



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING

Week of August 8, 2022

MEM-429-22 LEGISLATIVE DIRECTOR

Congressman Andy Kim (NJ-03), a member of the House Armed Services Committee, House Foreign Affairs Committee, and House Small Business Committee, seeks a hard working, experienced Legislative Director to oversee his policy team and legislative agenda. This is not an entry-level position and previous policy and managerial experience on Capitol Hill is required.

The ideal applicant will be a team player, have a demonstrated ability to manage and mentor staff, think strategically, and have experience in formulating and advancing legislation. Successful applicants will work quickly under pressure, have good working knowledge of House legislative processes and procedures, excellent organization and communication skills, and work well with others. This senior staff position reports to the Chief of Staff and the Congressman.

Candidates with more than a decade of policy, political and managerial experience that may be interested in a Deputy Chief of Staff role will be considered.

RESPONSIBILITIES

- Executes long-term and short-term strategic planning for the Member's legislative agenda
- Manages the policy team and assigns, monitors, and evaluates legislative staff

work-products

- Handles a portfolio of legislative issues, which may be tailored to the candidate's expertise
- Monitors activity on the House Floor and the Member's committees
- Provides the casework team and the district staff with federal updates and guidance on federal matters
- Builds relationships with district and national stakeholders and advocacy organizations
- Takes constituent and advocacy group meetings as necessary
- Coordinates the preparation of legislative memos, policy-related prep, and cosponsorships

PREFERRED EXPERIENCE:

- 5+ years of Capitol Hill / Legislative experience
- 3+ years management experience
- Policy experience in national security, foreign affairs, and/or defense a plus
- Knowledge of or ties to New Jersey a plus

TO APPLY: Email a cover letter, resume, a short writing sample and 2-3 references to NJ03Resumes@mail.house.gov with the subject line, "Legislative Director: [Your Full Name]" Please no unsolicited drop-ins, phone calls, or emails to the office.

APPLICATION DEADLINE: August 15, 2022 at 6pm EST

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. People of all identity groups are encouraged to apply.

MEM-427-22 Congresswoman Jahana Hayes (CT-05) seeks an experienced **Legislative Director** to oversee the legislative team in the Washington, DC office.

This is not an entry-level position and significant Capitol Hill experience is required. The Legislative Director will manage a large and diverse portfolio, while creatively and effectively identifying new policy areas to pursue. The ideal candidate will demonstrate an ability to manage and mentor staff, think strategically, and advance legislation and policy initiatives.

Required Skills:

- Excellent verbal and written communication skills;
- Ability to concisely communicate in real time and under pressure important and often complex policy issues;
- Capability to manage a team of policy professionals and develop communication and analytical skills in that team;
- Clear understanding of the legislative process and ability to execute a legislative

strategy; and

- Excellent organization and time management skills and ability to prioritize tasks.

Role and Expectations:

- Manage a legislative team of 4-5 staff;
- Develop a legislative strategy in close consultation with the Member and Chief of Staff;
- Set goals and develop strategic plans to meet those goals;
- Consistently monitor Congressional proceedings and develop strategies for best advancing the Member's goals;
- Work collaboratively as part of a team to accomplish goals;
- In consultation with the communications staff, ensure accomplishments are communicated to constituents and stakeholders in the district.

Women and minority candidates are strongly encouraged to apply. Interested parties should e-mail a concise cover letter including salary requirements, a resume, and two short writing samples (one narrative style and one issue brief) to CT05jobs@mail.house.gov with the following subject line: Full Name – Legislative Director. No phone calls or walk-ins, please.

MEM-425-22 A conservative Member of the Republican Conference on an “A” committee seeks a **Legislative Correspondent** with strong writing skills.

The Staff Assistant/Legislative Correspondent will work with the Legislative Director to respond to constituent inquiries and maintain a legislative portfolio while assisting senior staff with various projects. They will serve as the first point of contact for our office, coordinate constituent arrangements including tours and flag requests, and assist the staff with the daily responsibilities and duties of a Congressional office. The ideal candidate will be detail-orientated, creative, possess a strong willingness and desire to learn and grow, and have an interest in legislative issues and a strong work ethic.

