



House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING
Week of December 14, 2020

MEM-323-20 Press/Digital Assistant – Progressive Democrat and Senior Member of the House Judiciary Committee is seeking a Press/Digital Assistant to work closely with the Communications Director to elevate the Member’s communications operation.

Duties will include monitoring and maintenance of the Member’s social media accounts, drafting and posting content for social media, producing graphics and videos, maintaining the website, compiling daily press clips, meticulously proofreading and fact-checking written materials (including letters, social media posts, press releases, newsletters, talking points, and more), creating e-newsletters and franked mailings, creating targeted mailing lists for mass outreach campaigns, and other responsibilities as assigned.

The ideal candidate will be organized, detail-oriented, tech-savvy, able to work long hours in a fast-paced environment, have superior writing and proofreading skills and the ability to work closely with a communications and legislative team. Ties to Tennessee’s 9th District, previous congressional or campaign experience, and photography/videography/graphic design skills strongly preferred.

Qualified candidates should submit a cover letter, resume, 2 writing samples, an original graphic and/or video, and sample tweets to TN09jobs18@mail.house.gov

MEM-322-20 The Office of Congresswoman Abigail Spanberger (VA-07) seeks a **Press/Digital Assistant**.

The ideal candidate is an excellent writer, works well in a team, has a keen attention to detail, and can meet tight deadlines under pressure. This position is responsible for drafting social media copy, creating graphics, editing photos and videos, drafting emails and newsletters, assisting with media monitoring, and overseeing clips collection and distribution.

This position may require work outside standard office hours. Rep. Spanberger's office is an equal opportunity employer. The office does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service.

Interested applicants should email a cover letter and resume to spanbergerpressva07@gmail.com. We also recommend applicants submit 1-2 sample writing samples or sample graphics/videos.

MEM-321-20 Fast-paced Committee office seeks an eager and energetic majority **clerk**. Applicant should possess strong organizational and communication skills; proofreading, editing, and writing ability; and an exceptional attention to detail.

Ideal applicant will have previous Congressional experience, a working knowledge of the legislative process, and familiarity with legislative documents including the Congressional Record. This is not a legislative-track position. To apply, send letter of interest and resume to committeejobs@gmail.com

Duties include:

- *Track bills and maintain bill files
- *Markup organization, including amendment tracking and distribution; document compilation and preparation; keeping minutes; and assembling and filing legislative reports
- *Ensure compliance with Committee's required submissions to House Document Repository for hearings, financial disclosures, and markups
- *An understanding of Committee jurisdiction and ability to assist general counsel and parliamentary team with bill referrals and reporting requirements
- *Maintain official voting records and rosters
- *Produce Committee legislative calendar and maintain official record of Committee activity
- *Compile and publish Compilations of Selected Acts in coordination with the House Office of the Legislative Counsel
- *Maintain Committee's official letterhead, Franked envelopes and official

listings with the Clerk of the House and Government Publications Office
*Complete compilation and binding of Committee prints, hearings, reports, and public laws and maintain Committee's library
*Maintain, organize, and transmit official records at the end each Congress

Additionally, applicant should be proficient in Microsoft Office Suite, Adobe Acrobat, and internet research using legislative resources.

MEM-320-20 District Representative for California's 49th Congressional District

Description: The staff member in this position acts as a liaison to federal, district, and local agencies for the Member of Congress and constituents. The District Representative is charged with helping constituents with casework and engaging the Small Business community including planning meetings and events with the Member of Congress. The person in this role is also responsible for building and maintaining relationships with communities of color, diverse local stakeholder groups, and other minority or historically underrepresented groups, including but not limited to Black, Hispanic/Latino, and Asian American and Pacific Islander communities.

Responsibilities: Handling constituent casework with the Internal Revenue Service, Small Business Association, and additional agencies, as needed. Planning and staffing in-district events, meetings, and site visits. Working closely with the District Office and Washington, DC staff on local and assigned policy issues and areas. Establishing relationships with local groups to include attendance at key meetings and ensuring the office is tracking events and functions to facilitate his attendance.

