



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 January 11, 2021

MEM-009-21 The House Committee on Education and Labor (Democratic staff) seeks a **Professional Staff** member responsible for higher education issues such as accountability, accreditation, minority-serving institutions, and federal student loans.

Proficiency of programs authorized in the Higher Education Act is required. Applicants should have two to four years of higher education policy or research experience or two years of higher education policy or research experience and an advanced degree.

This position is writing intensive and requires the ideal candidate to have exceptional writing, communication, and organizational skills. Must demonstrate the ability to successfully manage multiple projects under deadlines; display a collaborative disposition; and a commitment to social justice and expanding economic opportunity.

Responsibilities will include leading a discrete number of higher education issue areas; researching, reviewing, and drafting legislation; providing technical assistance to Member offices; preparing written materials including talking points, letters, memos, and legislative analyses; tracking regulatory developments, floor activity, and the related activities of other committees; supporting the execution of committee proceedings and events related to higher education; and coordinating with the oversight and communications teams in

support of the Committee's agenda. Salary Range: \$65,000 to \$80,000.

To apply, applicants must submit a resume and two short writing samples (no longer than 3 pages each) demonstrating a proficiency in higher education to E&L.Jobs@mail.house.gov with "Higher Education Professional Staff Position" in the subject line. Please apply no later than January 20, 2021.

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation. Candidates of diverse backgrounds are encouraged to apply.

MEM-008-21 Midwestern Republican office is looking for a **Legislative Assistant**. Responsibilities will include drafting and advancing legislation; preparing talking points, vote recommendations, and other legislative materials; monitoring and analyzing legislative developments, committee proceedings; and representing the Member in meetings with constituents and stakeholders.

Portfolio of issues will include Agriculture, Trade, Labor & Pensions, Energy & Environment, and others as needed. Successful candidates must be proactive, possess exceptional organizational skills and attention to detail, and be interested in working in a fast-paced office environment. Candidates should have at least one year of agriculture policy experience.

Interested applicants should email a resume and cover letter with Legislative Assistant in the subject line to RepJobResume@gmail.com. No phone calls or drop-ins.

MEM-007-21 The House 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 **Staff Assistant** position on the Democratic staff.

Duties include: answering telephones; receiving visitors at the front desk; assisting with the tracking and processing of committee correspondence; receiving, tracking and processing large document productions; providing administrative support for committee hearings, markups and meetings; entering data and navigating databases with accuracy; and proofreading documents and correspondence for style and typographical errors.

Applicants must have excellent organizational and time management skills; the ability to work cooperatively and courteously with others; strong written and oral communication skills; proficiency in Microsoft Word and Excel; good judgment and discretion; and flexibility in assisting with daily tasks and projects. One year of prior Capitol Hill experience is strongly preferred. Candidates with diverse backgrounds and experiences are strongly encouraged to apply.

Please send a resume and cover letter to oversightjobs@mail.house.gov, with “Staff Assistant” in the subject line. No unsolicited calls, emails, or drop-ins, please.

MEM-003-21 **LEGISLATIVE ASSISTANT** – Freshman Iowa conservative seeks seasoned Legislative Assistant with 2-3 years minimum Capitol Hill experience. Issue portfolio dependent on applicant, but broad range available, including: financial services, transportation and infrastructure, agriculture, energy/environment, small business, commerce, trade. Position requires strong writing skills, attention to detail, a foundational understanding of House procedure, and a dedication to the Constitution. Iowa ties a plus.

LA will be responsible for making vote recommendations, staffing meetings, writing policy memos, and drafting legislation under the guidance of the Legislative Director. Please send resume, cover letter, and list of references to iowa01jobs@gmail.com with “LA – APPLICANT’S LAST NAME” in the subject line.

MEM-002-21 **Economist** for Democratic Staff of Congressional Committee – House Budget Committee seeks an economist for public finance/macroeconomics 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 deadline.

Responsibilities include persuasive writing; monitoring and explaining economic data; conceiving and executing Congressional hearings on big-picture fiscal and economic issues; and working collaboratively with other analytical staff as needs arise. The ideal candidate will have several years of relevant experience in Congress, a federal agency (such as OMB, CBO, CEA, or Treasury), or a think tank; familiarity with the legislative process; and an advanced degree in economics or a related field.

Interested candidates can email a resume, cover letter, and a brief (3-4 pp.) writing sample with subject line “economist position” to Budget-Democrat.Jobs@mail.house.gov – no phone calls.

MEM-001-21 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 Democratic 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-337-20 **Constituent Services Representative, Stafford** — The Office of Congressman Rob Wittman (VA-01) is seeking a Constituent Services Representative to serve as a liaison with federal, state, and/or local agencies and constituent groups, answer casework correspondence, communicate and meet with constituents, and execute district outreach on behalf of the Member.

This position is located in our Stafford District Office but requires travel throughout the Stafford Region for events and meetings. The ideal candidate needs to be self-motivated, work cooperatively and courteously with others, and possess a drive to get things done. Interested applicants should email a cover letter and resume to Joe.Schumacher@mail.house.gov with “Stafford Constituent Services Representative” in the subject line.

