



House Vacancy Announcement and Placement Service (HVAPS)
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MEMBER AND COMMITTEE VACANCY LISTING
Week of November 5, 2012

MEM-117-12

Congressman Tim Griffin of Arkansas is seeking a **Scheduler / Office Manager** to serve in his Washington office. Ideal candidates have prior scheduling experience, excellent organizational skills, a keen attention to detail, and the poise needed to effectively manage the Member's schedule in a dynamic and fast-paced environment. Primary responsibilities include: developing and managing the Member's schedule both in Washington and in Arkansas, coordinating his travel, and ensuring front office operations run smoothly. A willingness to work hours as needed by the office is important, as is a friendly, professional attitude. Please send a resume, cover letter, and list of references to AR02jobs@gmail.com with "Scheduler" in the subject line. This is not an entry level position and salary will be commensurate with experience. No calls or drop-ins.

MEM-116-12

House Education and Workforce Committee Democrats seek **Education Policy Advisor** for a portfolio of education issues, with a focus on higher education. Duties will include developing and implementing legislative priorities, monitoring policy developments, preparing for hearings and mark-ups, meeting with constituent groups, and communicating policy positions to staff and the Ranking Member. Applicants should have at least 2 years of experience with the legislative process or education policy, strong writing and communication skills, and experience working well in a team environment. Candidate must be a self-starter and a creative thinker, and must demonstrate attention to detail. Equal Opportunity Employer. To apply for the position, please submit a resume and cover letter to higheredjob@mail.house.gov.

MEM-115-12

House Education and Workforce Committee Democrats seek **Education Policy Advisor** for a portfolio of education issues, with a focus on K-12 education. Duties will include developing and implementing legislative priorities, monitoring policy developments, preparing for hearings and mark-ups, meeting with constituent groups, and communicating policy positions to staff and the Ranking Member. Applicants should have at least 5 years of experience with the legislative process (preferably in a Congressional office), education policy, or other education-related work; strong writing and communication skills; and experience working well in a team environment. Candidate must be a self-starter and a creative thinker, and must demonstrate attention to detail. Equal Opportunity Employer. To apply for the position, please submit a resume and cover letter to k12job@mail.house.gov.

MEM-111-12

COMMUNICATIONS DIRECTOR: Senior Texan Democrat seeks Communications Director to develop and implement strategic media plan in a fast-paced environment. Responsibilities include, but are not limited to: overseeing proactive outreach to media, developing a coordinated press strategy, responding to all media inquiries, serving as Member's spokesperson, writing media advisories, releases, speeches, op-eds, and building and maintaining relationships with reporters, editors, producers, and other media professionals. The position requires excellent communication, writing, and organizational skills, and the ability to work well under pressure. Compensation is commensurate with experience; this is not an entry-level position. Interested applicants should email a resume, cover letter, references to [jobshouse2012@gmail](mailto:jobshouse2012@gmail.com)

MEM-109-12

Senior Texas Democrat seeks an experienced **Scheduler/Executive Assistant** for a fast-paced, team-oriented Washington, DC office.

Day-to-day responsibilities include managing and structuring the Member's Washington, DC schedule; arranging the Member's travel and logistical details of meetings; handling the Member's personal correspondence; fulfilling various administrative duties; and working closely with the district scheduler and other staff members in the district and in DC to facilitate meetings. The successful candidate will be a discreet, politically savvy, self-motivated, and very organized with the ability to successfully interact with different personality types. This is NOT an entry level position.

Previous Capitol Hill scheduling or scheduling experience is required. Spanish language skills and Texas ties preferred.

To apply, please email a cover letter and resume to cjhumphrey61@gmail.com or fax to 202-225-5688. No phone calls or drop-ins please!

MEM-108-12

CAPITOL HILL SCHEDULER: Progressive CA Democrat seeks organized, detail oriented, energetic, and savvy Scheduler. Duties include developing and managing the Member's daily schedule and travel arrangements; managing Member's files/related records; organizing Member's daily briefing materials; and drafting Member's personal correspondence. Also works closely with Chief of Staff in ensuring smooth overall office operations. Applicants must have superior organizational skills, strong people skills, poise, multi-tasking ability, patience, and humor.

Previous scheduling and/or Capitol Hill experience is highly desirable; California ties a plus. Salary is commensurate with experience. Please send cover letter and résumé to Ca32.jobs@mail.house.gov. No phone calls or drop bys!

MEM-098-12

The House Office of Legislative Counsel is looking for a **Software Technician** to augment their existing IT staff. This position is a support position that solves daily software issues as they arise and performs preventive maintenance routines.

Core Responsibilities:

To troubleshoot and maintain office drafting software, document management software, and related supporting software. To monitor nightly scheduled jobs for errors and fix as needed. To work with systems administrator in solving problems when underlying operating system or network permissions may be part of the problem. Assist end-users with resolution of system related technical challenges

Duties:

Check logs from nightly automated scripts on SQL server, and utility file servers for anomalies; assist in deploying/installing software written by office programmers as well as outside vendors; provide backup assistance to the system administrator on desktop and operating system issues when necessary; create/modify utility scripts in DOS batch and VBscript ; test certain software on new desktops and laptops before they are assigned to users ; perform SQL queries to assist in troubleshooting; performs or commissions network, personal computer, and peripheral maintenance; adds, updates, and deletes users from the document management and authoring systems; eventually provides computer software training to staff; document tasks and fixes in internal wiki used by office; attend weekly staff meeting to discuss present and potential upcoming issues; Performs other duties as assigned.