Qualifications: Successful applicants should have a thorough knowledge of California's 49th district, fluency in the Spanish language, a service-oriented attitude, strong organizational skills, proficiency at prioritizing and managing multiple projects at one time, a capacity to work both independently and as part of a team, and strong written and oral communications skills.

Preference may be given to residents of the 49th District. 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. We strongly value the diversity of our employees and encourage candidates from diverse backgrounds to apply, including women, people of color, and members of the LGBTQIA community.

To Apply: Please send resume, cover letter, three professional references, and writing sample to ca49.applications@mail.house.gov

MEM-318-20 The Office of Congressional Ethics (OCE), an independent, non-partisan investigative entity established by the United States House of Representatives, seeks an attorney with 2-4 years experience to serve as **Investigative Counsel**.

The Investigative Counsel reports to the Staff Director and Chief Counsel and will be responsible for conducting sensitive inquiries into allegations of possible violations of ethical standards of conduct by current Members, Officers and staff of the House of Representatives and advising the Staff Director and Chief Counsel on legal and policy matters.

Core Responsibilities:

- Review information received by OCE, discern possible violations and identify facts requiring further investigation;
- Plan, organize and conduct investigations regarding allegations and advise the Staff Director and Chief Counsel regarding appropriate evaluation of cases;
- Advise the Staff Director and Chief Counsel on legal issues in matters under investigation and on broad legal and policy issues involved in the operations of OCE; and
- Prepare detailed reports containing investigative findings.

Qualifications:

- Demonstrated ability to conduct and direct complex legal research and present the results in a clear, precise, and persuasive manner;
- Thoroughness and careful attention to detail;
- Strong oral and written communication skills;
- Strong legal judgment and demonstrated professional integrity;
- Experience conducting interviews or depositions;
- Experience auditing large sets of data or evidence and providing detailed analysis;
- Ability to:
 - oWork independently or as part of an investigative team;
 - oManage multiple tasks and projects;
 - oWork well under pressure and tight time deadlines; and
 - oExercise discretion and independent judgment.
- Desirable but not required:
 - oInvestigative experience with high-profile and sensitive matters;
 - oExperience with investigations involving public officials;
 - oExperience with campaign finance or ethics law;
 - oExperience writing public reports and legal documents;
 - oAccounting, finance, or data analytics experience; and
 - oAdvanced proficiency in development and use of electronic databases, and other computer skills including knowledge of current information technology tools related to investigations.

Duties:

- Developing investigative strategies and implementing investigative plans;
- Reviewing evidence and data in order to analyze, develop and provide detailed written and oral reports of findings;
- Identifying information to substantiate or disprove allegations and assessing the likely sources of that information;
- Collecting and reviewing documents, electronic media and physical evidence;
- Interviewing witnesses and subjects; and
- Performing other duties as assigned.

Requirements:

- Ability to pass Security Background Investigation to obtain Top Secret clearance
- Graduation from an ABA accredited law school and active bar membership

Applicant Instructions:

Please send cover letter and resume (electronic submissions strongly preferred) to:

Omar S. Ashmawy
Staff Director and Chief Counsel
Office of Congressional Ethics
United States House of Representatives
P.O. Box 895
Washington, DC 20515-0895
OCEJOB@mail.house.gov

MEM-314-20 SUMMARY:

The office is looking for a principled, mission-driven, and energetic candidate with a robust policy background in national security. The **Senior Foreign Policy Advisor** will assist in the development of strategic policy goals and support the Member's work on the House Armed Services Committee.

The Senior Foreign Policy Advisor will advise the Member on assigned legislative areas including foreign affairs, defense, and intelligence issues, and supervise other members of the legislative staff.

ESSENTIAL JOB FUNCTIONS:

Supervisory: Responsible for managing members of the legislative team, including at least two fellows specializing in defense and foreign affairs.