Job Description:

CONSTITUENT SERVICES REPRESENTATIVE
OFFICE of CONGRESSMAN ROB WITTMAN
SUMMARY:

This position serves as a constituent services representative for the Member within the Stafford region to constituent groups and associations and acts on behalf of Rep. Wittman’s constituents. Acts as a liaison with federal, state, and/or local agencies for the Member and constituent groups, answers casework correspondence, communicates and meets with constituents, executes district outreach plan.

ESSENTIAL JOB FUNCTIONS:

- *Meets with elected officials and representatives, local groups, and constituents on behalf of the Member;
- *Travels throughout the assigned localities to keep abreast of local concerns holding regular open office hours in selected localities and sends out press releases announcing the scheduled visits;
- *Proactively seeks opportunities to develop community outreach relationships on behalf of the Member;
- *Works closely with the communications department to implement planned outreach events and to suggest new ideas for such events;
- *Staffs the Member at events in the Stafford Region;
- *Represents or speaks on behalf of the Member at events the Member is unable to attend;

- *Refers scheduling items to scheduler in Washington through office scheduling process; suggests scheduling opportunities and advises on scheduling items in geographic areas of responsibility;
- *Stays abreast of local news and issues and communicates those issues to the Congressman, Chief of Staff, and key staff in Washington;
- *Monitors and updates the Member, Chief of Staff, and District Director on district and local issues;
- *Works with communications shop to identify and build contact lists of key constituents and organizations in district;
- *Responds to casework inquiries from constituents; Monitors casework for problems requiring legislative action or communications messaging trends;
- *Supervises interns with regard to legislative issues and constituent responses;
- *Meets attendance requirements as established by the office;
- *Maintains a good working relationship with the Member, staff, and constituents;
- *Accepts performance-based criticism and direction;
- *Works well under pressure and handles stress;
- *Works a flexible schedule including long hours, nights and weekends; and
- *Performs other duties as assigned.

EDUCATION/EXPERIENCE:

A bachelor's degree or higher education level is preferred, including strong academic credentials. Some period of related experience or training in legislation or equivalent is beneficial.

SKILLS AND KNOWLEDGE REQUIRED:

- *Ability to perform the essential job functions above;
- *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;
- *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; and
- *Proficiency in word processing.

MEM-335-20 The Committee on Oversight and Government Reform is the principal investigative body for the U.S. House of Representatives.

Chairwoman Carolyn Maloney (D-NY) seeks to fill an Environment **Counsel** or **Professional Staff** Member position on the Democratic staff. The ideal candidate will be an attorney or policy professional with several years of investigative or litigation experience working on environmental issues, or with environmental regulatory agencies.

Responsibilities include depositions, transcribed interviews, briefings, and 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 “Environment” in the subject line.

MEM-334-20 The Committee on Oversight and Government Reform is the principal investigative body for the U.S. House of Representatives.

Chairwoman Carolyn Maloney (D-NY) seeks to fill a **Counsel** position on the Democratic staff. The ideal candidate will be an attorney with several years of investigative or litigation experience.

Responsibilities include depositions, transcribed interviews, briefings, and 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 “Counsel” in the subject line.

MEM-333-20 **Financial Disclosure Counsel** (Washington, DC) -- The Committee on Ethics seeks an attorney for the position of counsel in the Financial Disclosure office.

The Committee’s financial disclosure counsel are responsible for reviewing financial statements and providing legal advice on a high volume of financial disclosure issues, education and training to Members of Congress and their staff through frequent telephone calls, in-person meetings, and written work product. This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity.

Candidates must possess outstanding analytical and written and oral communication 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, ethics counseling, accounting, auditing, investment management, taxation, corporate finance, and securities law. Salary commensurate with experience.

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

MEM-331-20 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-330-20 The Energy & Commerce Committee, Democratic Staff, seeks a **Legislative Assistant/Junior Professional Staff Member** for the Health Subcommittee to work with the subcommittee staff on issues throughout the subcommittee's health finance and public health jurisdiction. This is not an entry level position.

Responsibilities including drafting memos and preparing background materials for Members and staff, assisting other Health Subcommittee staff in preparation for hearings and markups, drafting letters, and conducting background research in order to support staff in the drafting of legislation and oversight efforts.

Qualified candidates must have at least 3 years of health policy-related experience and be knowledgeable in health finance issues related to Medicare, Medicaid, and the Affordable Care Act, as well as public health issues related to the Food and Drug Administration (FDA), the Centers for Disease Control and Prevention (CDC), and other public health agencies.

Qualified candidates should also have a strong understanding of the Committee process and procedures of the House of Representatives and an ability to perform under short timelines and in a high-pressure environment while juggling competing priorities. Excellent writing and analytical skills are required.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), gender identity, disability, or age. Please submit a cover letter, resume, short writing sample, and at least two

professional references to ecdjobs@mail.house.gov using the subject line Legislative Assistant / Junior PSM Candidate.

