



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 June 14, 2021**

**MEM-192-21** The Office of Congressman Greg Pence is seeking an experienced **Legislative Assistant** to handle a broad portfolio of off-committee issues including agriculture, transportation and infrastructure, tax, financial services, education, judiciary, and veteran's affairs.

The ideal candidate will have a deep understanding of agriculture and tax issues, solid grasp of House procedure, excellent writing and organizational skills, and be a team player. Job responsibilities include developing and advancing legislation and amendments, monitoring floor activity, and collaborating with the district office and external stakeholders. This is not an entry level position. Indiana ties strongly preferred.

Email to send resume (and other items if requested) to: Qualified applicants should submit a cover letter, resume, and writing sample to [gopresumesubmission@gmail.com](mailto:gopresumesubmission@gmail.com)

**MEM-191-21** Midwest conservative House Republican seeks an experienced **Senior Legislative Assistant** to lead key policy initiatives.

**SUMMARY:**

The Senior Legislative Assistant develops and plans legislative initiatives and monitors legislative developments within Committees and on the House floor. This position requires the individual have thorough knowledge of parliamentary

process and House rules. A qualified candidate will have 3-5 years of legislative experience and a record of effectiveness within legislative department.

#### ESSENTIAL JOB FUNCTIONS:

\*Formulates legislative initiatives for assigned issue areas which include:

- 1.devising a legislative plan;
- 2.drafting the plan into legislative form;
- 3.planning, coordinating and scheduling introduction of legislation in the House (or offering it on an appropriate vehicle if it is in an amendment);
- 4.gathering support for a bill or amendment from other Members, as well as appropriate interest groups;
- 5.working with committees on legislation;
- 6.coordinating legislative support to get the bill passed in the House.

\*Tracks legislation and other developments in his or her assigned issue areas and briefs the Member for floor work, committee work, work in the district, and outside House-related activities;

\*Monitors legislative developments within committees;

\*Plans and coordinates co-sponsorship and support of other legislation;

\*Monitors legislation on the House floor, providing the Member with information on each vote;

\*Writes Floor speeches for the Member;

\*If assigned to issues pending before a specific committee, prepares for and attends committee meetings and hearings with or without the Member (i.e., keeps in contact with committee staff and meets with interest groups and constituents with interests in such meetings);

\*Acts as a liaison with committee and agency staffs;

\*Performs special projects assigned by the Member or Chief of Staff

\*Meets with constituents and interest groups;

\*Provides information on and generates ideas for press, mass mailings, and newsletters;

\*Drafts press releases in issue areas and provides background on media inquiries;

\*Answers constituent letters and helps constituents on federal matters;

\*Supervises interns with regard to legislative issues and constituent responses;

\*Meets attendance requirements as established by the office;

\*Accepts performance-based criticism and direction;

\*Ability to exercise discretion and independent judgment in the formulation and recommendation of policy positions for the Member;

\*Ability to work cooperatively and courteously with others;

\*Performs other duties as assigned.

#### EDUCATION/EXPERIENCE/SKILLS:

\*A bachelor's degree or higher education level is preferred, including strong academic credentials.

\*at least 3-5 years of legislative experience;

\*strong leadership and organizational skills;

\*excellent oral and written communication skills;

- \*thorough knowledge of the legislative process;
- \*ability to work cooperatively and courteously with others;
- \*thoroughness and careful attention to detail; and
- \*availability to work long hours and at night.
- \*Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- \*Knowledge of office policies, practices, and procedures;
- \*Knowledge of office computer applications

Interested candidates should email a resume, cover letter and writing sample to: [indianagopjobs@gmail.com](mailto:indianagopjobs@gmail.com)

**MEM-190-21** The Congressional Asian Pacific American Caucus (CAPAC) seeks an experienced and highly talented **Executive Director** to oversee a bicameral congressional caucus composed of 75 Members of Congress.

The Executive Director will advise CAPAC Chairwoman Judy Chu (CA-27) and serve as a liaison to all CAPAC member offices, help deliver a unified message, and advance the Caucus' legislative agenda for the Asian American and Pacific Islander (AAPI) community.