Capitol Hill experience and Tennessee ties are preferred but not required.

Interested applicants should submit their resume with the subject line “Staff Assistant/Legislative Correspondent—First Name, Last Name” to leah.bane@mail.house.gov

MEM-424-22 A conservative Member of the Republican Conference on an “A” committee is expanding his communications team, and to that end seeks a **Press Assistant/Digital Director**.

The Press Assistant/Digital Director will report directly to the Communications Director and be responsible for managing and creating digital content for all social media channels, including graphics and videos, tracking and analyzing daily press clips and weekly social media traffic, maintaining and updating the

press list monthly, and other communications-centric duties as assigned and as their experience grows.

The ideal candidate will be detail-orientated, creative, and have an interest or experience in digital communications and a strong work ethic. This is an excellent opportunity for a current or former Congressional intern (or similar position) or a current or former Staff Assistant interested in pursuing a career in Communications in an office with a growing Communications Department.

Capitol Hill experience and Tennessee ties are preferred but not required.

Interested applicants should submit their resume with the subject line “Press Assistant/Digital Director—First Name, Last Name” to dylan.jones@mail.house.gov

MEM-423-22 Congressman Tom McClintock (CA-04) seeks a **Scheduler** for his Washington, D.C. office. Interested candidates should send resumes and cover letters to gopwesternjobs1776@gmail.com.

The Scheduler will be expected to work closely with the Chief of Staff to coordinate the Member’s DC schedule, arrange travel plans, and manage day to day logistics. Additionally, this role will oversee the office’s intern program.

Job Duties:

- Works with the Member, Chief of Staff, and District Director to determine and finalize the Member’s daily and long-term schedule.
- Manage all incoming meeting requests and invitations.
- Coordinates all travel arrangements.
- Process/schedule all incoming tour requests.
- Manage the office’s internship program.

Requirements:

- Able to coordinate and manage several scheduling activities with multiple parties
- Able to manage varying priorities and adapt to rapidly changing situations impacting the schedule
- Experience handling sensitive information and maintaining confidentiality
- Adaptable and organized with a keen attention to detail
- Strong decision-making skills and comfortable navigating challenging situations
- Works well under pressure

MEM-421-22 Congressman Earl Blumenauer is seeking a **Staff Assistant** to serve in his Washington, D.C. Office. The position begins on September 12.

As staff assistant, this person will provide administrative support to the staff, recruit and manage the office interns, greet visitors, answer phones, and check

voicemails, and respond to constituent requests for services including tours and flags. Additionally, they will assist the Legislative Correspondent with their duties.

The ideal candidate will be enthusiastic, detail-oriented, an excellent writer, and comfortable in a fast-paced environment.

Salary ranges from \$50,000 - \$60,000, depending on experience. Our 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. People of color and people from underrepresented groups are strongly encouraged to apply, as are candidates with Oregon ties.

To apply, please submit a resume, cover letter, and writing sample to Resume.Blumenauer@mail.house.gov with "Staff Assistant" in the subject line.

MEM-416-22 Senior progressive appropriator and member of House leadership seeks a **Legislative Aide** to help manage constituent casework and manage a small legislative portfolio to include: Fin Serv, Tax and Trade, Veterans, Animals, Postal Services and Sports.

Job Duties:

- Acts as the representative for the Congresswoman within his or her area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies;
- Informs the District Director of all happenings in his or her assigned issue areas by screening district media sources and interacting with constituents;
- Assesses casework for problems requiring legislative action and makes recommendations to the District Director and Chief of Staff/Legislative Director
- Works with the Legislative Director and Chief of Staff to formulate and advance legislative initiatives for assigned issue areas
- Tracks legislation and coordinates co-sponsorship of bills for the Member
- Provides input to help the Communications Director to draft speeches, press releases, op-eds, and Congressional Record statements for the Member

Requirements:

- Strong progressive values
- Experience researching public policy and preparing recommendations for a Member of Congress or other executives/leaders (e.g., Federal department/agency, non-profit organization, private sector)
- Strong written and verbal communication skills
- Experience making decisions and advising senior leaders on important issues
- Comfortable navigating challenging situations and being politically savvy

- Prior experience with forming partnerships and advancing legislative priorities for a Member of Congress
- Prioritization and time management skills, with the ability to manage multiple projects at a time
- Knowledge of issues in portfolio

The successful candidate is innovative, extremely well organized, a team player, and a self-starter who pays exceptional attention to details. Spanish language skills and/or CA ties are a plus.

