



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**House Vacancy Announcement and Placement Service (HVAPS)**

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of October 17, 2022**

**MEM-494-22 Democratic Congressman seeks a Staff Assistant/Press Assistant.**

Staff Assistant responsibilities include: answering phones and greeting visitors, assisting with tour and flag requests, helping to manage the interns, sorting/batching correspondence, drafting letters and providing administrative and legislative support as needed.

Press Assistant responsibilities include: compiling press clips, drafting/monitoring social media posts, designing graphics and web content and other press duties as assigned. Applicants must have strong writing skills and be a detail oriented team player. Maryland ties and knowledge of Intertrac or IQ are a plus.

Interested applicants should e-mail 1) a resume, 2) a cover letter, and 3) two brief writing samples to [employment@mail.house.gov](mailto:employment@mail.house.gov) with the subject "Staff Assistant/Press Assistant: LAST NAME."

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

**MEM-492-22** Representative Nanette Diaz Barragán (CA-44) seeks an experienced **Communications Director** to lead a fast-paced and highly engaged press operation. Applicants must be creative, dynamic, proactive, and energetic.

The Communications Director will serve as the spokesperson and primary communications advisor to the Member. They will be responsible for developing and executing an aggressive strategic communications plan, including social media, that encompasses local, national, and specialty media outlets. The Communications Director will oversee day-to-day press operations, including coordinating and managing the press team; responding to media inquiries; booking the Member for interviews; pitching news opportunities to media outlets; planning press conferences and in-district events; managing the Member's social media accounts and official website; editing/drafting speeches, talking points, floor statements, press releases, op-eds, and e-newsletters; and creating and distributing e-newsletters and franked mailings.

They are also responsible for working with the Member, Chief of Staff, Legislative Director, and District Director to develop and coordinate core messaging. The Communications Director is responsible for maintaining the Congresswoman's voice across all communications materials, with an emphasis on clarity, relatability, authenticity, and connecting the Congresswoman's values and advocacy to a diverse constituent base.

This is NOT an entry level position. Candidates must have previous press-related experience either on or off Capitol Hill, and fluency in Spanish is preferred. They must be highly organized, proficient in multi-tasking, have strong political judgment and instincts, and possess superior writing, editing, and proofreading skills.

- Los Angeles Metro|Southern California ties are a plus.
- Experience with video editing and graphic design are a plus.
- Experience with national media contacts both print and digital, as well as with radio/TV bookers and producers is a plus.

Additionally, the Communications Director must be willing to work extended hours and oftentimes under time constraints, while maintaining a positive attitude.

Salary is commensurate with experience.

Candidates should submit a resume, cover letter including salary requirements, and two writing samples with the subject line "Communications Director" to [CA44Resumes@mail.house.gov](mailto:CA44Resumes@mail.house.gov).

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**MEM-485-22** The Permanent Subcommittee on Investigations (PSI) is the U.S. Senate's premiere investigative body and its oversight jurisdiction is extremely broad, including issues related to national health, welfare, safety and security. The Subcommittee is seeking an Oversight **Counsel** and an **Investigator** to help navigate its various investigations and engage in interactions with Executive Branch officials and private entities regarding PSI oversight efforts. This may include conducting extensive record reviews and interviews with witnesses, writing an assortment of products, including the drafting of PSI bipartisan staff reports, in addition to supporting and advising PSI's Chair (Senator Jon Ossoff) and other PSI staff.

Both positions require a seasoned investigator or counsel who is energetic, determined, thoughtful, and well organized with outstanding written and oral communications skills. The individual should have experience investigating cases of waste, fraud, abuse, corruption and/or mismanagement. The ability to work well in a fast-paced environment with small teams and the ability to pursue oversight opportunities on their own is critical. A calm and positive disposition under demanding conditions and the ability to multitask under tight deadlines is essential. Congressional experience is useful but not required. Investigative reporters and others with investigative experience are encouraged to apply. This is a unique opportunity to engage in in-depth congressional investigations. This is not an entry-level position.

The Subcommittee is an equal employment opportunity employer and does not discriminate on the bases of race, color, religion, national origin, disability, age, uniformed service, genetic information, sex, sexual orientation, gender identity or gender expression. The subcommittee benefits from a diverse staff, and candidates of all backgrounds are encouraged to apply. Salary range is \$70,000 to \$75,000.