Responsible for:

- Long-term and short-term legislative planning for the Member and for ensuring that national security legislative staff is properly focused on carrying out the Member's legislative goals
- Writing and developing a range of high-quality written materials, including policy reports and policy memos
- Tracking policy proposals and implementation in assigned issue areas

- Facilitating virtual engagements and preparing the Member for high-quality policy discussions
- Representing the Member externally by attending policy briefings and meetings
- Recommending strategies and tactics on bills and positions
- Recommending co-sponsorships of legislation to the Member
- Providing the Member with support in building and maintaining positive relationships with other Members, and with constituents and external stakeholders
- Carrying out additional duties as required.

EDUCATION/EXPERIENCE:

A bachelor's degree is required and advanced degrees are preferred. A minimum of 3-5 years of experience on Capitol Hill in national security policy and/or other legislative experience is required.

SKILLS AND KNOWLEDGE REQUIRED:

- Ability to think creatively, operate entrepreneurially, build and motivate a strong team, and build effective partnerships
- Temperament to communicate and lead professionally in stressful situations with a wide range of constituents and colleagues
- Energetic motivation to drive a path-breaking national security agenda for a new generation of national security challenges, grounded in American principles but not beholden to traditional policies and practices.

TO APPLY:

Please provide a resume and cover letter to ma06.resumes@mail.house.gov, with the subject line "Senior Foreign Policy Advisor" by Monday, December 14, 2020.

MEM-313-20 **Counsel** for Congressional Committee - Congressional committee seeks experienced lawyer to provide legal advice and counsel on a range of matters, including the congressional budget process, fiscal law, legislative drafting and development, and parliamentary procedures.

The position requires a law degree, excellent communication skills, and the ability to work effectively under tight deadline. The ideal candidate will have a record of being proactive and demonstrating initiative and will have several years of legal experience in the federal government, familiarity with parliamentary procedure, and a background in fiscal law and legislative drafting.

Prior committee experience or experience at OMB, CBO, or GAO is a plus. Email resume, cover letter, and a short writing sample (2 to 4 pages) with subject line "counsel position" to Budget-Democrat.Jobs@mail.house.gov – no phone calls or walk-ins.

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-306-20 Communications Director
U.S. Congressman Steven Horsford
4th District of Nevada

Democrat seeks an experienced Communications Director to implement a focused and innovative communications strategy.

Responsibilities include:

- maintaining relationships with both national and local reporters,
- organizing and replying to inquiries,
- proactively pitching stories;
- drafting and editing press releases,
- developing an aggressive and responsive social media program;
- writing op-eds, talking points, newsletters, mailers, and speeches;
- managing the current press secretary,
- oversee franked communications and a robust 499 program
- working collaboratively with District Office and legislative staff to amplify the office's work.

Candidates should have a minimum of 3-5 years of political communications experience, a strong history of drafting all forms of communications materials, and a track record of successfully pitching national and local media outlets. Prior experience managing franked communications is a plus. Experience in digital media, including social media and graphic/video design, is a plus.

The ideal candidate is collaborative, creative, energetic, detail-oriented, able to multi-task, politically astute, and willing to work long hours in a fast-paced and demanding setting. Nevada ties are a plus. Professional proficiency in Spanish-language reading, writing, and speech is a plus. Prior Hill experience is preferred.

Candidates should submit a cover letter, resume, three writing samples, and three professional references to NV04Resume@mail.house.gov with “Communications Director” in the subject line. All submissions must be in a single PDF file and received by December 18, 2020, at 3:00 p.m. PST.

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

MEM-304-20 COMMUNICATIONS DIRECTOR – Active Illinois Democrat serving on the House Energy and Commerce Committee, is seeking an experienced and self-motivated Communications Director to manage the office's press and communications operations.

The position will oversee all communications and digital media functions of the office, including pitching and fielding a high volume of press requests; maintaining relationships with national and district media; writing press releases, op-eds, speeches, newsletters, and talking points; leading interview preparation and media relations efforts; manage all social media channels and web content; and manage the work of the District Press Secretary and other staff.

Candidates must possess strong writing skills, creativity, the ability to operate in a fast-paced office under strict deadlines, and be able to work collaboratively with both DC and district staff. Ideal candidates should have previous Capitol Hill experience, established media relationships and on-the record experience, experience working with media bookers and the ability to operate proactively and independently.