Our 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. People of color and people from underrepresented groups are strongly encouraged to apply.

To apply, send a cover letter, resume and short writing sample to lee.resumes@mail.house.gov with “Legislative Aide” in the subject line.

MEM-412-22 STAFF ASSISTANT – Congressman Matt Cartwright (PA-08) seeks Staff Assistant for Capitol Hill front desk duties, including answering phones, greeting visitors, recruiting and managing D.C. interns, processing flag and tour requests, and other office-supporting administrative tasks.

Some communications and constituent correspondence work is also included in the job. Salary: \$45,000.

Candidates should send resume and cover letter to democratic.hilljob@gmail.com.

Office is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment. Women, candidates of color, and LGBTQ+ candidates are encouraged to apply.

MEM-410-22 The Office of Congressman Dwight Evans (D-PA-03) seeks a highly motivated and creative individual to join the Washington, D.C. team as the Congressman’s **Digital Media Manager**.

The primary function of this job will be supporting the Congressman’s communication platforms to ensure his priorities and message extend to as many constituents as possible. This position reports directly to the Congressman’s Communications Director. Candidates must have strong writing and digital media skills, be highly organized, energetic, and be capable of thriving in a fast-paced and rapidly changing environment. The ability to meet deadlines is a must. Proficiency with social media tools and standard Microsoft Office and Adobe software tools is required. District knowledge and familiarity is preferred.

Responsibilities include, and are not limited to: drafting daily social media content on all of the Congressman's official platforms, creating graphics, editing videos, sending daily news clips, drafting op-eds on a variety of issues and e-newsletters, working with district staff to produce regular virtual and tele-town hall meetings, coordinating the draft of the Congressman's annual State of the District report, and consistently monitoring and updating the Congressman's website.

Qualified candidates should send a cover letter, resume and three examples of your work, including at least one writing sample to PA03.Resumes@mail.house.gov.

The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

MEM-409-22 SUMMARY:

The **Outreach Manager** monitors and updates the Member and District Director on district and local issues in respective region. This position is responsible for overseeing and executing outreach activities that maintain and strengthen relationships between the Member and community leaders, constituents and organizations as well as helping constituents navigate the services and assistance with the federal government. This position assists with office operations, constituent casework, participates in community projects and events, and actively works to implement the outreach throughout the region. This position reports directly to the District Director.

ESSENTIAL JOB FUNCTIONS:

Outreach

- Serve as eyes and ears of the Congresswoman in the respective region of District
- Identify, develop and maintain relationships with key stakeholders and constituency groups.
- Create and maintain contact list of community and constituency group leaders for assigned outreach issue areas;
- Recommend strategic outreach planning and the development resulting from Congresswoman's legislative agenda and priorities
- Engage constituent groups and their leadership to identify public policy problems & discuss legislative objectives and foster collaboration through advanced outreach;
- Develop forward looking events, town hall meetings and discussions to convey the office message and engage local residents.
- Attend related meetings and events to listen & learn from constituents and to communicate the status of specific legislation and Congresswoman's priorities;

Constituent Services

- Responsible for the general administrative operations
- Respond and triage constituent calls and mail; respond to walk-in constituents, stakeholders, etc.
- Casework Issues:
 - Prepare certificates, proclamations, etc. for local and regional entities in coordination with staff assistant
 - Compose letters of support as requested by various stakeholders, recognize constituents for their achievements in the community as well as thank you and follow up notes for meetings/events in region
 - Identify casework of significant public interest and assess casework for problems that may require legislative action and make recommendations to District Director, Deputy District Director and Senior Casework Liaison.
 - Assist constituents and businesses who have issues or problems interacting with the Federal government and act as a liaison to federal agencies.