MEM-327-20 DC **Scheduler** - California Democrat seeks a highly-organized and detail-oriented Scheduler for Washington, DC office.

Responsibilities include managing and maintaining the Congressman's DC schedule, coordinating travel, handling front office duties, and assisting with office administration.

Qualified candidates should be hard working, possess excellent oral and written communications skills, the ability to multi-task and meet deadlines, and have a positive attitude. Previous scheduling experience preferred. California ties a plus. Equal opportunity employer.

Interested applicants should send cover letter, resume, and references to: CADemocratResumes@gmail.com.

MEM-312-20 The Office of Congressman Kweisi Mfume seeks a **Staff Assistant** for its Washington, DC office.

The ideal candidate is highly-organized, passionate, friendly, and has noteworthy experience. Responsibilities include greeting and screening visitors; responding to constituent requests for information; maintaining handout literature regarding the district and the House; hosting Capitol tours; and performing general administrative duties, including answering the telephone and answering constituent requests for general information, tours, and other inquiries.

The position requires an incredible attention to detail. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

Women, men, people of color, and LGBTQ candidates are strongly encouraged to apply. Maryland ties are a plus. Due to COVID-19 work is often from home.

Applicants should send a resume and cover letter to MD07employment@mail.house.gov on a rolling basis but no later than January 12, 2021. No phone calls, faxes, or emails.

MEM-311-20 The Office of Congressman Kweisi Mfume seeks a **Legislative Correspondent** for its Washington, DC office.

The ideal candidate is highly-organized, passionate, friendly, and has noteworthy experience. Responsibilities include providing research for and responding to

letters from constituents and other interested parties. The position requires an incredible attention to detail.

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

Women, men, people of color, and LGBTQ candidates are strongly encouraged to apply. Maryland ties are a plus. Due to COVID-19 work is often from home.

Applicants should send a resume and cover letter to MD07employment@mail.house.gov on a rolling basis but no later than January 12, 2021. No phone calls, faxes, or emails.

MEM-310-20 The Office of Congressman Kweisi Mfume seeks a **Legislative Assistant** for its Washington, DC office.

The ideal candidate is highly-organized, passionate, friendly, and has noteworthy experience. Responsibilities include tracking legislation, executive action, administrative action, and other governmental developments; drafting constituent correspondence for the Member; preparing for committee meetings and hearings; answering constituent letters; and helping constituents with federal matters.

The position requires an incredible attention to detail. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

Women, men, people of color, and LGBTQ candidates are strongly encouraged to apply. Maryland ties are a plus. Due to COVID-19 work is often from home.

Applicants should send a resume and cover letter to MD07employment@mail.house.gov on a rolling basis but no later than January 12, 2021. No phone calls, faxes, or emails.

MEM-206-20 The House Office of Diversity and Inclusion is seeking to hire a **Research and Data Analyst**.

In this capacity the Analyst will be responsible for leading data and research collection and analysis for the Office of Diversity and Inclusion. This individual will lead the development of the required diversity report, maintain key metrics and key performance indicators for the Office, and serve as a resource for external and internal diversity best practices.

This individual will also serve as the project manager for any consultants and/or contractors with whom the Office may engage to support the completion of the diversity report and to develop relevant diversity and inclusion-based training, in collaboration with the Congressional Staff Academy.

Key Responsibilities

- This staffer will assist in the translation of research findings into materials that staff can effectively utilize in their engagements with Members and Member offices.
 - Provide research support on diversity and inclusion studies, techniques and tools.
 - Serve as project manager for the diversity report and, where necessary, direct and coordinate activities of external consultants.
 - Research and study best practices for retention and growth in House employing offices.
 - Lead data tracking and reporting with a focus on performance and results.
 - Prepare regular updates and briefing documents on research that is relevant to House employing offices.
 - Assist with the development and delivery of training sessions and, as needed, conduct presentations at professional conferences and meetings.
- Master's degree in social or behavioral sciences or related field; or equivalent level of experience providing technical assistance, data collections and/or research.
- Must have knowledge and experience in diversity, equity, and inclusion research efforts, ideally with a strong background in curriculum development. Current working knowledge of coalition functioning, evaluation and research.
 - Quantitative and qualitative evaluation and research skills.
 - Expertise using relevant software.
 - Customer-service orientation and ability to work harmoniously with a diverse team.
 - Ability to work under deadline pressure and extra hours if needed on assignment.
 - Demonstrated ability to self-motivate, initiate project activities, and work on multiple assignments simultaneously.
 - Extensive computer skills, including data input.

Interested candidates should apply by following the instructions here:

<https://house.csod.com/ux/ats/careersite/1/home/requisition/86?c=house>

Candidates will be asked to upload a cover letter, resume, and two writing samples.

Salary commensurate with experience.

Women, minority, veterans, people of all political ideologies, and LGBTQ+ candidates are strongly encouraged to apply.

No phone calls or drop-ins please.