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MEMBER AND COMMITTEE VACANCY LISTING

Week of January 13, 2020

MEM-013-20 The Office of U.S. Representative Pramila Jayapal (WA-07) seeks a **Casework Staff Assistant** in her Seattle, WA office. The Casework Staff Assistant runs the front office of the Congresswoman's District Office and supports the Congresswoman's constituent services team.

The ideal candidate will have:

- Excellent organizational, proofreading and time management skills necessary to work in a fast-paced and rapidly changing environment;
- A professional and courteous manner, particularly in telephone and in-person conversations with constituents;
- Strong writing skills and attention to detail;
- Ability to work cooperatively and courteously under pressure.

Responsibilities include, but are not limited to:

Front Office

- Greet and screen visitors, answer and screen telephone calls for the Congresswoman and District Office staff members, taking messages when appropriate;
- Assist with processing of constituent mail and franked mail;
- Respond to constituent requests for information;
- Administrative and clerical duties involved with managing the front office;
- Oversee the District Office internship program;

Casework

- Handle casework for state inquiries, housing, and local referrals, and assist with federal casework as needed;
- Monitor active cases to ensure they are handled in a responsive manner and maintain up-to-date files and notes on all cases;
- Participate in select outreach efforts such as mobile office hours and the Congresswoman's Town Halls (these occur throughout the district and in collaboration with other members of the team and select partners);
- Perform other duties as assigned by casework team and District Director.

Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. State and/or district ties are a plus. Bilingual candidates are preferred.

Applicants must submit a cover letter and resume to jobs.pramila@mail.house.gov by January 24, 2020 with "Casework Assistant" in the subject line. Applicants will be considered on a rolling basis.

No calls or drop-ins please.

MEM-012-20

Title: Caucus Assistant

Office: House Democratic Caucus Office

"Democratic Leadership office seeks motivated and punctual individual to manage the front office, supervise a robust internship program, plan and execute Member-level events such as the weekly meeting of the House Democratic Caucus, manage the Caucus letter folding program, complete Spanish translation projects, schedule senior staff and support other departments in a fast paced environment.

The job primarily involves operational, administrative and management tasks, as well as a close working relationship with other departments. The Caucus Assistant will report directly to the Operations and Outreach Coordinator. Candidates must be proactive project supervisors, excellent writers, diligent organizers and strong team players with an interest in developing their own leadership skills. Applicants with Spanish fluency are strongly encouraged to apply. Prior experience in a Congressional office and a positive attitude is a plus.

This is an entry-level position and requires the ability to manage multiple high-priority tasks at once. This office is an equal opportunity employer committed to a diverse and inclusive workforce and does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity or disability. Women and minority applicants are encouraged to apply.

To apply, please send PDFs of resume, cover letter, writing sample and three professional references to DemCaucus.Jobs@mail.house.gov with name and “2020 Caucus Assistant Application” in the subject line. Absolutely no phone calls or drop-ins please”

MEM-011-20 Congresswoman Jahana Hayes (CT-05) seeks a **press secretary** to serve in her Washington, D.C. office. Candidates should be proactive concerning press engagement, and possess superior written and oral communication skills (including editing, and proofreading capabilities). The ideal candidate will have prior political, legislative, and communications experience. Connecticut ties are a plus.

Primary responsibilities:

- Establishing and maintaining relationships with Connecticut, national, and D.C.-based media;
- Coordinating all media efforts and communication-related events;
- Drafting and distributing press releases and media advisories;
- Creating, editing, and placing op-eds;
- Developing, editing, and posting content across all social media platforms;
- Pitching stories to reporters and producers, including national and Connecticut media, responding to press inquiries, and serving as the point-of-contact for media;
- Monitoring media narratives and identifying opportunities to promote the Congresswoman;
- Overseeing Franked communications strategy. This includes drafting, designing, and distributing Franked mail content; maintaining all social media platforms; and managing the bi-weekly congressional e-newsletter;
- Updating the Congresswoman’s website and ensuring that it features timely content;
- Coordinating and staffing the Congresswoman for interviews and events (including occasional night and weekend commitments);
- Managing a small team of press assistants.

To apply:

Please send a current resume, cover letter with salary requirements, two writing samples (not to exceed one page each), and three references to ct05jobs@mail.house.gov

No calls, emails or walk-ins, please.

MEM-009-20 Congresswoman Tulsi Gabbard is seeking an dynamic, proactive and experienced **Military Legislative Assistant** to manage her work on the House Armed Services Committee. This position includes a portfolio of national security, foreign affairs, veterans affairs, and intelligence issues.

Responsibilities include managing the Congressman's committee and subcommittee priorities, liaising with committee staff, drafting hearing questions and statements, developing legislation, monitoring activity on assigned issues, advising and representing the Congresswoman, and building relationships with constituent groups and advocacy organizations.