Qualifications:

At least 4 years technical training or equivalent work experience with computers, software and hardware; at least 2 years experience working with Windows networks (LAN); strong academic credentials; knowledge of current Windows software and applications; ability to work with technical peers and users of computer systems; some knowledge of SQL queries, XML markup language, PERL programming language, and VB programming language helpful; strong oral and written communication skills; ability to work cooperatively and courteously with others; and availability to after hours and as needed (a few times a year generally)

Applicant Instructions:

Email resume and cover letter with subject line “Software Technician” to legcoun@mail.house.gov.

MEM-096-12

Democratic Staff of Congressional Committee seeks experienced **Analyst** for health policy portfolio. The job requires strong skills in written and oral communication, policy analysis, and quantitative analysis, as well as the ability to work effectively under tight deadlines. The ideal candidate will have several years of experience in federal budgeting, familiarity with the legislative process, background in federal health care policy, and a master’s degree in public policy or related field. Email resume, two brief writing samples, and cover letter with subject line “analyst position” to healthanalyst.position@mail.house.gov – no phone calls or walk-ins.

MEM-085-12

Progressive CA member seeks highly pro-active, experienced **Communications Director** to develop and implement strategic media plan in a fast-paced and results-driven environment. Must have proven track-record with national media, and ability to manage website and social media tools. Outstanding writing skills and strong pitching skills are required. Strategic understanding of key policy areas such as global peace and security, poverty and HIV/AIDS policy is desired. This is NOT an entry level position. Qualified candidates should submit resume, cover letter and one writing sample (press release or op-ed) to lee.resumes@mail.house.gov. Minority candidates are strongly encouraged to apply. No calls or drop bys, please.

MEM-080-12

COMMUNICATIONS DIRECTOR: Progressive California Member seeks Communications Director based in Washington, DC office. Responsibilities include but are not limited to developing a proactive media and outreach strategy, writing press releases, speeches, and op-eds, and pitching stories. They should also have experience with new media. This is not an entry level position. Previous Hill experience is required. We are looking for someone to be proactive and to generate new ideas to get the Member's message out. California ties and Spanish speaker a plus. Interested applicants should email a resume, cover letter, references and a sample press release & speech to lajobs12@gmail.com with "Communications Director" in the subject.

MEM-061-12

Senior New York Democrat seeks an experienced communications professional to serve as **Press Secretary** in DC congressional office. The applicant must be a hardworking, self-starter who possesses excellent written, verbal and interpersonal skills. Candidate must have experience with on-record communications, strong written and oral communications skills and be a team player. Responsibilities include managing incoming press calls and press interview requests along with drafting and editing press releases, statements, quotes and advisories. Knowledge of New York media market is preferred but not required. The position is not entry-level and requires three to five years of communications experience on the Hill. Please e-mail resume and cover letter to employ@mail.house.gov.

MEM-057-12

LEGISLATIVE ASSISTANT– Senior Democratic Member seeks Legislative Assistant. Position will develop and implement legislative initiatives, and monitor legislative developments within Committees and on the House floor; write floor speeches and committee statements; and handle meetings with constituents and interest groups on behalf of Member. Portfolio will include education, the federal workforce, the Post Office, criminal justice, related Appropriations bills, and special projects as assigned. Candidate must be a self-starter and a creative thinker, and must demonstrate attention to detail and exceptional writing ability, and have experience with the legislative process, preferably in a Congressional

office. An advanced degree in a related field is also required (JD, MA, etc.). To apply, please e-mail a cover letter and resume with the words “Legislative Assistant” in the subject line to job_09@live.com. Please paste the cover letter in the body of the email. Do not send the cover letter as an attachment.

MEM-050-12

Active House Republican seeks experienced **Scheduler**. The main responsibility of the position is coordinating the Member’s Washington, D.C. and district schedules, but will also include other general office duties as required. Applicant must be able to successfully operate in a fast-paced environment, multi-task effectively, and adapt quickly. Strong attention to detail and organizational skills are a must, along with a positive attitude. This is not an entry level position -- prior scheduling experience is strongly preferred. Qualified applicants should email a cover letter and resume to congressional.jobs@gmail.com with “scheduler” in the subject line.

MEM-041-12

Southern Republican Congressman on the Appropriations Committee is seeking applicants for a **Legislative Assistant** position. Applicants should have previous Hill experience, a firm understanding of the legislative process, excellent writing skills, and strong attention to detail. The position will manage a broad portfolio of issues. Duties will include writing constituent correspondence, preparing for hearings and mark-ups, policy analysis, and meeting with stakeholders. While it is not required, experience in health care is a plus. Interested applicants should send a resume, cover letter, and references to congressional.jobs@gmail.com.