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MEMBER AND COMMITTEE VACANCY LISTING

Week of February 10, 2020

MEM-049-20 Description: Republican Congressman from Ohio seeks a **legislative correspondent** for the Washington, DC office. The successful candidate will be an effective writer and researcher and be able to support the legislative team as needed.

Candidates should have good communication skills, experience with managing constituent mail systems, and perform well in a fast pace work environment. Previous Hill experience and Ohio ties are a plus.

Interested candidates should submit writing samples and resume to
midwestern.job@mail.house.gov.

MEM-045-20 The Office of Congressman Tom Malinowski seeks a **Caseworker** based in Somerville, NJ to manage their immigration casework and other issues areas as assigned.

This is a public facing position, directly assisting constituents of New Jersey's 7th Congressional District. Applicants must possess the temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner. Conversational Spanish is strongly preferred.

Essential Job Functions:

- oActs as the representative for the Congressman within their areas of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies;
- oPrepares periodic reports for the District Director and Chief of Staff on pending cases and district activities in their assigned issue areas;
- oContinually screens active cases and acts as liaison with constituents to ensure that their cases are handled in a responsive manner;
- oMaintains up-to-date files on all cases and categories of information of importance to the office;
- oAssesses casework for problems requiring legislative action and makes recommendations to the Legislative Director.
- oScreens and refers cases, when appropriate, to other district offices;
- oStaffing the Congressman at events in the district and serving as support staff for events put on by the office.
- oPerforms other duties as assigned.

Skills and Knowledge Required:

- oThorough knowledge of local, state and federal agencies and departments;
- oKnowledge of all issues and events in the district in which the Congressman is involved;
- oProfessional telephone manner;
- oAbility to work cooperatively and courteously with others;
- oThoroughness and careful attention to detail;
- oAbility to exercise discretion and independent judgment in fulfillment of casework responsibilities.

Applicant must be willing to work a flexible schedule including some evenings and weekends. 1-2 years of work experience required. Starting salary for this position is \$40,000. Diverse candidates, women, and LGBTQ persons are strongly encouraged to apply.

To apply, please send a resume, cover letter, and short writing sample to Resumesnj07@gmail.com with the subject line "NJ07 Caseworker." No phone calls or walk-ins.

Deadline to apply February 17th, 2020

MEM-043-20

The office of Congressman Tom Malinowski seeks a **Communications/Digital Assistant** to join their DC Office.

Communications responsibilities include:

- Drafting press releases
- Responding to constituent letters
- Creating informational graphics and handouts

- Assisting with event logistics

Digital responsibilities include:

- Maintaining office website
- Drafting weekly email newsletter
- Implement strategies to grow office's opt-in email program
- Social media content creation and curation
- Social media monitoring and reporting
- Implement strategies to expand member's social media reach
- Video clipping and editing

Ideal candidates will be excellent writers, with the ability to quickly generate creative and original content consistent with the Congressman's priorities. Familiarity with Adobe Suite preferred.

This position is based in Washington DC, but applicants must be available for limited travel to the district as required. Starting salary for this position is \$38,000. Diverse candidates, women, and LGBTQ persons are strongly encouraged to apply. New Jersey ties is a plus.

To apply, please send a resume, short writing sample, and example of a graphic or social media post you have designed. Also include a cover letter analyzing the Congressman's social media presence and make recommendations for expanding his reach. Send application package to Resumes07@gmail.com with the subject line "Communications/Digital Assistant." No phone calls or walk-ins please.

Deadline to apply: February 14th

MEM-035-20

The Office of Congressman Greg Steube (FL-17) is looking to fill a vacancy for the position of **Field Representative**. The Field Representative will attend community events and travel throughout the district at regular intervals representing the Congressman.

Job Summary:

The Field Representative is responsible for representing and promoting the Office of Congressman Greg Steube at events in the community and serves as a liaison between the Congressman and various community stakeholders that include municipal, county, state, and federal entities, non-profits, and businesses. The ideal candidate will have a thorough understanding of the legislative process, the responsibilities of various agencies of the federal government, and ties to Central and South-West Florida.

Core Responsibilities:

- To monitor and update the Member and District Director on district and local issues;

- To answer casework correspondence and verbal communications with constituents; and
- To act as liaison with federal, district, and local agencies for the Member and constituents.