Operations

- Work in coordination with the Scheduler and District Director to strategically plan events and activities
- Represent and staff the Congresswoman at meetings/events with advocates / businesses / organizations / constituents
- Prepare Congresswoman for district meeting/events
- Provide information on upcoming events by scanning newspapers, city/town websites, social media, chamber emails, etc.
- Assist in planning and executing events as well as advancing events

Press

- Work with Communications Team to help publicize major district events in the region
- Recommend and help prepare Congresswoman for press opportunities pertaining to local issues in region

Other

- Drive the Congresswoman to meetings/events when appropriate.
- Other related duties as required

EDUCATION, SKILLS, AND KNOWLEDGE REQUIRED:

- Bachelor's degree in a related field (may be substituted for two or more years of related experience)
- Strong organizational, research, writing and communication skills
- At least a basic knowledge of legislative process;
- Thorough knowledge of local, state and federal agencies and departments;
- Relationships with key stakeholders and knowledge of district issues and events in the district;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.
- Ability to work cooperatively and courteously with others;
- Thoroughness and careful attention to detail;

- Ability to exercise discretion and independent judgment in fulfillment of casework and outreach responsibilities;
- Knowledge of office computer applications; and proficiency in word processing.

WORKING CONDITIONS:

- Field duties sometimes require work during regular office hours and some nights and weekends. Employee must be able to travel and hold a valid driver's license.
- Employee must be able to work in a moderately noisy and crowded work environment without an expectation of privacy.

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

MEM-405-22 U.S. Congressman Ed Case (Hawai'i - 01) is seeking a **Staff Assistant** for his Washington, D.C. office.

Responsibilities run the range of assisting the legislative, constituent services and administrative functions of the office, to include: monitoring, processing and responding to constituent mail and other communications, managing constituent tours and other needs, and coordinating DC and district office issues. As needed and depending on capability, the position also encompasses legislative duties. Direct report is to the Chief of Staff although the Congressman is routinely involved in all aspects of his office operations.

Strong preference given to (1) prior Capitol Hill experience and (2) Hawai'i background, and applicants are asked to detail these attributes. The position also requires initiative, strong interpersonal skills, the ability to multitask, work independently and effectively under pressure, make decisions and solve problems, orientation to detail, excellent verbal communication and writing skills, and long hours especially adjusting to changing time zones.

To apply, please send a resume, cover letter, three references and two short writing samples to HI01resumes@gmail.com with "DC Staff Assistant" in the subject line. Please, no phone calls, faxes or drop-ins.

MEM-404-22 U.S. Congressman Ed Case (Hawai'i - 01) is seeking a **Staff Assistant** for his Honolulu district office.

Duties include but are not limited to constituent communications including calls for general information and other inquiries and representing the office at community events.

This position also is responsible for a wide variety of administrative duties, and acts as a liaison to the federal, district and local government agencies on behalf of the Congressman on requests by constituents seeking assistance with individual/group issues. Staff Assistant will report directly to the Deputy Chief of

Staff in the Honolulu office, although the position also interacts directly with the Congressman, Chief of Staff, and his Washington, D.C. office.

Very strong preference given to (1) prior experience, especially in comparable duties and (2) Hawai'i background/community involvement and applicants are asked to detail these attributes. The position also requires initiative, strong interpersonal skills, the ability to multitask, work independently and effectively under pressure, make decisions, and solve problems, orientation to detail, excellent verbal communication and writing skills, and unpredictable hours as necessary.

To apply, please send a resume, cover letter, three references and two short writing samples to HI01resumes@gmail.com with "Staff Assistant" in the subject line. Please, no phone calls, faxes or drop-ins.

MEM-402-22 The DC Office of Congressman Andrew Clyde (GA-09) seeks a **Staff Assistant** to serve as support staff to maintain the regular daily functions and operations of the official Washington, D.C. office.

SUMMARY

The primary responsibility of the staff assistant is to support the whole staff by maintaining the regular daily functions and operations of the Washington, DC office.