The Executive Director's responsibilities will include:

- Coordinating policy, communications, and outreach priorities between CAPAC's leadership and all Caucus members to ensure a unified effort;
- Supervising a Communications Director, Policy Associate, and any interns, fellows, or other staff that might be retained by the Caucus;
- Developing and managing legislative priorities, memos, press releases, talking points, and any other materials for Caucus members, the press, and the public;
- Working closely with Democratic Leadership, the Congressional Black Caucus, and the Congressional Hispanic Caucus to advance Tri-Caucus priorities;
- Pursuing an engagement strategy with the Biden-Harris Administration to ensure CAPAC is effectively advocating for priority agenda items with the Executive branch;
- Developing and maintaining relationships with AAPI stakeholders and other external partners on behalf of the Caucus;
- Organizing and facilitating CAPAC's weekly Member-level meetings, as well as briefings, hearings/forums, town halls, and any other events to advance the Caucus' reach;
- Overseeing the maintenance of a Caucus website, social media presence, and other mechanisms to elevate the Caucus' engagement with AAPI constituents around the nation.

Qualified candidates must have an understanding of CAPAC's policy priorities and familiarity working with the AAPI community. Outstanding written and verbal communication skills, a strong policy background and understanding of the legislative process, sound political judgment, and the ability to work closely

and collaboratively with multiple Member offices and stakeholder groups is essential.

Additionally, candidates must be detail-oriented and possess the ability to multi-task, work well under pressure in a fast-paced setting, and possess excellent management skills. This is not an entry-level position.

Please submit a resume, writing sample, and cover letter to [capacjobs@gmail.com](mailto:capacjobs@gmail.com).

**MEM-185-21** The District Office **Staff Assistant** shall be responsible for managing the district office administrative functions. They shall manage incoming constituent communications, organize, and maintain correspondence and outreach material and handle all Congressional greeting requests. The Staff Assistant shall report directly to the District Director.

Specific duties include but are not limited to:

- Answers and logs incoming phone calls, conducts casework intake, and greets office visitors
- Manages and tracks all incoming and outgoing mail to include timely submission of monthly reports
- Manages district written outreach efforts by drafting and preparing certificates and letters
- Identifies event and correspondence opportunities
- Maintains organized filing system of newsletters, brochures, and reports
- Manages office supply requisitions and inventory lists
- Staffs the Congressman and serves as staff representative for the Congressman at meetings and events.
- Supervises the District Office intern program to include recruitment, training, and management
- Assists with planning, organizing, and executing district outreach efforts.
- Plans, organizes, and leads execution of the Congressional Art Competition.

Position Qualifications:

- Bachelor's degree (B.A.) in Political Science, Public Relations, Communications, or relevant studies preferred but not required.
- Strong oral and written communication skills
- Highly organized with strict attention to detail
- Congressional Office or similar experience preferred but not required
- Microsoft Office Suite, Outlook, or similar experience preferred

Representative Casten's Office is an affirmative action/equal opportunity employer dedicated to building a community of excellence, equity, and diversity. It welcomes applications from women, underrepresented minorities, individuals with disabilities, protected veterans, sexual minority groups and other candidates who will lead and contribute to the diversification and enrichment of ideas and perspectives.

To apply please submit a cover letter, resume and three writing samples to [Constituent.ServicesIL06@mail.house.gov](mailto:Constituent.ServicesIL06@mail.house.gov).

Subject Line: District Staff Assistant

**MEM-184-21** **COMMUNICATIONS DIRECTOR** – Congressman Mark Pocan (WI-02), member of both the House Appropriations and Education & Labor Committees, is seeking an experienced and self-motivated Communications Director to manage office's press and communications operations.

Candidates must possess strong writing skills, a good sense of humor, creativity, the ability to operate in a fast-paced office under strict deadlines, and be able to work collaboratively with both DC and district staff.

Ideal candidates should have previous Capitol Hill experience, extensive national media contacts, a background working with both print and electronic media, and experience working with radio / TV bookers.

Candidates should also have experience managing multiple social media accounts and familiarity with digital media, graphic design and the skills necessary to convey a political message to an audience through multiple forms of media.

Responsibilities include coordinating day-to-day press operations and outreach, developing strategic communications strategies, serving as spokesperson, handling interview requests, proactively pitching national / local media, and drafting press releases, social content, talking points, op-eds and speeches. The Communications Director also manages a digital director / press secretary. Hill experience strongly preferred. This is NOT an entry level position.

