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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of June 24, 2019**

**MEM-263-19** The Office of U.S. Representative Pramila Jayapal (WA-07) seeks an experienced, creative and highly motivated Digital Specialist for her Washington, D.C. office. Reporting to the Communications Director, the **Digital Specialist** 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;
- \*Serving as the lead graphic designer and video producer/editor for the office;
- \*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](mailto:jobs.pramila@mail.house.gov) with "Digital Specialist" in the subject line. No calls or drop-ins please.

#### **MEM-263-19**

The Denver district office of Congresswoman Diana DeGette (CO-01) is seeking a **Constituent Services Representative** with superior communication (verbal and writing), customer service, relationship building and problem-solving skills. The ideal candidate will have experience in public service, grants work and/or arts and education. Moreover, the ideal candidate is organized, detail-oriented and resilient in the face of a fast-paced legislative office. The ideal candidate is proactive and comfortable working with diverse staff, community members and constituents.

#### SUMMARY

The Constituent Services Representative acts as a representative for the Congresswoman in assigned communities and provides casework assistance to constituents in assigned issue areas.

#### ESSENTIAL JOB FUNCTIONS

- \*Assists constituents by providing information and is capable of researching federal issues, answering questions on federal issues, directing constituents to appropriate state or local governments or community resources.
- \*Writes memorandums for meetings the Congresswoman has scheduled within assigned areas.

#### CASEWORK

- \* Answers casework correspondence, meets with constituents and serves as a liaison with federal, state and local agencies in terms of assigned issue areas.
- \*Controls and processes constituent correspondence and cases in the

casework areas as assigned; exercises judgment to determine the best course of action for individual cases.

- \*Follows district office casework policy and employs appropriate congressional casework tools, programs and resources, logs in all incoming and outgoing mail and incoming telephone calls relating to casework.

- \*Screens and refers cases, where appropriate, to other congressional district offices; continually screens active cases to ensure that their cases are handled in a responsive manner; maintains up-to-date files on all cases and categories of information of importance to the office.

- \*Logs-in constituent comments and researches questions on federal policy, law or procedure in the casework / issue areas as assigned; works with legislative staff in the Washington, D.C. office on researching issues regarding pending legislation in conjunction with district office outreach/events.

#### OUTREACH

- \*Acts as a liaison to assigned constituency groups to form effective relationships for the district office; facilitates meetings with federal agencies, constituents, and groups having a common interest.

- \*Represents the Congresswoman at meetings/events of assigned constituency groups.

#### GENERAL DUTIES

- \*Drives and staffs the Congresswoman for various events, meetings and district office outreach activities/functions, as needed;

- \*Meets attendance requirements established by the office; works full-time which periodically, may include additional hours, nights, and weekends without overtime pay;

- works well under pressure and manages stress appropriately;

- \*Maintains a good working relationship with the Congresswoman, staff and constituents;

- \*Performs other duties as assigned by the District Director.

#### SKILLS & KNOWLEDGE REQUIRED

- \*Ability to perform Essential Job Functions referenced herein;

- \*Good organizational skills, professional manner and appearance;

- \*Good communications skills (written and verbal); ability to communicate effectively with a variety of personalities in a tactful, pleasant, and professional manner;
- \*Knowledge of Microsoft Office suite; proficiency in word processing and mail-merge;
- \*Ability to work cooperatively and courteously with others;
- \*Ability to drive a car – valid driver's license.

#### WORKING CONDITIONS

- \*Work is mainly performed in an office environment. Noise levels are usually moderate;
- \*Work at a small workstation without an expectation of privacy.

#### EDUCATION/EXPERIENCE

- \*U.S. Citizen; office experience preferred; driver's license;
  - \*High school or GED required; college degree preferred.
- Please send cover letter and resume to [degette.employment@mail.house.gov](mailto:degette.employment@mail.house.gov)

**MEM-258-19** We are looking to expand the Member's visibility and outreach, resulting in a need for highly diligent, confident candidates with substantial experience for the role of **Communications Director**. Spanish speaking skills are also important.