This is not an entry level position. Working knowledge of health, gun violence prevention or tech/telecom policy is a plus but not required. Illinois/Chicago ties are also a plus but not required.

Applicants should email a resume, cover letter, and two writing samples, and references to ILStaffingResumes@gmail.com with “Communications Director” in the subject line. No other phone calls, faxes, emails, or walk-ins, please.

MEM-302-20 Constituent Liaison: Senior Democratic Member of Congress seeks an energetic, organized, creative, self-starter to join the District Office of her very active and visible constituent services staff.

Constituent Services staff assists the Member in responding to constituent issues and problems with federal agencies, staying on top of everyday events in the Member’s district, and keeping the community connected to the Member’s work. In addition, constituent services staff also help with neighborhood events.

Candidate must be able to work with patience and skill in resolving the problems of constituents and handle multiple tasks and issues effectively while making sure agencies respond in a timely manner and assuring our office responds to constituent requests and concerns while meeting deadlines.

A successful candidate will be able to work independently and think outside the box about various constituent issues and community events. Prior community or casework experience is helpful. The ideal candidate will have significant experience interacting with the public, excellent writing and communication skills and a working knowledge or strong interest in the District of Columbia and its local government. Candidate must possess a bachelor's degree and be, or be willing to become, a resident of the District of Columbia.

Interested applicants should send a cover letter, resume, two writing samples and references to: dc00.nortonresume@mail.house.gov.

This position is open until filled. Salary: based on skill and experience level.

MEM-301-20 The office of U.S. Representative Pramila Jayapal (WA-07), Co-Chair of the Congressional Progressive Caucus, seeks an experienced and creative **digital communications associate** with exceptional writing abilities to lead the office's efforts online. This is not an entry level position.

Reporting to the Communications Director and working in a fast-paced environment, the Digital Communications Associate will be responsible for the development and daily execution of the office's digital strategy—including creating social media posts in the voice of the Congresswoman, compelling graphics, engaging videos, captioned clips, policy-based blog posts, informative newsletters, and well-written video scripts. This individual will also manage the website.

Additionally, they will be expected to closely coordinate with the legislative team, the district office, fellow Capitol Hill offices, and outside groups on events, forums, panels, and other speaking engagements. A crucial element of these events will be helping to draft briefing documents, talking points, and remarks.

Digital Content: Applicants should be proficient in graphic design and video editing. This person will be responsible for proactively pitching and creating graphics, videos, GIFs, and other digital content that is compelling, engaging, on-brand, and error free. In addition to managing a long-term strategic digital content calendar, they will be expected to create content for rollouts and rapid response opportunities. This includes clipping, captioning, and posting committee remarks, floor speeches, and interviews.

Social Media: The Digital Communications Associate will manage the Congresswoman's social media platforms—including Twitter, Facebook, and Instagram. This individual will be expected to proactively draft content in the

voice of the Congresswoman each day in addition to quickly responding to news articles, Capitol Hill developments, and other rapid response moments. Applicants should have a passion for breaking down policy, current events, and news. They will also need to track social media requests from the legislative and district teams.

Writing: This position requires strong writing under tight deadlines. In addition to writing social media content, this person will regularly write video scripts, newsletters, and blog posts. The Digital Communications Associate will also help the Communications Director draft briefing documents, talking points, and remarks.

Interpersonal Communications: This position requires working in a team setting under pressure. The Digital Communications Associate will not only work with the legislative and district teams but also with outside groups. This individual will track and coordinate speaking engagements, work closely with event organizers on details, and ensure briefings have the information necessary for success.

TO APPLY, please send a résumé, video sample, graphic sample, and writing sample to Jobs.Pramila@mail.house.gov with “Digital Communications Associate” in the subject line.

Our office is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. Applications will be accepted and reviewed on a rolling basis. This position will begin remotely before working out of the Congresswoman’s Washington, DC office.