Requirements include a strong understanding of national security and foreign policy, familiarity with the NDAA process, and a minimum of two years of substantive legislative or related experience. This is not an entry level position in a fast-paced office and requires dedication, close attention to detail and the ability to think outside the box. Non-traditional work hours, and Hill experience are required. Hawaii ties are ideal, veteran applications are welcome!

No calls or drop ins, qualified applicants may email a cover letter, resume and writing samples to: hi02jobs@gmail.com

MEM-007-20

The office of Congressman Sean Patrick Maloney is seeking a **Legislative Assistant** to assist with Agriculture Subcommittee work as well as to handle a diverse issues portfolio including but not limited to Trade, Housing, Social Security, Labor, and Campaign Finance Reform.

Responsibilities include drafting and analyzing legislation, tracking floor proceedings, conducting research, drafting policy and meeting memos, meeting with constituents, and staffing the Member in Committee hearings, meetings and at events. Applicants should be able to work well under pressure, have excellent written and oral communication skills and work under strict deadlines.

This is not an entry-level position. Excellent writings skills and experience handling policy issues are required. Diverse candidates, women, and LGBTQ persons are strongly encouraged to apply.

To apply, please send a resume, cover letter, and a writing sample to ny18maloneyleg@gmail.com with the subject line "Legislative Assistant Application." Deadline for submissions is COB on Jan 17th. No phone calls or walk-ins please.

MEM-006-20

The House Committee on Oversight and Reform Majority Staff seeks a detail-oriented communications professional to serve as **Deputy Press Secretary**. The ideal candidate should be a strong writer, a proactive team player, and able to multi-task in a fast-paced environment.

Responsibilities include assisting with press releases, statements, talking points, and other key press documents; monitoring press coverage; building and maintaining relationships with key local and regional reporters; monitor

the press inbox and phone line for media inquiries; manage press for multiple subcommittees; Compile and distribute local and national press clips; Conduct extensive research; Create and maintain press lists; Maintain archives on multiple subject matters; and other duties as assigned.

- A minimum of two years of media relations and/or social media coordination experience.
- A Bachelor's degree in Journalism, English, Public Relations, or a closely related field preferred.
- A strong ability to research and analyze information.
- A strong ability to perform multiple tasks accurately and efficiently in a fast-paced environment.
- Previous Hill experience a plus.

This position reports directly to the Communications Director. Candidates should submit a cover letter and resume with the subject line "Deputy Press Secretary" to Oversightpress@mail.house.gov. Applications will be accepted until the position is filled. Please, no drop-by applications or phone calls.

MEM-004-20

The Office of U.S. Representative Pramila Jayapal (WA-07) seeks an experienced, creative and highly motivated **Digital Strategist** for her Washington, D.C. office.

Reporting to the Communications Director, the Digital Strategist is responsible for creating original and creative content (including, but not limited to, videos and graphics) and managing the Congresswoman's social media channels to further communicate and elevate her agenda and accomplishments.

The ideal candidate will have:

- Social media, graphic design, and video production experience in a legislative office, campaign, political organization or progressive advocacy group;
- Fluency with social media platforms and a nuanced understanding of the current social media landscape and trends;
- Excellent organization and time management skills necessary to work in a fast-paced environment that requires rapid response;
- Strong writing skills and attention to detail;
- A passion for storytelling and social justice.

Responsibilities include, but are not limited to:

- Drafting daily digital content for highly active social media channels;
- Editing and producing videos for social platforms and designing visual graphics;
- Tracking social media performance and providing analysis of trends and opportunities for future growth;

- Updating and managing the Congresswoman’s official website; and
- Coordinating the creation and distribution of an e-newsletter.

Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. State and/or district ties are a plus.

Qualified candidates should include in their application: resume, cover letter, two writing samples, two graphic design samples, three references, and links to either a reel or samples of video work.

Please send applications to jobs.pramila@mail.house.gov with “Digital Strategist” in the subject line. No calls or drop-ins please.

MEM-003-20 Representative Jamie Raskin seeks a **Constituent Services Caseworker** in his Rockville, Maryland District Office. Primary responsibilities include: handling constituent casework; interacting with constituents and government agencies and representing the office at community events. This is an entry level position. Ties to Maryland’s 8th District are preferred.

This position provides an opportunity to be part of a hard-working, cohesive team that is committed to providing superior constituent service. The ideal candidate is organized, self-motivated, has excellent interpersonal and writing skills, and a passion for making a difference in people’s lives.

Interested applicants should send a cover letter, resume, writing sample and three references to Kathleen.Connor@mail.house.gov. Please use “Rockville Position” as the subject line.

The deadline to apply for this position is January 17, 2020. This 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.

MEM-669-19 The Office of Congresswoman Jahana Hayes (CT-05) is looking to fill a vacancy for the position of **District Director**. The District Director will lead a dynamic district team, based in Waterbury, Connecticut.

