



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

B-235 Longworth House Office Building

Washington, D.C. 20515

202-226-5836

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Job Line: 202-226-4504

MEMBER AND COMMITTEE VACANCY LISTING

Week of June 7, 2021

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 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. 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.

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.

Full job description and instructions on how to apply can be found here: <https://naturalresources.house.gov/contact/job-postings>

MEM-175-21 **Counsel** for Congressional Committee – House Budget Committee seeks experienced lawyer to provide legal advice and counsel on a range of matters,

including the budget resolution and reconciliation process, fiscal law, legislative drafting and development, oversight, and parliamentary procedures.

The position requires a law degree, excellent communication skills, and the ability to work effectively under tight deadline. The ideal candidate will have a record of being proactive and demonstrating initiative and will have several years of legal experience in the federal government, familiarity with parliamentary procedure, and a background in fiscal law and legislative drafting. Prior committee experience or experience at OMB, CBO, or GAO is a plus.

Email resume, cover letter, and a short writing sample (2 to 4 pages) with subject line “counsel position” to Budget-Democrat.Jobs@mail.house.gov – no phone calls or walk-ins.

MEM-173-21 Democratic Member seeks an organized, energetic and detail-oriented **Scheduler** for Washington, D.C. office.

Responsibilities include:

- Managing Member’s daily and long-term schedule
- Processing and scheduling meeting and event invitations, speaking engagements, and committee hearings
- Booking travel arrangements for the Member
- Keeping Member on schedule throughout day
- Managing the office’s inventory and procurement
- Assisting the Chief of Staff with employee onboarding/offboarding and employee records
- Additional duties as assigned

The individual will work closely with the Member, Chief of Staff, and district staff. Candidates must be highly organized, attentive to detail, and capable of thriving in a fast-paced and rapidly changing environment. Previous scheduling/office management experience, including a strong background in Outlook scheduling functions, is a must.

Our office is committed to, and benefits from, a diverse staff, and candidates of all backgrounds are encouraged to apply. The 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, a list of three references, and a cover letter to ca49.applications@mail.house.gov with the subject line: Scheduler Application (Last name, First name). Incomplete applications will not be considered.

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.

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. 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.

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 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

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 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 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 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

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 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

MEM-156-21 Congresswoman Marcy Kaptur (OH-9) seeks an experienced **Communications Director** to serve in her Washington, D.C. office.

Responsibilities include creating and implementing a proactive communications strategy; handling daily media inquiries; writing press releases, opinion pieces, speeches, and talking points; managing the Congresswoman's social media; building relationships with local and national media contacts; as well as working closely with legislative staff to effectively message policy issues.

Qualified candidates must have excellent communication skills, impeccable writing, experience speaking on-the-record, and the ability to be a self-starter while working in a fast-paced environment. Ohio ties are a plus.

This is not an entry-level position. The office is committed to building a diverse and inclusive team and is an equal opportunity employer.

Interested candidates should send a resume, cover letter, and writing sample to Midwestern.Resume@mail.house.gov with the subject line "Communications Director."

Please no walk-ins or phone calls.

MEM-154-21 Congresswoman Katie Porter (CA-45) seeks a **Legislative Assistant** to handle environmental issues and support her work on the Natural Resources Committee. The portfolio will also include energy, transportation, infrastructure, emergency management, tribal affairs, agriculture, and other issue areas as assigned by the office.

The ideal candidate must have 2-4 years of Hill or comparable advocacy experience working on environmental policy or issues relevant to the legislative portfolio, familiarity with congressional process and procedure, and a demonstrated ability to design and execute legislative projects.

The ideal candidate will have the creativity, drive, and confidence to propose original and compelling oversight work, including drafting hearing questions, oversight letters, and staff reports that resonate with our ideologically diverse constituents. This is not an entry level position.

Responsibilities include: preparing and staffing the Member for committee hearings and markups, developing and advancing legislation and other policy priorities, representing the Member in meetings, building and maintaining positive relationships with congressional staff, advocacy groups and key stakeholders (both DC and CA based), and drafting constituent correspondence and press materials.

The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation. To apply, send a resume and a short writing sample to ResumesCA45@mail.house.gov with "Legislative Assistant" in the subject line.

MEM-142-21 **Constituent Liaison:** Senior Democratic Member of Congress seeks an energetic, organized, creative, self-starter to join the District Office of her very active and visible constituent services staff.

Constituent Services staff assists the Member in responding to constituent issues and problems with federal agencies, staying on top of everyday events in the Member's district, and keeping the community connected to the Member's work. In addition, constituent services staff also help with neighborhood events.

Candidate must be able to work with patience and skill in resolving the problems of constituents and handle multiple tasks and issues effectively while making sure agencies respond in a timely manner and assuring our office responds to constituent requests and concerns while meeting deadlines. A successful candidate will be able to work independently and think outside the box about various constituent issues and community events. Prior community or casework experience is helpful.

The ideal candidate will have significant experience interacting with the public, excellent writing and communication skills and a working knowledge or strong interest in the District of Columbia and its local government. Candidate must possess a bachelor's degree and be, or be willing to become, a resident of the District of Columbia.

Interested applicants should send a cover letter, resume, two writing samples and references to: dc00.nortonresume@mail.house.gov

This position is open until filled. Salary: based on skill and experience level.