



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 July 26, 2021

MEM-280-21 Midwestern Democrat seeking an organized, detail-oriented individual to serve in the position of **Staff Assistant** in a fast-paced and highly collaborative Capitol Hill office. Responsibilities include staffing and managing the front office, managing mail intake, answering and managing the phone system, greeting visitors, handling tour and flag requests, assisting staff during and after office hours, providing administrative support to the Administrative Director, and providing additional office support as needed.

While this is an entry-level position, candidates should have excellent oral and written communication skills, great attention to detail, strong time management skills, an ability to work under pressure to meet tight deadlines, and a sense of humor. Capitol Hill and/or customer service experience are strongly preferred. Midwest and Great Lakes ties are a plus.

Our office is an equal opportunity employer and women, people of color, members of the LGBTQ+ community, and members of other traditionally underrepresented communities are **STRONGLY** encouraged to apply. Please send resume, cover letter, and writing sample in one PDF document to: midwestern.resume@mail.house.gov.

MEM-278-21 Rep. Nanette Diaz Barragán (CA-44) seeks a **Legislative Assistant** in her Washington, DC office. The Legislative Assistant will support the Member's work on the Energy & Commerce Health Subcommittee and cover a portfolio

that includes health care, reproductive rights, family services|child welfare, and other issues.

Responsibilities will include drafting legislation, policy letters, memos, and talking points, preparing for and staffing committee hearings, making vote recommendations, meeting and maintaining relationships with constituents and advocacy groups, working closely with the communications team and district staff, advancing a number of the Member's legislative priorities, and other tasks as required. The position requires strong written and oral communication skills, the ability to manage multiple priorities at one time, and the ability to work collaboratively in a team environment.

This is NOT an entry-level position. Candidates should have at least 2-3 years of Capitol Hill or relevant policy experience, be highly motivated, detail-oriented professionals with strong organizational and time-management skills, as well as positive attitudes, and pride in work. In addition, candidates should have a strong understanding of the legislative process, coalition building, and have the ability to maintain strategic relationships with constituent organizations, and should be comfortable managing multiple priorities in a fast paced environment.

Los Angeles Metro Area|Southern California ties and Spanish language skills are a plus. Salary will be commensurate with skills and experience.

Interested candidates should send a cover letter, resume, two references, and two writing samples with "Legislative Assistant" in the subject line to CA44Resumes@mail.house.gov.

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.

MEM-274-21 Active Democratic House Member seeks a **Staff Assistant** to serve in the Washington D.C. office. Ideal candidate will be a motivated self-starter with outstanding interpersonal, customer service, time-management, and organizational skills.

Primary responsibilities include: answering and logging telephone calls; front of office operations; recruiting and managing interns; managing constituent requests for flags and tours; assisting the Communications Director; assisting with constituent mail responses and other administrative duties.

Ideal candidates will have relevant experience and demonstrate the ability to think on their feet to solve problems; show keen attention to detail; demonstrate excellent oral and written skills; maintain a positive demeanor; hold a clean driving record; and demonstrate resilience in a busy environment.

This office is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity. Women, people of color, and candidates from diverse backgrounds are strongly encouraged to apply.

Candidates with California ties are preferred but not required. Please submit a resume and cover letter in a single PDF document to ca07jobs@gmail.com with “DC Staff Assistant” in the subject line. No walk-ins or phone calls.

MEM-273-21 The Office of Rep. Karen Bass seeks an organized and detail-oriented **Director of Operations** for the Washington, DC office.

This role manages all aspects of the Member's and Chief of Staff's daily and long-term schedule in DC and in the District, office administration (including finances, travel, etc.). This individual will work closely with the Member, Chief of Staff, DC and District staff. Qualified candidates will have strong communications and multi-tasking skills and will work well on a team.

The ideal candidate will have prior administrative and scheduling experience on the Hill or comparable work environment. Candidate must be well-organized, detail-oriented, team-oriented, self-motivated, comfortable working in a fast-paced environment focused on serving constituents. Candidate must also have comfort interfacing with a principal. Salary is commensurate with experience.

To apply, please email your cover letter, resume, and references to CA37.HR@mail.house.gov.

MEM-268-21 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 Majority 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.

MEM-267-21 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 **Staff Assistant and Clerk** position on the Majority staff.