Qualifications:

- Bachelor's degree from an accredited college or university;
- Strong oral and written communication skills;
- Thorough knowledge of legislative process;
- Knowledge of all issues and events in the district in which the Member is involved;
- Strong telephone skills;
- Thoroughness and careful attention to detail;
- Skill in organizing and prioritizing work tasks and activities;
- Ability to exercise discretion and independent judgment in fulfillment of outreach responsibilities;
- Ability to coordinate public outreach events
- Ability to work nights and weekends;

Duties:

- Staff Sebring, FL Congressional District Office Monday – Friday (9AM – 5PM) unless conducting outreach;
- Attend community events and travel throughout the district at regular intervals representing Congressman Steube in the following Counties: Polk, Hardee, Desoto, Glades, Okeechobee & Highlands;
- Informs the Member and the District Director of all happenings in his or her assigned issue areas by screening district media sources and interacting with constituents;
- Acts as liaison and interfaces with city, county, district, and federal officials, the chamber of commerce and other persons or groups to form effective relationships for the Member;
- Assists local governments, non-profits, and constituents in obtaining federal funding opportunities;
- Assesses casework for problems requiring legislative action and makes recommendations to the District Director and Chief of Staff;
- In conjunction with the District Director, meet with constituents regarding general policy matters;
- Intake of casework to distribute to assigned staff person, log incoming and outgoing correspondence, handle visitors, and telephone calls;
- Office manager – POC for IT equipment, furniture, and office supplies in Sebring;
- Other duties as assigned

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

MEM-034-20 The Office of Congressman Steven Horsford (NV-04) seeks a **District Director**. The District Director oversees all district office(s) casework and outreach. This position will assist in developing and implementing casework policy objectives, strategies, and outreach plans for the Congressman's district office(s), overseeing all casework activities and district representatives.

Candidate must be detail-oriented, a problem solver, self-starter with the ability to work cooperatively and courteously with others in a fast-paced environment, manage multiple tasks at once, have excellent writing, verbal, interpersonal and organizational skills; demonstrate thoroughness and pay careful attention to detail; ability to exercise discretion and independent judgment; and knowledge of federal agencies and the political process.

This position will report directly to the Chief of Staff and will require availability by phone and email on weekends and evenings. Must have reliable and insured vehicle. Candidates must have a minimum of a bachelor's degree in political science, sociology, human development or related field and a minimum of three years of relevant experience in case management and have related experience to community outreach or community development.

Qualified candidates must include a cover letter, resume, and professional references in a single PDF file to selena.harvey@mail.house.gov, with the subject line "District Director– last name" by February 14, 2020.

MEM-032-20 “The Office of Congresswoman Abby Finkenauer (IA-01) seeks an experienced, creative, and motivated **Communications Director** to be a senior member of the team.

The ideal candidate will possess excellent written and verbal communication skills, the ability to work in a fast-paced environment, experience developing and pitching stories, and the ability to execute a communications plan encompassing DC and in Iowa activities. The candidate will also have congressional and/or campaign experience, a good sense of humor, be able to foster a positive work environment, and have Iowa ties.

This position would be based out of Washington DC or Iowa, with associated travel as needed. The Communications Director will be expected to, among other duties: act as the primary spokesperson for the Member; develop and maintain relationships with media outlets in Iowa and nationally; implement a communications plan in-district and in DC; develop and successfully pitch press stories; oversee digital operations; mentor the Press Secretary; develop talking points, speeches, and press releases; hold regular media preparation sessions; work collaboratively with Iowa and national team members on all aspects of the office; and facilitate successful events and earned media in the district.

TO APPLY: Please e-mail a detailed resume and two writing samples to IA01Resumes@mail.house.gov. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.”

MEM-031-20 Congressman John Garamendi (CA-03) is seeking a **District Representative** for his Fairfield office.

Job responsibilities include monitoring district and local issues; acting as a liaison to federal, district, and local agencies in Solano County; working with constituents who have an issue with a federal agency ensuring they receive a timely response; and ensuring that the office is appropriately staffed during office hours.

Qualified candidates should be hard working and possess excellent oral and written communications skills, have knowledge of Solano County, the ability to multi-task, meet deadlines, and produce a quality work product. 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 ca.03.resumes@gmail.com, please include District Representative in the subject line.

MEM-025-20 Rep. Joe Cunningham (SC-01) seeks a **Legislative Director** to manage an active issue portfolio that includes, but is not necessarily limited to, health care, transportation, labor, and manufacturing.

