



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING

Week of March 15, 2021

MEM-079-21 Congresswoman Brenda L. Lawrence is seeking a hard-working and dynamic individual to serve as a **Staff/Press Assistant** in her Washington, D.C. office.

Staff Assistant responsibilities include managing front office; greeting visitors; sorting mail; answering phones; processing flag requests; booking and coordinating tours; managing the office's internship program; assisting with constituent correspondence via IQ; and transporting/driving member to events when in Washington, D.C. (a personal vehicle is not required).

Press Assistant duties include compiling daily news clips; drafting social media posts; creating social media graphics; maintaining press lists and Member's website; editing and taking photos. The Press Assistant will have opportunities to write press releases, media advisories, op-eds, and other written content in cooperation with the Communications Director.

Applicants with ties to Michigan are preferred, but not required. This office is an equal opportunity employer and veterans, LGBTQ+ individuals, women, and diverse candidates are encouraged to apply.

Interested candidates should submit an application included a resume, cover letter, digital media sample, and one brief writing sample to MI14District@gmail.com by COB March 22, 2021.
No calls or walk-ins, please.

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

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. 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

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 No phone calls, faxes, or drop-ins please.

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.