MEMBER AND COMMITTEE VACANCY LISTING
Week of March 25, 2013

MEM-193-13

The House Committee on Ethics seeks an attorney for the position of counsel in the Office of Advice and Education. The Committee’s Office of Advice and Education is responsible for providing a high volume of ethics advice, 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, criminal law, securities law, civil litigation, administrative investigations, and adjudications. Salary commensurate with experience. Please fax resume, cover letter, and brief writing sample to 202-225-7392 or email to ethicsjobs@mail.house.gov.
MEM-188-13

**Legislative Assistant:** House Democrat seeks a legislative assistant to handle a diverse portfolio of policy issues. This portfolio is expected to include, but not be limited to, Agriculture Committee legislative work including the Forestry and Livestock subcommittees. Experience with committee work highly preferred. Background with Native American affairs, natural resources, renewable energy and environmental issues a bonus. Responsibilities also include developing legislative initiatives, tracking legislation, writing briefing materials, constituent correspondence, and floor statements, and representing member in meetings with interested parties. Candidate must be strong and effective writer and possess excellent verbal communication skills. Sense of humor and ability to work well with others in team-oriented environment important. Legislative experience and understanding of legislative process essential. EOE. Please email resume and cover letter (include salary requirements) to resume8@mail.house.gov. No walk-ins please.

MEM-182-13

Senior House Republican seeks an experienced Communications Director to coordinate and handle all press and media matters. The ideal candidate will offer Hill communications experience and a proven ability to procure national TV opportunities. Energy and Commerce Committee experience, health care knowledge, and/or Texas ties a plus. A candidate will also be responsible for increasing the Congressman's digital presence while expanding a network of online supporters. In addition, candidates should have experience in drafting press releases, op-eds, press statements, and be well versed in Microsoft office programs, video editing software, graphic layout design, and website experience. Flexibility to accommodate a demanding schedule is required. To apply, send a cover letter and resume to txpressjob@mail.house.gov, addressed to Chief of Staff.

MEM-174-13

**Communications Director:** Senior Democrat seeks a communications director experienced in all aspects of public relations and social media, who is also organized, energetic and creative to be based in D.C. congressional office to handle all communications strategy and media operations for an unusually busy office. This is a very fast-paced office where the communications director writes press releases; help the member with social media; pitches stories; responds to reporters’ inquiries; oversees website content; develops and maintains relationships with local and national media; organizes media events; and produces newsletters and e-newsletters. Occasional help on press releases is sometimes available from legislative staff. Excellent research, writing and social media skills are essential.
Candidate must be able to handle multiple tasks and issues effectively while meeting deadlines. A successful candidate will develop and implement a communications plan, think outside the box and possess the political savvy needed to anticipate big news stories and to proactively promote the Member’s message. At least three years of prior media and/or Hill experience and demonstrated experience with both mainstream and new media outlets is preferred. This is NOT an entry level communications position. **Candidate must be a DC resident or be willing to become a resident of the District of Columbia.** Salary based on skill and experience level.

Interested applicants should send a cover letter, resume, references and two writing samples to (202) 225-1129 (fax) or DC00.NortonResume@mail.house.gov **NO PHONE CALLS, PLEASE!** If you have questions, please email them to dc00.nortonresume@mail.house.gov.

**MEM-158-13**

Senior Legislative Assistant: Texas Democrat seeks a hard-working, highly organized, energetic, detail-oriented and experienced healthcare legislative staffer. Must be able to manage and complete multiple challenging tasks on a regular basis. Substantive experience in working with the Affordable Care Act, and collaborating with local hospitals and health-based organizations required. Potential candidates should have excellent writing and verbal skills coupled with some knowledge of social media. A bachelor’s degree with at least 3 years of legislative experience on the Hill is required. The ideal candidate will have experience working under pressure, working as a team player, a sense of humor and the ability to work flexible hours. Experience with iConstituent is a plus, but not required. Please send cover letter and resume to TXResumeInbox@mail.house.gov. No phone calls or walk-ins please.

**MEM-151-13**

**Economic Legislative Assistant** – Southern Republican Member is seeking qualified candidate for a position as an economic legislative assistant. The position’s primary focus will be staffing the Congressman on the House Financial Services Committee, but portfolio will include additional issue areas. Responsibilities will include: preparing for Committee meetings and hearings; tracking legislation and advising the Congressman in assigned issue areas; meeting with constituents and special interest groups; drafting constituent correspondence; answering constituent inquiries. Excellent writing and interpersonal skills, flexibility, the ability to meet tight deadlines and to exercise discretion and independent judgment is essential. Familiarity with the industry and monetary policy required; graduate degree in economics, finance or related field preferred. Previous Hill experience preferred. Qualified applicants should send a cover letter and resume to EconomicLAposition@gmail.com.
MEM-148-12

**Communications Director** – senior Democratic member seeks communications director to handle all aspects of traditional media, email and mail programs, as well as Member’s website and social media programs. Member is focused on economic and financial issues, including Wall Street regulation, taxes and trade, as well as on foreign policy. Prefer applicants with House or Senate communications experience. Salary commensurate with experience. Please send cover letter and resume to ComsDirectorHouse@gmail.com.

MEM-136-12

**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. Works closely with Chief of Staff in ensuring smooth overall office operations.

Applicants must have superior organizational skills, strong written and communication skills, strong interpersonal skills, poise and ability to thrive in a fast paced environment, able to multi-task, and have 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 CADem.Scheduler@mail.house.gov. No phone calls or drop bys!

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!