The ideal candidate will be an enthusiastic and organized self-starter with previous experience working or interning on Capitol Hill. Responsibilities include editing letters, monitoring phone lines, maintaining correspondence files and other records, hosting meetings, and supporting staff on all aspects of hearings, briefings, and other events. Occasional assistance with research and writing may also be required.

Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Candidates must have superior organization skills and 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 "Staff Assistant and Clerk" in the subject line.

MEM-265-21 Congressman Andy Kim (NJ-03), a member of the House Armed Services Committee, House Foreign Affairs Committee, and House Small Business Committee seeks a hard-working **Constituent Services Representative** to serve in his Willingboro or Toms River offices.

The Constituent Services Representative is a field representative and caseworker on behalf of the Congressman that acts as a liaison to various federal, state and local agencies, assesses problems and finds solutions in a professional manner and screens and refers cases, as appropriate.

Ideal candidates will have experience managing casework, be exceptionally well-organized and attentive to detail, be able to adhere to established casework processes, have strong oral and written communication skills, excel at time management and be able to maintain good working relationships with the Congressman, staff and constituents. An even temperament, ability to deal effectively with a wide range of personalities, and creative problem solving skills are essential.

RESPONSIBILITIES

- Interact with constituents via phone, email and in person
- Establish, follow through and complete constituent casework
- Keep accurate and complete case notes and alerts at all times
- Interact with assigned federal agencies
- Interact with local, county and state offices to make and accept referrals
- Establish efficient processes to handle common issues and problems
- Cross-train and accept changing areas of focus as needed
- Staff public events as needed

PREFERRED EXPERIENCE

- Casework or other high volume, high touch work
- Time spent in a customer service role
- Work with federal, state or local government
- Experience with casework IQ program is a plus
- Candidates with ties to New Jersey are strongly encouraged to apply

TO APPLY: Email cover letter, resume and 2-3 references to NJ03resumes@mail.house.gov with the subject line “Constituent Services Representative: [NAME]”. Please no unsolicited drop-ins, phone calls, or emails to the office.

APPLICATION DEADLINE: August 20, 2021 at 5PM EST

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. People of all identity groups are encouraged to apply.

MEM-261-21 Data Analyst

The Republican staff of U.S. Congress’s Joint Economic Committee seek a data analyst with strong quantitative skills for the Social Capital Project. Proficiency in Excel as well as STATA, R, or other statistical software package is required for this role. Successful candidates will have a background in economics, public policy, or similar field. Ability to think creatively, work independently, and take initiative is necessary.

The Project provides a unique chance to develop an ambitious agenda aimed at enabling more Americans to thrive in the 21st century. Interest in JEC Social Capital Project-related research topics, including expanding opportunity by strengthening families, communities, and attachment to work, is a plus. Salary is commensurate with experience.

Interested candidates should send a resume and writing sample to RJJobs@jec.senate.gov

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MEM-260-21 Senior Policy Advisor/Senior Economist

The Republican staff of U.S Congress’s Joint Economic Committee seek a senior policy advisor/senior economist for the Social Capital Project. The Project, a “think tank within a committee,” seeks candidates with experience in social science and public policy research and interest in evidence-based approaches to

expanding opportunity by strengthening families, communities, and attachment to work.

For these roles, successful candidates will have proven policy research and writing experience (for a public audience) and be able to weigh empirical evidence and think creatively about policy. Ability to work independently and take initiative are also essential.

The Project provides a unique chance to develop an ambitious policy agenda aimed at enabling more Americans to thrive in the 21st century. We encourage applications from those with a masters, PhD, or equivalent level of policy knowledge/experience. Salary commensurate with experience.

Interested candidates should send a resume and writing sample (not to exceed thirty pages) to RJJobs@jec.senate.gov

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MEM-254-21 Investigative Counsel (Washington, DC) -- The Committee on Ethics seeks an attorney for an investigative counsel position.

The Committee's investigative counsels are responsible for conducting investigations and adjudicatory and disciplinary proceedings regarding Members and staff of the U.S. House of Representatives. This is a nonpartisan position which requires the ability to conduct impartial investigations and refrain from political or partisan activity.