Qualified candidates should submit a resume, cover letter and writing sample to: [PSIjobapplication@hsgac.senate.gov](mailto:PSIjobapplication@hsgac.senate.gov). All applications are due by COB on Friday, October 21, 2022.

**MEM-472-22** Rep. A. Donald McEachin (VA-04) seeks D.C. office **Staff Assistant/Driver**.

Duties include driving the Congressman in D.C., helping to manage the front office, answering phones, greeting visitors, processing flag and tour requests, assisting with constituent mail responses, managing the office intern program, and performing other tasks as assigned.

The ideal candidate will be energetic, organized, flexible, and efficient, with strong interpersonal skills and a good sense of humor. Access to a car is not required. Ability to work late nights when necessary is a must. Capitol Hill experience and Virginia ties preferred but not required. Starting salary for this position is \$55,000.

To apply, please send your resume, cover letter, and a brief writing sample in a single PDF document to [McEachin.Jobs@mail.house.gov](mailto:McEachin.Jobs@mail.house.gov) with “Staff Assistant” in the subject line. Diverse candidates are encouraged to apply. No calls or drop-bys, please. Equal opportunity employer.

**MEM-471-22** Rep. Dutch Ruppersberger’s office seeks a **Staff/Digital Assistant** in our district office in Timonium, MD.

The ideal candidate is an organized, empathetic, self-starter with excellent interpersonal communication and time management skills.

This is a utility position that is responsible for managing all administrative duties, such as, answering phones, drafting letters, processing vouchers, invoices, and staff reimbursements, preparing congressional citations, processing mail, and other duties as needs arise.

The Digital Assistant portion of the position would require you to manage our website, coordinate all social media (Twitter, Instagram and YouTube), and assist our Director of Communications as needed. Access to a vehicle is required, as driving the Congressman on evenings and weekends is sometimes needed.

The starting salary for this position is 45k base pay with an annual bonus structure. We offer a tuition reimbursement program that is a 10k a year benefit for eligible candidates. We earn 12 paid sick days and 15 vacations days each the first year, with one additional day every year after.

Qualified applicant must possess excellent written and oral communication skills, attention to detail, professionalism, an ability to work collaboratively, and flexibility in assisting with daily tasks and projects.

This position provides an opportunity to be part of a dedicated, compassionate team that is committed to providing exceptional constituent service.

Interested candidates should submit their resume to [jasmine.ginn@mail.house.gov](mailto:jasmine.ginn@mail.house.gov).

**MEM-462-22** The Congressional Asian Pacific American Caucus (CAPAC) seeks a **Policy Advisor** to manage the Caucus’ policy agenda, including crafting and executing effective legislative strategies to advance Caucus policy priorities, representing the Caucus as point of contact on all policy engagements, working with

Members' staff to advance legislative proposals, developing materials to support the goals and mission of the Caucus, and promoting the Caucus both internally within the House of Representatives and externally to the public.

The Policy Advisor's responsibilities will include:

- In conjunction with Members, developing Caucus' policy priorities and strategic objectives
- Executing Caucus' policy agenda through nuanced understanding of community stances
- Working collaboratively with Executive Director and other Caucus staff to advance CAPAC's work internally on Capitol Hill and through deep engagement with stakeholder entities to push CAPAC priorities forward
- Collaborating with CAPAC Member office staff to further Caucus policy objectives and managing communication with CAPAC policy liaisons
- Collaborating with communications staff to convey legislative positions and wins into external messaging through statements, social media, and press engagement
- Organizing policy-focused events for Caucus members and external stakeholder participation

Qualified candidates must have an understanding of CAPAC's policy priorities and familiarity working with the Asian American, Native Hawaiian, and Pacific Islander community. Outstanding writing and communication skills, sound political judgment, and the ability to work closely and collaboratively with multiple Member offices and key stakeholders are essential.

Top candidates should also be detail-oriented and possess the ability to multi-task, work well in a fast-paced setting, and act as a team player. This is not an entry-level position and candidates should have a demonstrated understanding of House and Senate legislative processes.

To apply, please send a cover letter, resume, and writing sample to [congressional.apa.caucus@gmail.com](mailto:congressional.apa.caucus@gmail.com). No walk-ins or calls please.