The position comes with great responsibility, as our Communications Director is part of the senior staff for the Congressman and responsible for helping in development and promotion of the Member's agenda. All aspects of communications are covered, including but not limited to, televised press conferences, statements to the press, speeches, radio addresses and social media. Experience with graphic design is a plus. The selected individual will also work closely with the entire office team to formulate consistent messaging in district mail pieces, and our 499-program.

Salary is commensurate with experience. Benefits include paid vacation and sick leave, parking or metro benefits, health insurance and retirement -- Plus an awesome work environment! Anyone interested may send their applications to [CongressionalOpenJob@gmail.com](mailto:CongressionalOpenJob@gmail.com)

**MEM-256-19** The Republican (Minority) staff of the House Committee on Veteran's Affairs is seeking a full-time **press assistant** in its Washington office. Responsibilities include but are not limited to: drafting talking points, press releases, speeches, and op-eds; managing the website; updating social media; and compiling and monitoring press clips.

The ideal candidate will possess strong written and verbal communication skills, the ability to work in a fast-paced environment, professionalism, and a good sense of humor. Prior Capitol Hill experience and/ or military service are a plus. Interested candidates should send their cover letter, resume, references, and three writing samples to [var.resumes@mail.house.gov](mailto:var.resumes@mail.house.gov) with “Press Assistant” in the subject line. No calls or walk-ins, please.

**MEM-252-19** The Office of Rep. Justin Amash (MI-03) is seeking a bright, creative, and self-motivated **legislative assistant** with a background in law to join our Washington, DC-based policy team. The legislative assistant will draft legislation, analyze bills, and meet with constituents concerning policy matters, among other duties. The person will be expected to handle a diverse portfolio of policy issues.

The successful applicant will be a libertarian or classical liberal in the tradition of F.A. Hayek, Henry Hazlitt, and Frédéric Bastiat. The applicant must demonstrate a strong commitment to individual liberty, economic freedom, the Rule of Law, and the Constitution.

The person also must be an excellent writer and clear thinker willing to take on the most serious impediments to a freer, more prosperous America. An individual who prefers staid and steady work or who avoids challenges (and the occasional failure) may be more comfortable elsewhere.

Applicants must have a JD or equivalent. Two years of relevant policy experience is preferred, although Hill experience is not required.

To apply, please send a résumé, cover letter, and two writing samples to [applydc@amash.com](mailto:applydc@amash.com). Please include "legislative assistant applicant" in the subject line. No walk-in applicants or phone interviews.

**MEM-250-19** Midwestern Democratic Representative seeks a **press secretary** to join a fast-paced, communications-focused office. Responsibilities include producing web graphics and videos for a variety of social media platforms, drafting press releases and op-eds, and writing talking points for the Representative. Applicants must be able to prioritize, meet rapid deadlines, and quickly digest new legislative developments and details. Applicants should also have a proven history of writing creative and original copy, and engaging followers. Applicants must be able to work effectively in a fast-paced, collaborative team.

Prior campaign or Hill experience required. To apply, please email resume, cover letter and two writing samples to [presshilljob@gmail.com](mailto:presshilljob@gmail.com). Deadline to apply is Friday, June 28.

**MEM-245-19** Congresswoman Lisa Blunt Rochester is seeking an **in-district press & digital media assistant** to join an aggressive two-person communications team. This position is based in Wilmington, Delaware. Responsibilities include managing the Congresswoman's website and social media accounts, working collaboratively to generate creative and engaging content for digital platforms, drafting talking points and advisories, and staffing the Congresswoman and taking photos/videos at events.

Additionally, the press & digital media assistant will help draft and copy-edit speeches and talking points for the Congresswoman for events in Delaware, and the person in this role will report directly to the DC-based Press Secretary, as well as senior staff. Prior press/digital experience; Hill or campaign experience and familiarity with social media and graphic/video design are strongly preferred.