Candidates must possess outstanding analytical and written/oral communications skills, as well as the sound judgment necessary to evaluate the sensitive matters that arise before the Committee. Experience in one or more of the following areas is desirable: government ethics; campaign finance; criminal law; employment law, including the laws governing sexual harassment in the workplace; civil litigation; administrative investigations and adjudications; depositions; and financial accounting. Salary commensurate with experience.

Please email resume, cover letter, and short writing sample to ethicsjobs@mail.house.gov. Please include the phrase "Investigative Counsel" in the subject line.

MEM-253-21 Investigator (Washington, DC) -- The Committee on Ethics seeks an experienced investigative professional for an investigator position.

The Committee's investigator is responsible for assisting the Committee in all aspects of its investigative work, including researching and reviewing public data

sources, forensic research, document review, data collection and analysis, preparing for and participating in witness interviews, and drafting and editing Committee documents.

This is a nonpartisan position which requires the ability to assist with impartial investigations and refrain from political or partisan activity. Candidates must possess outstanding organizational, research, and analytical skills, as well as the sound judgment necessary to evaluate the sensitive matters that arise before the Committee.

Experience in one or more of the following areas is desirable: government ethics, criminal law, civil litigation, administrative investigations and adjudications, depositions, or financial accounting. Experience with document review/management platforms and/or online research services (Lexis/Nexis, Westlaw, CLEAR) also preferred. Salary commensurate with experience.

Please email resume, cover letter, and a short writing sample to ethicsjobs@mail.house.gov. Please include the phrase “Investigator” in the subject line.

MEM-252-21 Senior House Republican Seeks Press Assistant/Digital Director

Candidates must excel in a fast-paced existing press operation. Prior experience in a political office or campaign experience preferred, but not required. Familiarity or existing contacts with conservative media outlets a major plus. Position based in Washington, DC office. Must work well under pressure.

Required:

- Video editing skills
- Excellent research skills
- Ability to write well

Duties:

- Compile daily clips
- Assist with press releases, talking points, op-eds, and other materials
- Grow and manage a national press list
- Create compelling social media content
- Assist with maintaining office’s website and social media accounts
- Create and edit videos and graphics
- Monitor the Congressman’s presence and interactions on social media. Keeping Communications Director and Chief of Staff up-to-date on emerging trends and important conversations happening online
- Take photos/video at events

Contact:

Please submit your resume to Midwestern.Job@mail.house.gov with “Press Assistant/Digital Director” in the subject line.

MEM-250-21 The Office of Congressman John Sarbanes seeks an experienced **Communications Director** or **Press Secretary** to serve in its Washington, D.C. office.

Successful candidates will have impeccable writing skills, a close eye to detail, fluency with a wide range of social media platforms and digital tools – including Adobe Creative Suite and website CMS services – the ability to manage several, simultaneous projects in a fast-paced environment and experience working closely with national and local press, along with television and radio booking producers. This is not an entry-level position.

This office is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment. Diverse candidates are strongly encouraged to apply.

Qualified individuals should submit a resume, cover letter and writing portfolio to employment@mail.house.gov. No calls or walk-ins please.

MEM-247-21 Congresswoman Lisa Blunt Rochester is seeking an in-district **press & digital media assistant** to join an aggressive two-person communications team.

This position is based in Wilmington, Delaware. Responsibilities include managing the Congresswoman's website and social media accounts, working collaboratively to generate creative and engaging content for digital platforms, drafting talking points and advisories, and staffing the Congresswoman and taking photos/videos at events.

Additionally, the press & digital media assistant will help draft and copy-edit speeches and talking points for the Congresswoman for events in Delaware, and the person in this role will report directly to the DC-based Communications Director. Prior press/digital experience; Hill or campaign experience and familiarity with social media and graphic/video design are strongly preferred.

Delaware ties a major plus. Strong written and oral communications skills, a flexible schedule, access to a car, and a clean driving record are musts.

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

Interested candidates must submit a resume, one cover letter, two writing samples, and two examples of social media or digital media work samples to lbr.jobposting@gmail.com

MEM-240-21 **SENIOR LEGISLATIVE ASSISTANT/COUNSEL** – Rep. Karen Bass (CA-37) seeks a hardworking lawyer with legal, policy, and Hill experience to serve as a Senior Legislative Assistant/Counsel, with the primary portfolio focusing on the Member’s Judiciary Committee work.