Typical responsibilities may include, but are not limited to:

- Maintaining the DC office internship program – including managing an intern's daily tasks, projects, and the hiring process
- Facilitating the DC office's tour and flag programs
- Answering and screening telephone calls for constituent messages, staff requests, and more
- Greeting and screening visitors
- Assisting individuals who have appointments with the Member or other staff members
- Signing for deliveries and forwarding deliveries to appropriate staff members
- Handling the office voicemails and fax inbox
- Ensuring that staff requests for assistance are directed to appropriate staff member or House auxiliary office
- Recording constituents' opinions, names, addresses, and other relevant information from phone calls or mail and log them into our CRM system
- Batching incoming correspondence and drafting constituent letters in coordination with the Legislative Correspondent
- Performing general administrative assignments for the staff and Member

To Apply: Qualified applicants should send a resume and cover letter to chase.starr@mail.house.gov with the subject line "Staff Assistant Application".

Failure to follow these directions will result in immediate disqualification of your application.

MEM-398-22 U.S. Representative Gregory W. Meeks seeks an experienced **Communications Director/Press Secretary** to lead an active, press operation for his DC & District office.

Candidate must have experience pitching and placing stories in traditional and digital media and booking the Member on national TV. Responsibilities include but are not limited to: maintaining relationships with New York City and national reporters; developing and implementing weekly and long-term strategic communications plans; briefing and preparing the Member for interviews; writing press releases, talking points, and speeches; managing a digital fellow; developing social media content; and assisting on other issues as needed.

The ideal candidate will thrive have strong oral and written communications skills, thrive in a fast-paced environment, and be a creative and strategic thinker.

This is not an entry level position and candidates must have previous press-related experience either on or off Capitol Hill. Salary commensurate with experience.

The office is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age, religion, disability, genetic information, national origin, uniformed service, sexual orientation, or gender identity or expression.

TO APPLY, e-mail a resume to NY05Resumes@mail.house.gov with "Communications Director" in the subject line along with a digital portfolio, writing sample, and at least two references.

MEM-393-22 Indiana Republican is seeking a **Staff Assistant** to join our Washington D.C. office.

The successful candidate will work closely with the D.C. and district staff on a variety of tasks including communications, legislative and administrative work.

Essential Duties:

- Answering constituent phone calls
- Overseeing internship program
- Greeting and escorting guests
- Coordinating and leading tours of the Capitol Building
- Sorting and drafting responses to constituent concerns
- Attending briefings/hearings and conducting research for staff
- Driving the Member to and from events
- Handling a variety of administrative and office tasks

Skills and Qualifications:

- Works a flexible schedule
- Excellent communication skills and strong attention to detail
- Indiana ties are required

Interested applicants should email a resume and writing sample to MidwestHouseJobs@gmail.com with subject “LASTNAME, FIRSTNAME Staff Assistant Application”.

MEM-391-22 The office of Representative Sean Casten (D, IL-06) seeks a **District Outreach Coordinator** for their Glen Ellyn, Illinois district office.

The District Outreach Coordinator supports the District Office by coordinating the various community outreach activities for Representative Sean Casten.

Responsibilities include managing an outreach plan for the team, building strategic relationships with community leaders and constituent groups, and executing various outreach activities.

The starting salary for this position is \$60,000.

Specific duties include but are not limited to:

- Organize, attend, and present at business, community, and neighborhood group meetings.
- Oversee the District Staff Assistant’s managing of school education outreach and the Casten STEM scholars’ program.
- Execute public events, meetings, town halls, informational listening sessions, etc.
- Respond to public and community inquiries and brief staff on matters of public interest and concern.
- Work with the Intern Coordinator to oversee the maintenance of a community database of interested parties and issues.
- Coordinate initiatives designed to promote the office and constituent services and any other assigned duties.
- Work with District Director to strategically staff Rep. Casten at meetings/events.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and experience in working with diverse communities of Illinois’ 6th Congressional District
- Exceptional interpersonal skills
- Strong writing and oral presentation skills
- Experience in facilitating public meetings and other public forums
- Exceptional organizational and planning skills.
- Available to attend evening and weekend community events and meetings.