MEM-300-20 Rep. Abigail Spanberger (VA-7) seeks a **Scheduler**. Applicants should be highly attentive to detail, able to juggle multiple competing priorities, and have a “customer service” mentality. VA-07 ties a plus. Experience working in a Congressional office or on a campaign is preferred, but scheduling or other relevant experience outside of these contexts will be considered.

The office is primarily working remotely during the pandemic, with occasional in-person work that is optional and handled in a socially-distanced, COVID-safe manner. When the office returns to in-person work, this position will be based in the Congresswoman’s Washington, DC office.

To apply, please submit a cover letter that addresses how your skills match the needs of this position, a one-page resume, 2-3 references, and answers to the following three additional questions to Spanberger.Inquiries@mail.house.gov with “DC Scheduler” in the subject line. Competitive salary commensurate with experience.

Three additional questions:

- 1.If Rep. Spanberger was taking a meeting with a stakeholder group, what information would you want to make sure she had in advance of that meeting?
- 2.The person in this role may get dozens of requests every day for meetings/events for Rep. Spanberger to attend. What would be your system for tracking/responding to those invitations?
- 3.Do you have a salary requirement or expected salary range?

MEM-298-20 The House Committee on Education and Labor (Democratic staff) seeks an elementary and secondary education (K-12) **legislative assistant**.

This position will work on the education team, supporting the work of the Professional Staff. Candidates should have familiarity with federal education policy, including the Elementary and Secondary Education Act, General Education Provisions Act, Carl D. Perkins Career and Technical Education Act, and the Individuals with Disabilities Education Act. Knowledge of other statutes and policies within the Committee's jurisdiction and how they impact elementary and secondary education policy is required.

Applicants should have at least two years of policy or legal experience; prior Hill experience is preferred but not necessary. Tasks will include supporting the development of legislation, providing technical assistance to the Committee and Member offices, researching pertinent issues, preparing written materials and legislative analyses, and supporting the execution of committee proceedings and events related to K-12 education.

To apply, applicants must submit a resume, cover letter, and two short writing samples to E&L.Jobs@mail.house.gov with "K-12 Education Legislative Assistant" in the subject line.

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-296-20 The Energy & Commerce Committee, Democratic Staff, seeks a **Policy Analyst** for the Consumer Protection Subcommittee staff.

The broad jurisdiction of the subcommittee includes consumer protection generally; motor vehicle safety; consumer product safety; regulation of commercial practices, including sports-related matters; consumer privacy and data security; and travel, tourism, and time. The subcommittee oversees the National Highway Traffic Safety Administration, the Consumer Product Safety Commission, and the Federal Trade Commission, among others.

The position requires the handling of substantive legislative and administrative tasks, including staffing hearings and markups, conducting oversight, and drafting legislation.

Qualified candidates must have a minimum of 1-2 years of experience in the House of Representatives, strong writing, analytical, and legislative skills; sound political judgment; a proven ability to perform under pressure while juggling multiple tasks with competing priorities; and a willingness to work long hours and weekends. Candidates should have experience working with relevant public interest groups, relevant agencies, Congress, and industry.

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, writing sample, and at least two professional references to ecdjobs@mail.house.gov using the subject line "Consumer Protection PA Candidate [your last name]."

MEM-292-20 The House Committee on Education and Labor (Democratic staff) seeks a **Professional Staff** member responsible for labor policy legislation, with a dual focus on workforce development programs, and workplace safety and health/mine safety and health.

The successful applicant will work with lead labor policy staff in both areas to organize and prepare materials for legislative hearings, markups and floor activity; track floor and other committees' activities; research, review and draft legislation; solicit input from stakeholders; draft letters, dear colleagues and memos; track regulatory developments; support Member requests for assistance; and coordinate with oversight and communications teams in support of the Committee's agenda.

Applicants should have at least 3 years of experience in Congress, federal agency or advocacy organization working on labor policy issues with in-depth knowledge of federal workforce development programs and/or workplace health and safety. An advanced degree in either area can substitute for experience. 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.

To apply, applicants must submit a resume, cover letter, 3-5 page writing sample, and 3 professional references to E&L.Jobs@mail.house.gov with "Labor Professional Staff" in the subject line.

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-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.