Qualified candidates should submit a cover letter, resume and two writing samples to [WI02JobOpening@gmail.com](mailto:WI02JobOpening@gmail.com) with "Communications Director" in the Subject Line. Job opening closes COB on Friday, June 25th.

No phone calls, faxes or drop-ins please.

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.

**MEM-183-21** The House Judiciary Subcommittee on Courts, Intellectual Property, and the Internet seeks a hard-working lawyer with significant legal experience to serve as **counsel**.

Responsibilities include: serving as a resource for Democratic Members of the Subcommittee on matters of law and policy; drafting legislation; coordinating hearings and witnesses; drafting statements, memos, and briefing materials; and

providing guidance to offices both on and off the Subcommittee on intellectual property and court-related issues.

A strong background in intellectual property, court-related matters, or both is required. Exceptional writing skills, sound political judgment, and the ability to work closely and collaboratively with other congressional offices and advocacy organizations are also strongly preferred.

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 "Courts/IP Counsel" in the subject line.

**MEM-178-21** U.S. House Office of Diversity and Inclusion

The **Communications Manager** will be responsible for helping the Office interface with internal and external audiences. This individual will develop and drive communications and outreach efforts targeting House employing offices, ensuring that they are aware of the ways in which the Office can support diversity objectives. This individual will also help to communicate the diversity "business case," and support writing and creative needs for the Office.

Successful candidate must be results-driven and proactive in the application of innovative and creative approaches to drive engagement with House employing offices.

**Key Responsibilities:**

- Responsible for the development/production of content across multiple platforms including videos, infographics, and other creative executions for House employing offices, events, trainings, and research products.
- Manage social media platforms. Activity includes drafting and scheduling content, monitoring for mentions, identifying opportunities for engagement, updating follower lists, and keeping up with social media trends.
- Repurpose existing content and find opportunities for new content.
- Support the House diversity and inclusion program with writing and implementation as needed.
- Perform other duties and projects as assigned.

**Qualifications:**

- Bachelor's degree or equivalent experience in Digital Communications, Publishing, or Content Production.

- Have a strong knowledge of social media and content trends, and emerging technologies and platforms. Have a working knowledge of digital and social media metrics.
- The ideal candidate will have a background in video production and editing and have a strong focus on storytelling.
- Experience with social media community management required.
- Excellent writing skills required.
- Design knowledge strongly preferred.
- Extensive experience handling multiple projects from ideation to final delivery.
- Knowledge and experience with Adobe Creative Cloud apps including Premiere Pro, Photoshop, Illustrator, Media Encoder, and After Effects.

Qualified applicants please submit a cover letter, resume, and writing sample online by following the instructions in this

link: <https://house.csod.com/ux/ats/careersite/1/home/requisition/263?c=house&Source=House>

#### **MEM-177-21 Policy Aide - Subcommittee on Energy and Mineral Resources**

The Democratic staff of the House Natural Resources Committee seeks an organized, enthusiastic, and detail-oriented Policy Aide on the Energy and Mineral Resources Subcommittee. The position requires organizational, time management, verbal, and written communications skills, as well as the ability to work in a fast-paced environment.

Candidates should be passionate about issues within the Natural Resources Committee's jurisdiction and possess basic knowledge of the Committee process. The position also requires a firm commitment to the Committee's Diversity, Equity, and Inclusion (DEI) goals and the ability to take on higher-level tasks as needed.

The Policy Aide will be responsible for managing the logistics of subcommittee hearings, providing administrative services to Members and staff, and assisting the Subcommittee team with legislative, oversight, outreach, and press projects.

Primary Responsibilities:

- Serving as the face of the Subcommittee by greeting visitors, taking calls, and coordinating with Member offices.
- Managing all administrative aspects of hearings.
- Contacting witnesses and managing their hearing materials.
- Drafting, editing, and/or organizing hearing memorandum, statements, and questions.
- Drafting, editing, and/or organizing Subcommittee information for Committee bill reports.
- Drafting, editing, and/or organizing Committee letters and document requests.
- Taking meetings on behalf of Subcommittee staff.

- Coordinating schedules with the Subcommittee Chair and the Chief Clerk.
- Assist the Chief Clerk during Full Committee Markups, as needed.