Responsibilities include preparing and staffing the Member in committee hearings and markups; drafting talking points and speeches; and researching, drafting, and introducing legislation. All candidates should be a team player and possess excellent writing and communication skills, ability to work independently, and a thorough understanding of the legislative process.

Strong candidates will have good relationships on the Hill with Democrats and Republicans, the ability to work effectively in a fast-paced environment, and a track record of turning ideas into legislation and preferably legislation into law. This is not an entry-level position.

Qualified candidates should submit a resume, cover letter, and a short (1-2 page) writing sample to CA37.HR@mail.house.gov with “Senior Legislative Assistant” 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. Women, people of color, LGBTQ+ individuals, and members of other underrepresented communities are strongly encouraged to apply.

No phone calls or drop-ins, please.

MEM-235-21 Republican House Member seeks a **Scheduler** for his Washington office. The scheduler will manage all aspects of the Member’s daily and long-term schedule in DC and in the District. This individual will work closely with the Member, DC and District staff.

The ideal candidate will have prior scheduling experience on the Hill or comparable work environment. This person should be well-organized, detail-oriented, self-motivated, and able to work effectively in a fast-paced office.

Responsibilities also include tracking, evaluating, and responding to all invitations and scheduling requests; coordinating travel for the Member; and managing operational and logistical support for the office.

Applicants should send their resume, and references to PA09Jobs@mail.house.gov”

MEM-231-21 **Counsel** for House Judiciary Subcommittee on the Constitution, Civil Rights, and Civil Liberties

The House Judiciary Committee's Subcommittee on the Constitution, Civil Rights, and Civil Liberties seeks a dedicated and hard-working lawyer with a minimum of 5 years of professional legal experience to serve as a subcommittee counsel.

Responsibilities include: serving as a resource for Democratic Members of the Committee on matters of law and policy within the Subcommittee's jurisdiction; drafting legislation; preparing hearings; drafting statements, memos, and briefing materials; and providing guidance to Democratic House offices on matters of constitutional and civil rights law.

The counsel will be responsible for handling assignments in a range of issue areas, including reproductive rights, women's issues, religious freedom, voting rights, civil rights litigation, torts and civil procedure, claims against the United States, separation of powers, federalism, individual constitutional rights, and any other areas as assigned.

The successful candidate must demonstrate exceptional writing and legal research skills, a strong work ethic, a professional temperament, and the ability to work on novel and complex matters under time and other pressures. Such a candidate must also be able to work collaboratively with a broad range of personalities. In addition, sound political judgment, prior legislative or policy experience, a substantive background in civil rights or constitutional law, and a demonstrated commitment to public service are strongly preferred. A sense of humor is a plus.

The Committee strives to ensure that our staff represents the diversity of the country's population. The Committee strongly encourages women and members of historically disadvantaged minority groups 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 "Constitution Counsel" in the subject line.

MEM-228-21 U.S. House of Representatives, Committee on Oversight and Reform, Democratic (Majority) Staff —**Procurement Counsel or Professional Staff Member** (District of Columbia)

The Committee on Oversight and Reform is the principal investigative body for the U.S. House of Representatives. Chairwoman Carolyn Maloney (D-NY) seeks to fill a Procurement Counsel or Professional Staff Member position on the Democratic staff. The ideal candidate will have several years of experience overseeing government procurement awards and performance.

Responsibilities include research, investigations, briefings, and managing congressional hearings. 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 oversightjobs@mail.house.gov, with “Procurement” in the subject line. Please attach the resume and cover letter with the file name using the following format: “LastName.FirstName.Resume” and “LastName.FirstName.Cover Letter.” No unsolicited calls, emails, or drop-ins, please.

MEM-227-21 Senior Ways and Means Republican is seeking a **legislative assistant/senior legislative assistant** to handle a diverse legislative portfolio. Qualified candidates will have a minimum of 3 years legislative experience on the Hill and substantial knowledge of the legislative process and floor procedure. Strong writing, research and communication skills a must. All resumes handled in strict confidence.

Please forward a resume, cover letter and writing sample to resumes.FL16@mail.house.gov.