SUMMARY:

The District Director oversees all operations across the district. This includes developing and implementing strategies and operating plans for the Congresswoman’s District Office (DO). The individual will create a comprehensive outreach strategy to stay in constant touch with constituents and key community leaders, and oversee a results-focused, customer service-oriented casework operation. The District Director manages activities and DO staff to ensure an aggressive and representative schedule for the

Congresswoman's time in district, and identifies, completes, and monitors district-based projects as assigned.

The office is an equal opportunity employer and does not discriminate based on race, religion, ethnic origin, sex, gender, LGBTQ identification or family status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

Interested applicants should send a resume and cover letter to CT05jobs@mail.house.gov.

ESSENTIAL JOB ROLES:

- o Supervisor: At its core this position requires effective management of staff to maximize performance for constituents and the Congresswoman.
- o Project Manager: Look for projects beneficial to the district with a federal nexus where office involvement would facilitate progress. Work with DC and DO staff to ensure the Congresswoman receives timely updates on projects and productively contribute to the conclusion of projects. Work with stakeholders, including local and state governments, nonprofits, and private industry, along with grant-making institutions and federal entities, to move projects toward success.
- o Intelligence Gatherer & Distributor: Through outreach, media monitoring, and intelligence collection from district staff, key contacts throughout district and state, and at events throughout district and state, understand constituent (and constituency) priorities, concerns, and outlook, then share with District Staff, DC Staff, and Congresswoman.
- o Surrogate: Represent the Congresswoman, or assign appropriate staff representatives, at events or meetings as needed.

EDUCATION/EXPERIENCE:

- o Experience engaging in diverse communities and effectively managing staff in an office environment;
- o Bachelor's degree in the political science or related field, including strong academic credentials;
- o 5 to 10 years of related experience in management public service, legislation or equivalent similar experience.

SKILLS AND KNOWLEDGE REQUIRED:

- o Maintain a good working relationship with the Congresswoman, staff, and constituents;
- o Ability to work a flexible schedule with frequent in-district travel, including long hours, nights and weekends;
- o Have impeccable judgment, character & gravitas to represent the

Congresswoman to constituents or leaders in the community;

- o Ability to see the big picture and plan in a proactive way, while ensuring day-to-day operations are tightly and efficiently run;
- o Organization, supervisory leadership and motivation to manage district team;
- o Temperament to communicate with a variety of personalities in a firm, tactful, pleasant, patient, and professional manner;
- o Ability to work cooperatively and courteously with others from diverse backgrounds;
- o Ability to work well under pressure and handle stress;
- o Excellent oral and written communication skills;
- o Thorough knowledge of the legislative process, House Rules, and local, state and federal agencies and departments;
- o Understand the district and federal political landscape.

MEM-664-19 The Democratic staff of the House Judiciary Committee seeks a **Staff Assistant**. Candidates should have excellent organizational skills and strong research, writing, and communication skills.

Responsibilities include overseeing Committee hearing and markup logistics, serving as assistant clerk during markups, providing administrative and research support to Chief of Staff and Staff Director/Chief Counsel, coordinating Staff Director/Chief Counsel's calendar and the Committee calendar, co-managing the intern program, and managing Committee administrative needs.

The Committee strives to ensure that our staff reflects 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.

Please send a resume and cover letter to JDEM.job@mail.house.gov and include "Staff Assistant" in the subject line.

MEM-662-19 The Committee on Ethics has an opening for a **Staff Assistant**. Duties include: answering telephones; assisting with the tracking and processing of committee correspondence; providing administrative support in setting up committee meetings; assisting the technology needs of Committee staff as needed; 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-512-19 Southern Republican seeks an experienced and enthusiastic **Legislative Assistant** to cover their work on Homeland Security Committee issues, among others.

The ideal candidate will have 3-5 years of experience, ideally 2-3 on the Hill, as well as a solid grasp of House procedures and a deep understanding of relevant policy. This is not an entry level position.

Excellent writing, verbal and organizational skills are essential along with the ability to be a self-starter while working in a fast-paced environment. Job responsibilities will include drafting legislation, writing hearing statements and legislative memos, and preparing briefing materials.

Qualified candidates should include in their application a resume and professional references. Please send applications to congressionaljobs2805@gmail.com with “Legislative Assistant” in the subject line.

MEM-428-19 Email: cademhouseoffice@gmail.com
Position Available: **Senior Staff**
Office/Location: California
Closing Date: Until filled
Salary Level/Range: Commensurate with experience
Proposed Starting Date: Immediate

Job Summary:

Qualified candidates should have a minimum of 2 years’ experience managing a team, possess excellent oral and written communications skills, highly organized, meet deadlines, and manage multiple projects. A flexible schedule and ability to travel throughout the district is required.
Equal opportunity employer.

Interested applicants should submit a cover letter, resume, and writing sample to cademhouseoffice@gmail.com please include Senior Staff in the subject line.