Delaware ties a major plus. Strong written and oral communications skills, a flexible schedule, access to a car, and a clean driving record are musts. Interested candidates must submit a resume, one cover letter, two writing samples, and two examples of social or digital media work samples to [lbr.jobposting@gmail.com](mailto:lbr.jobposting@gmail.com) by COB on June 25, 2019.

**MEM-243-19** Southern California Democrat seeks **District Director** to oversee all operations of the district offices, including the development and implementation of policy objectives, strategies and operating plans, as well as direct all activities and staff of the district offices. This position is responsible for recruiting, hiring, training, and managing district staff and ensures that district staff complies with office policies, practices, and procedures; represents the Member and/or assigns appropriate staff to do so at events or functions through the district as needed.

Responsibilities include strategizing, developing, and implementing district communications and outreach plan for constituents, including casework management. This individual also serves as the primary liaison between the Congresswoman and constituents and special interest groups in the district; and, acts as an advisor for the Congresswoman on local concerns, district issues and politics, and other developments throughout the region.

Candidates should have a minimum of 3-5 years of management experience, a strong ability to provide necessary organization, leadership and motivation to manage a Congressional office; excellent oral and written communication skills; and thorough knowledge of the legislative process. The ideal candidate is energetic, detail-oriented, able to multi-task, politically astute, and willing to work long hours (including evenings and weekends) in a fast-paced and demanding setting. Spanish fluency and Southern California ties are a plus.

Candidates should submit a cover letter, resume, and appropriate writing samples to [CA26Resumes@gmail.com](mailto:CA26Resumes@gmail.com) with just “District Director” in the subject line. No phone calls, faxes, or walk-ins, please. This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

**MEM-239-19** The House Select Committee on the Climate Crisis is seeking a mid-level **professional staff member or counsel** to work on climate mitigation policy for the Committee’s Democratic staff. Previous experience (at least three years) working on climate mitigation and decarbonization policy is required. Responsibilities include planning and staffing congressional hearings, conducting in-depth analysis on policy options for deep decarbonization, writing and editing, and communicating with stakeholders. Successful candidates will be detail-oriented and possess strong communication and writing skills. Advanced degree preferred but not required for all positions, as experience in climate policy may be equally relevant.

Salary commensurate with skills and experience. Please send resume and cover letter to [SCCCDjobs@mail.house.gov](mailto:SCCCDjobs@mail.house.gov) with “Counsel/Professional Staff” in the subject line. The Committee is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. No calls, please.

**MEM-238-19** Senior Democratic Texas Member seeks an experienced **Communications Director** based in Washington, D.C. Congressional office. This position will plan and execute a proactive earned media and digital constituent outreach strategy. This is a senior staff role requiring a minimum of 3 years of previous Hill or political communications experience.

The Communications Director will require a tremendous amount of writing, and the aptitude to oversee all press and communications responsibilities. Candidates should be proactive, detail-oriented and have demonstrated experience in national, local, and digital media. This is not an entry-level position.

Responsibilities Overview:

- Develop strong relationships with local/national media; know local TV media markets, radio stations, and newspapers to elevate Member’s profile on key issues
- Work closely with district team to plan messaging and plan local press events in the district
- Develop and execute communications strategies for the office using best practices

- Write talking points, press releases, op-eds, speeches, and more
- Book and prepare member for interviews
- Produce a weekly communications report for the Congressman and provide regular communications updates to staff
- Create and oversee digital communications outreach including e-newsletter, website, and social media platforms

Necessary Qualities:

- Political savvy
- Exceptional self-starter
- Creative/forward thinking
- Strong writing, editing, and proofreading skills
- Able to meet tight deadlines
- Detail oriented
- Team player
- Flexible schedule

Communications Director is expected to have a close working relationship with the House Science, Space, and Technology Committee's media team. Dallas ties are preferred, but not necessary. Occasional district travel may be necessary.