The position is based in Washington, D.C., although is currently remote. The Policy Aide will be expected to work in office when we resume normal operations. Women, LGBTQ+, and minority candidates are encouraged to apply.

All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

To apply, address your application materials to Staff Director of Energy and Mineral Resources, Becky Cairns at [NRDems.Resumes@mail.house.gov](mailto:NRDems.Resumes@mail.house.gov) with the subject line “HNRC EMR PA Application” by COB Friday June 25th, 2021. Include a cover letter, resume, and short writing sample.

If you have not heard back by July 23rd, we have moved forward with another candidate.

**MEM-172-21** Rural Oregon Congressman seeks a driven and organized individual to serve as a **Field Representative/Caseworker** in the Representative’s district office in Oregon. Ideal candidates will have a bachelor’s degree, excellent written and verbal communication skills, impeccable time management skills, and an ability to meet deadlines in a fast-paced environment.

Duties Include:

- Acts as the grass roots representative for the Member within his or her area of responsibility including answering casework correspondence, verbal communications with constituents, and acting as liaison with federal, district, and local agencies. The individual will also engage with city, county, district, the chamber of commerce, and other groups to form effective relationships with the Member;
- Assesses casework for issues requiring legislative action and makes recommendations to the District Director and/or Chief of Staff;
- Maintains up-to-date files on all cases and categories of information significant to the office;
- Prepares reports for the Congressman and Chief of Staff on district activities in his or her assigned issue areas; and
- Performs other duties as assigned.

Working Conditions:

- Work is mainly performed in an office environment, but the Field Representative/Caseworker will often need to attend and participate in meetings and public functions out of the office, which at times will include evenings and weekend events; and
- Ability to work with coworkers in an office setting.



Interested candidates should email a cover letter and resume to [ResumesOR@mail.house.gov](mailto:ResumesOR@mail.house.gov).

**MEM-171-21** Congressman Dan Kildee seeks a full-time **press secretary** in Washington, D.C. The press secretary will help manage communications in a fast-paced congressional office for a member of House Democratic leadership.

Responsibilities are wide-ranging and include responding to daily media inquiries, building relationships with national, state and local reporters, pitching and booking frequent national cable interviews, writing press releases, statements and media advisories, creating and managing social media content, including graphics and videos, drafting speeches, talking points and op-eds, and creating franked communications, including mailers and telephone townhalls. The press secretary will also be responsible for managing a full-time press assistant and press interns.

Candidates must have strong written and verbal communication skills, a self-starting personality, a desire to continually learn in political communications, and an eagerness to work in a collaborative office environment. This is not an entry-level position. Michigan ties and Adobe Creative Suite skills preferred.

Qualified candidates should submit a resume and cover letter to [Michigan05jobs@gmail.com](mailto:Michigan05jobs@gmail.com). Please no walk-ins or phone calls.

**MEM-168-21** Representative Nanette Diaz Barragán (CA-44) is seeking a talented and highly motivated individual to assume the role of **Press Secretary|Digital Director**.

The person chosen for the position will work closely with the Communications Director to develop and execute the Congresswoman's long-term communications plan. They will be charged with overseeing the communications schedule; managing the Member's digital media accounts, and working with local and national reporters.

The Press Secretary|Digital Director will be responsible for a wide range of critical functions, including developing original social media content, designing graphics, editing and posting videos, maintaining the office's website, and managing media lists. Additionally, they will assist the Communications Director with drafting news releases, advisories, talking points, op-eds and other materials.

Qualified applicants must have strong writing, editing, proofreading skills and be proficient in photography, video recording and editing. They must be detail-oriented, news savvy and able to work in a fast-paced, demanding work setting -- a sense of humor and ability to be a team player is a must.

Experience with Adobe Creative Cloud Products are a plus.

This is not an entry-level position. Previous experience in press or relevant social media experience is required.

Southern California|Los Angeles ties and Spanish fluency are a plus. Successful applicants will need to demonstrate their writing ability by completing a writing and editing test.

To apply, please send a resume, cover letter including salary requirements, and two writing samples with “Press Secretary” in the subject line to [CA44Resumes@mail.house.gov](mailto: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-166-21** Congressman Brendan F. Boyle, a Pennsylvania member of the Ways and Means Committee, seeks an experienced **Senior Legislative Assistant** to join his Washington, DC office.

