outreach events; and assisting the communications director with updating the website and social media pages.

The ideal candidate will be a results-oriented problem solver and a motivated self-starter who can think outside the box. Candidate must have a bachelor's degree, excellent writing and communication skills. Candidate must be a resident of, or be willing to become, a resident of the District of Columbia.

Interested applicants should send a cover letter, resume, references and two writing samples to [DC00.NortonResume@mail.house.gov](mailto:DC00.NortonResume@mail.house.gov)

**MEM-054-21** **State Director:** Congresswoman Lisa Blunt Rochester seeks a State Director based out of her fast-paced Wilmington district office.

The State Director oversees all district office operations and works very closely with the Congresswoman in developing, implementing and overseeing policy objectives, strategy and operational objectives as well as directs and supports all

staff activity throughout the district. The position is a leadership role in the office and supervises up to seven employees in both our Wilmington and Georgetown offices.

Duties require work during regular office hours as well as nights and weekends. The successful candidate will have strong managerial experience, and be a dynamic, well-versed professional and public servant as well as 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 and resume to [lbr.jobposting@gmail.com](mailto:lbr.jobposting@gmail.com) with "State Director" in the subject line by COB Monday, March 11th. No phone calls, drop-ins, or emails please.

**MEM-049-21** Congresswoman Eddie Bernice Johnson (TX-30) is seeking a **Communications Director** for her Washington, DC office.

The Communications Director will be responsible for overseeing the planning and execution of the overall media strategy and managing the day-to-day communications operation. Candidates must possess excellent written and oral communications skills, as well as be able to make critical decisions independently.

Duties include but are not limited to working with local and national reporters, proactively engaging in media outreach, managing online communications, and drafting press releases and op-eds. Strong writing skills, understanding of political messaging, and sound judgment are all required.

This is not an entry level position. Qualified candidates should submit a cover letter, resume, and two writing samples to [tx30@mail.house.gov](mailto:tx30@mail.house.gov) No phone calls, faxes, or drop-ins please.

**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](mailto:OR05KS.resumes@mail.house.gov) with subject line: District Scheduler.

**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](mailto:FL24.Resumes@mail.house.gov) and include “Legislative Director” in the subject line.