Equal Opportunity Employer. Women, people of color, LGBTQ+ individuals and members of other underrepresented communities are strongly encouraged to apply. Interested candidates should send their cover letter, resume, and three sample writings to [TX30.Jobs@gmail.com](mailto:TX30.Jobs@gmail.com) "Communications Director" in the subject line. No walk-ins or calls please.

**MEM-235-19** Seeking an **Executive Assistant/Scheduler** for the DC office. This is not an entry level position. The ideal candidate will be a seasoned, experienced professional with the ability to manage all aspects of the Member's DC and district schedule, including travel arrangements and logistics. The Executive Assistant/Scheduler will handle all incoming scheduling requests and strategically manage the daily and long-term schedule to ensure efficient and seamless operations.

Applicants should have a strong work ethic, ability to manage competing demands, excellent time management and organization skills, and ability to thrive in a fast-paced environment. Salary is commensurate with experience. Please send cover letter and resume to [TX.JobListing@mail.house.gov](mailto:TX.JobListing@mail.house.gov)

**MEM-230-19** Advice and Education Counsel (Washington, DC) -- The Committee on Ethics seeks an attorney for the position of **Counsel** in the Office of Advice and Education. The Committee's Advice and Education counsels are



responsible for reviewing financial disclosure statements, 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 and training; corporate finance; securities law; employment law, including the laws governing sexual harassment in the workplace; and criminal law. Salary commensurate with experience. Please email resume, cover letter, and short writing sample to [ethicsjobs@mail.house.gov](mailto:ethicsjobs@mail.house.gov). Please include the phrase "A&E Counsel" in the subject line.

**MEM-228-19** The Office of Congresswoman Linda Sánchez is seeking to immediately fill a full-time job opening for an entry-level **Staff Assistant** based in her District Office- Norwalk, CA

The Staff Assistant position is primarily charged with (but not limited to) answering phones, greeting constituents and visitors, sorting incoming mail, writing correspondence, and assisting the District Office staff with additional tasks. Successful candidates will possess strong communication skills, the ability to multitask, attention to detail, political instinct, the ability to prioritize in a fast-paced environment. They must also work cooperatively and courteously with others and have the temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.

Caseworker: Casework responsibilities involve assisting constituents of the 38th Congressional District resolve problems with federal agencies or find the appropriate state or local contact for non-federal issues. The candidate should be persistent and detail-orientated, and put a priority on facilitating resolutions and expediting priority requests. Knowledge of California state and federal government agencies and experience in customer service will be highly regarded.

#### Minimum Qualifications

- \*Office/administrative experience
- \*Strong organizations skills; attention to detail.
- \*Good computer skills, including proficiency and experience with Microsoft

Word, Excel, Outlook, Publisher and Power Point.

\*Strong communication, analytical, and organization skills; an ability to relate well with individuals of diverse backgrounds; and impeccable customer service manners.

\*Candidate must have a thorough understanding of government agencies and structure (county, state, and federal).

\*Must be able to work efficiently and effectively as a member of a team, be able to meet strict deadlines, balance multiple projects simultaneously, and work under pressure.

\*Candidates should demonstrate a positive attitude, commitment to excellence, upbeat demeanor, flexibility, and sense of humor.

\*Candidate should have graduated from an accredited four-year college or university with a bachelor's degree.

\*Salary will depend on the experience of the applicant.

#### To Apply

Interested applicants should submit their resume and cover letter via email to:

[CA38Jobs@mail.house.gov](mailto:CA38Jobs@mail.house.gov) Please indicate the title of the position in the subject line. No phone calls or walk-ins accepted.

**MEM-218-19** The Office of U.S. Representative Pramila Jayapal (WA-07) seeks an experienced, creative and highly motivated **Communications Director** to lead media and outreach efforts in her Washington, D.C. and Seattle, WA offices.