MEM-226-21 **STAFF ASSISTANT:** The Office of Representative Thomas Massie is seeking a staff assistant to serve in the Crescent Springs, Kentucky office. Ideal candidate will be motivated self-starter with outstanding interpersonal, customer service, time-management, and organizational skills.

Successful candidate will have a positive, solution-driven personality, demonstrate excellent oral and written communication skills, show strong attention to detail, and an ability to multitask effectively in a fast-paced environment.

Primary responsibilities will include maintaining the front office, answering phones, processing and logging constituent mail, greeting visitors, monitoring office deliveries, responding to inquiries, assisting with constituent casework, and other duties as assigned.

Representative Massie’s office is an equal opportunity employer. The office does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identify, national origin, age, genetic information, disability, or uniformed service.

Please submit a resume and cover letter to mary.troutman@mail.house.gov with “District Staff Assistant” in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

MEM-218-21 HOUSE COMMITTEE ON VETERANS' AFFAIRS

TITLE: Professional Staff Member for Women Veterans Policy – House Committee on Veterans' Affairs (Majority)

SUMMARY: The Democratic staff of the House Committee on Veterans' Affairs seeks a Professional Staff Member (PSM) to join its Health Subcommittee staff. The PSM will manage a portfolio focused on issues impacting women veterans to include matters related to military service, impacts to women veterans' health, well-being, and access to care, benefits, and economic resources, as well as systemic and structural barriers which may inhibit access. The PSM will report directly to the staff director of the Subcommittee. Some travel will be required.

KEY RESPONSIBILITIES:

- Working with Committee leadership to develop an overall policy and legislative strategy;
- Conducting oversight and investigations within the portfolio;
- Tracking legislative and policy developments within the portfolio;
- Drafting written product, to include memoranda, correspondence, reports, and public statements;
- Planning and executing hearings and other official events;
- Conducting site visits;
- Developing and drafting legislation;
- Engaging and working with stakeholders to include the Administration, Veterans Service Organization (VSOs), and others; and,
- Supporting the full Committee and Subcommittee Chairs in advancing the Committee's priorities.

PREFERRED QUALIFICATIONS: Highly qualified candidates will have significant experience with issues impacting women veterans, as well experience in government (at any level) or advocacy. Congressional experience is not required but is a plus. Qualified candidates will be extremely organized, have excellent oral and written communications skills, have a demonstrated ability to work on a team, and have a track record of successfully delivering excellent work in short timeframes.

Candidates will be evaluated on experience, skills, character, and fitness, and how well they meet the qualifications and requirements. In an effort to build a diverse and more inclusive work environment, the committee strongly encourages veterans, minority, women, people with disabilities, and LGBTQ+ candidates to apply. Starting salary is \$90k, commensurate with experience.

HOW TO APPLY: All candidates are required to complete an online application via <https://veterans.house.gov/opportunities> to be considered.

Candidates should upload a resume, cover letter, writing sample, and diversity & inclusion statement.

The diversity & inclusion statement should be 250 words or less and: 1) Explain how your past personal and/or professional experiences have contributed to your growth in understanding diversity, equity, and inclusion, and/or 2) Explain how you plan to engage in diversity, equity and inclusion matters in this role. Applications will not be considered complete if there is no diversity & inclusion statement.

MEM-163-21 DISTRICT COORDINATOR: The Office of Representative Spanberger seeks a motivated, creative, self-starter to join the district constituent services staff as a District Coordinator in the Glen Allen, VA office.

Responsibilities include responding to constituent inquiries, managing constituent casework with federal agencies, working with the legislative team to address constituent concerns, and district outreach to include staffing the Congresswoman, representing the office, listening to district stakeholders, and updating the community at district events. Additional duties as assigned.

Ideal candidates will be motivated self-starters with strong interpersonal, customer service, time-management, and organizational skills and have significant experience interacting with the public.

Additionally, successful candidates will have a positive, solution-driven personality, demonstrate excellent oral and written communication skills, and show keen attention to detail and an ability to multitask effectively in a fast-paced environment.

Please submit a cover letter, resume, writing sample, and references to spanberger.inquiries@mail.house.gov with “District Coordinator” in the subject line.

Applications will be reviewed on a rolling basis. Representative Spanberger’s office is an equal opportunity employer. The office does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identify, national origin, age, genetic information, disability, or uniformed service.