The Senior Legislative Assistant will support the Congressman with his work on the Ways and Means Committee and other issues. This position will prepare the Congressman for committee hearings and markups, floor debate and other speeches and closely track legislative activity included in the portfolio.

The LA will also be responsible for taking meetings with constituents and stakeholders and developing and advancing legislation and amendments relevant to the Congressman. A successful candidate will be extremely organized, an excellent writer, a proactive self-starter, a strategic thinker and able to work collaboratively as a part of a close-knit team.

The ideal candidate will have ties to Philadelphia or Pennsylvania and previous experience with a policy portfolio.

Our 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 color and people from underrepresented groups are strongly encouraged to apply.

Candidates should submit a cover letter, resume and a writing sample to [PA02.Jobs@mail.house.gov](mailto:PA02.Jobs@mail.house.gov) with “Senior Legislative Assistant” in the subject line.

**MEM-165-21** The Committee on Ethics has an opening for a **Staff Assistant**. Duties include assisting the technology needs of Committee staff; editing and maintaining the

Committee's website; answering telephones; assisting with the tracking and processing of committee correspondence; providing administrative support in setting up committee meetings; and entering data and navigating databases with accuracy.

This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Applicants must have excellent organizational skills and a professional telephone manner; good computer skills; proficiency in Microsoft Word and Excel; ability to work cooperatively and courteously with others; ability to use good judgment in responding to inquiries and requests; and flexibility in assisting with daily tasks and projects.

Applicants with experience or interest in learning information technology assistance are strongly encouraged to apply. This is an entry level position with a starting salary of \$38,000 per year.

Please email cover letter and resume with "Staff Assistant" in the subject line to [ethicsjobs@mail.house.gov](mailto:ethicsjobs@mail.house.gov)

NO PHONE CALLS PLEASE

**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](mailto: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.

**MEM-162-21 STAFF ASSISTANT:** The Office of Representative Spanberger seeks a staff assistant in the Glen Allen, VA office.

Responsibilities include managing the front office, answering phones, processing and logging constituent mail, greeting visitors, monitoring office deliveries, scheduling assistance, responding to inquiries, assisting with constituent casework, and other duties as assigned.

Ideal candidates will be motivated self-starters with strong interpersonal, customer service, time-management, and organizational skills. 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 resume, writing sample, and cover letter (3 pages or less) to [spanberger.inquiries@mail.house.gov](mailto:spanberger.inquiries@mail.house.gov) with “District Staff Assistant” 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.

**MEM-160-21** North Coast Democratic Member of Congress seeks a motivated, organized, and affable person to serve as a **field representative/caseworker** in the Representative’s district office. This position acts as a liaison to federal, district, and local agencies for the Congressman and constituents and answers casework correspondence and verbal communications with constituents.

Candidates must be comfortable working with the public, have excellent oral and written communication skills, problem solving abilities, and have completed a bachelor’s degree or equivalent. Work experience is preferred and strong academic credentials are required.

E-mail a resume and cover letter to [CA02.Requests@mail.house.gov](mailto:CA02.Requests@mail.house.gov) with the subject line “CA02 Field Representative/Caseworker.”

**ESSENTIAL JOB FUNCTIONS:**

- Acts as the representative for the Congressman 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 Congressman and the District Director of all happenings in his or her assigned issue areas by screening district media sources and interacting with constituents;
- Handles casework assignments;
- Acts as a liaison to local, state and federal officials and other persons or groups to form effective relationships for the Congressman;
- Assesses casework for problems requiring legislative action and makes recommendations to the District Director and Scheduler;
- Monitors scheduled district meetings for the Congressman with constituents;
- Works well 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):

- Full-time experience preferred; strong academic credentials required; extensive community relationships desired.
- Bilingual: English/ Spanish is preferred but not required

#### 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 Congressman is involved;
- 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 policies, practices, procedures, and computer applications.

#### WORKING CONDITIONS:

- Work is mainly performed in an office environment, but the Field Representative will often need to attend and participate in meetings and public functions out of the office including evenings and weekend events. Noise levels are usually moderate; and
- Ability to work in a small work station without an expectation of privacy.
- Work is currently remote due to COVID-19