Responsibilities include overseeing the office’s legislative operation and staff, including both Committee and floor activity; providing vote and cosponsorship recommendations to the member; writing floor speeches; drafting and editing constituent correspondence; meeting with constituents and advocacy groups on behalf of the member; and numerous other assigned tasks.

The LD must have the ability to think strategically about the member’s overall legislative priorities, and is expected to work closely with district office staff and constituents. Experience in a frontline office and/or South Carolina ties are pluses.

Please send a resume, cover letter, and writing sample to cunninghamresumes@gmail.com with “Legislative Director” in the subject line.

No phone calls, faxes, individual emails, or walk-ins, please.

QUALIFICATIONS:

- At least five years of substantive legislative, policy, or related experience;
- A demonstrated understanding of health care, transportation, labor, and manufacturing policy, and a working knowledge of environmental and veterans/military issues.
- Strong understanding of politics and the intersection of politics and policy;
- Knowledge of floor procedure, the amendment introduction process, and the appropriations process is a plus.
- Strong writing, interpersonal, and organizational skills are required;
- Minority candidates are encouraged to apply;
- South Carolina (particularly in-district) ties are a major plus.

This is a senior, non-supervisory position and reports directly to the Chief of Staff. The office is an equal opportunity employer. Women, people of color, and LGBTQ candidates are strongly encouraged to apply.

MEM-023-20 Rep. Suzan DelBene (WA-1), a Member of the Ways and Means Committee, seeks a proactive **Communication Director** based in her Washington, DC office.

Responsibilities include responding to media inquiries; writing press releases and speeches; pitching stories to Washington state and national media; overseeing the office's social media accounts; managing an assistant; organizing press events in DC and Washington state.

Qualified candidates should have very strong writing skills, on-the-record experience, are self-motivated, have at least five years of experience in communications, and work well in a collaborative environment. This is not an entry-level position. Some travel to Washington state is expected.

Please send a cover letter, resume and at least two writing samples to washington.resumes@mail.house.gov. If you have salary requirements, please include them in your application.

The 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. Diverse candidates are encouraged to apply. Pacific Northwest ties and familiarity with national, regional and local media outlets are positives.

No calls or drop-ins, please.

MEM-019-20 Job title: **DC Scheduler/Operations Coordinator**
Job description:

Rep. Abigail Spanberger (VA-7) seeks a DC Scheduler/Operations

Coordinator. Applicants should have scheduling experience, ideally with a Congressional office, a political campaign, or a similarly fast-paced organization. Applicants should be extremely attentive to detail, organized, and proactive.

This position will not involve legislative or press work, but will involve coordinating with those teams to ensure the Congresswoman's time is balanced across various priorities. Job responsibilities will include:

- Creating and updating the Congresswoman's schedule in DC
- Responding to invitations for DC meetings and events
- Communicating with the District team about invitations for District events
- Managing the Congresswoman's travel plans and logistics
- Managing the Congresswoman's time minute-to-minute in DC
- Preparing meeting briefs and binders for all meetings and events in DC, by coordinating with event participants and the appropriate staff members
- Keeping staff members and the Congresswoman updated in real time about schedule changes
- Creating a weekly schedule that balances the Congresswoman's official and unofficial time in DC
- Maintaining files of invitations that have been declined, accepted, or that are tentative/pending
- Preparing thank-you notes for the Congresswoman to send following DC and District meetings
- Maintaining a "homework binder" for the Congresswoman
- Working with the Chief of Staff to update and track the office budget
- Processing vouchers for travel and expense reimbursement for the Member and staff
- Processing and all office expenditures, and reconciling office expenditures on a bi-weekly basis
- Assisting with other operational tasks such as booking rooms for meetings, responding to constituent requests (e.g. tours, photo ops, etc.), assigning parking spaces to staff, and assisting the Chief of Staff with the management of payroll and benefits
- Serving as a member of the "front office" team, including assisting the Staff Assistant as needed with answering the phone and greeting visitors
- Additional duties related to managing the overall operation of the DC office

To apply, please submit 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 in DC 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 will 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?

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.

MEM-015-20 The Office of Rep. Justin Amash (I-MI) is seeking a bright, creative, and self-motivated **legislative counsel** to join our Washington, DC-based policy team. The legislative counsel 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. Please include "legislative counsel applicant" in the subject line.

No walk-in applicants or phone interviews.

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-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.