An ideal candidate will:

- Work collaboratively with the Congresswoman and her senior leadership team;
- Possess strong written and oral communications skills and the ability to work effectively in a fast-paced setting under tight deadlines;
- Understand the digital media landscape and current digital trends, with experience overseeing a digital/social media program;
- Think strategically and creatively;
- Have a strong record of advocating for progressive values;
- Be willing to work weekends and irregular hours.

Responsibilities include but are not limited to:

- Serve as the primary spokesperson for the Congresswoman;
- Develop strong relationships with local and national reporters, editors, producers, bookers, and social media influencers;
- Proactively engage in media outreach, including pitching and fielding press inquiries;
- Manage the development of press releases, speeches and op-eds;

- Oversee a robust and aggressive online communications program;
- Supervise a Press Secretary and Digital Specialist;
- Prepare and staff the Congresswoman for district press events and media interviews; and
- Work collaboratively with the District Office to ensure a strong local/state media presence.

This is a very senior level position, and a minimum of two years of communications experience as a press secretary or communications director is required. 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, three writing samples (including one speech) and three references.

Please send applications to [jobs.pramila@mail.house.gov](mailto:jobs.pramila@mail.house.gov) with “Communications Director” in the subject line. No calls or drop-ins please.

**MEM-217-19** Congresswoman Yvette D. Clarke is hiring a **Communications Director** to work in her Washington, D.C. office. Responsibilities include communications planning and press strategy for D.C. and the district; drafting press materials including: remarks, talking points, newsletters, statements, press releases, and media advisories; pitching media events; assisting with the management of the Congresswoman’s social media accounts; interview preparation; and overseeing the office’s franked mail and digital programs.

The ideal candidate is a strong writer, politically savvy, detail-oriented, flexible, creative, and a self-starter. Occasional travel to the district and non-traditional hours - including night and weekend work - should be expected. Strong ties to New York press preferred. Interested candidates should send a cover letter, resume, and three writing samples to [ResumeNY@mail.house.gov](mailto:ResumeNY@mail.house.gov) and include “Communications Director” in the subject line.

**MEM-216-19** Congresswoman Jackie Speier seeks a proactive, strategic, and community-oriented individual with casework and outreach experience for the position of **Caseworker/Field Representative** in her San Mateo district office.

Primary Responsibilities:

- Handle constituent requests and casework on behalf of constituents with applicable federal agencies.
- Work closely with other caseworkers and legislative staff on constituent services and outreach efforts.

- Establish and maintain relationships with local organizations, community leaders, and elected officials in the district.
- Keep track of key issues in the communities and develop outreach efforts and course of action to Member relative to issue work.
- Assist with events and other activities.
- Staff the Member at meetings and events or attend on behalf of the Congresswoman.
- Conduct research, draft memos and letters for constituent outreach and Member support.
- Availability to work night and/or weekends as necessary to attend events and community meetings.
- Provide administrative assistance as needed, including answering phones, writing correspondence, and greeting constituents.

#### Qualifications

- B.A. or equivalent degree.
- Experience working in a fast-paced environment.
- Excellent verbal and written communication skills.
- Must have car and valid driver's license; you will receive mileage reimbursement for travel to and from work-related events and meetings.

#### Preferred Qualifications

- Familiarity with 14th Congressional District.
- Experience working for an elected official in a fast-paced environment.
- Ability to multi-task various projects that require attention to detail and work well with others under pressure.
- Proficient in a second language, preferably Chinese or Spanish.

#### Compensation and Benefits

- Pay is commensurate with experience.
- Health, dental, vision, transit, retirement and life-insurance benefits available.
- Federal student loan repayment program available, if eligible.

Interested applicants should submit a cover letter, resume and writing sample (2-3 pages) to: [CA14Jobs@mail.house.gov](mailto:CA14Jobs@mail.house.gov)