EDUCATION AND EXPERIENCE Ties to IL-06, a proven management record, and a minimum of three years of related experience are required. The position reports directly to the District Director.

PHYSICAL DEMANDS S/he must hold a valid driver's license to attend community meetings and transport Rep. Casten when staffing. Representative Casten's Office is an affirmative action/equal opportunity employer dedicated to building a community of excellence, equity, and diversity. It welcomes applications from women, underrepresented minorities, individuals with disabilities, protected veterans, sexual minority groups and other candidates who will lead and contribute to the diversification and enrichment of ideas and perspectives.

To apply please submit a cover letter, resume, and a short statement of no more than 300 words about why you're a good fit for this role to Constituent.ServicesIL06@mail.house.gov.

Subject Line: District Outreach Coordinator

MEM-388-22 District Staff Assistant

The Office of Congressman Tom Malinowski seeks a Staff Assistant based in his Somerville NJ Office location. The Staff Assistant will act as the first point of contact for the front office.

Responsibilities include but are not limited to:

- Greet and provide direction to visitors
- Track office inventory
- Process mail
- Oversee office internship program
- Field constituent phone calls
- Log incoming and outgoing correspondence
- Draft responses to constituent correspondence
- Staff the Member in meetings and at public events
- Process and schedule Capitol and White House tour requests
- Liaise with Congressman's DC office staff

Candidates will have an outgoing and positive demeanor, be natural problem solvers with meticulous attention to detail, can remain calm in high stakes situations, and work well as part of a team.

A standard work week is 40 hours with some limited evening and weekend availability required. Applicants must have access to a car. Starting salary for this position is \$50,000 annually. Healthcare and retirement benefits provided with 20 days paid vacation and 10 days paid sick leave annually. Recent graduates are encouraged to apply. This is an entry level position.

This office is an equal opportunity employer. Veterans, LGBTQ individuals, women, and diverse candidates are encouraged to apply.

Interested candidates should send a resume, cover letter, writing sample and three references in a single PDF to NJ07Resumes@mail.house.gov with the subject line DO Staff Assistant.

MEM-380-22 U.S. Representative Norma J. Torres (CA-35) seeks an experienced **Communications Director** to lead an active, bilingual press operation for her Washington, DC office.

Candidate must have experience pitching and placing stories in traditional and digital media and booking the Member on national TV.

Responsibilities include but are not limited to: maintaining relationships with California, national, and international reporters; developing and implementing weekly and long-term strategic communications plans; briefing and preparing the Member for interviews; writing press releases, talking points, and speeches; developing social media content; helping the Chief of Staff implement the Franked communications plan; and assisting on other issues as needed.

The ideal candidate will thrive have strong oral and written communications skills, thrive in a fast paced environment, and be a creative and strategic thinker.

This is not an entry level position and candidates must have previous press-related experience either on or off Capitol Hill. Fluency in Spanish is a big plus. Salary commensurate with experience.

The office is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age, religion, disability, genetic information, national origin, uniformed service, sexual orientation, or gender identity or expression.

Interested candidates should send an email to CA35.OfficeStaff@mail.house.gov with “Comms Director/Press Secretary” in the subject line and include a cover letter, resume, and two writing samples.

MEM-379-22 Scheduler/Office Manager:

Rep. Norma J. Torres seeks an experienced Scheduler/Office Manager for her Washington, D.C. office. Duties will include:

- *Manage and maintain all aspects of the Member’s daily and long-term DC and national schedule;

- *Making all air travel and ground transportation arrangements to and from the district and other locations;

- *Responds to all incoming meeting and scheduling requests;
- *Briefs the Member on all scheduling activities and requests of the Washington, D.C. and district offices;
- *Ensures that the Member has briefing materials for each event by coordinating with event participants and the appropriate legislative and/or district staff;
- *Coordinating the scheduling of press, interviews, radio and television time with the communications team;
- *Submits vouchers for travel and expense reimbursement to the staff member responsible for submitting office bills for payment;
- *Work with other congressional offices, committee staff, leadership office, and the Executive Branch agencies on events and scheduling requests;
- *Assists with office operations, including orientation and training for new staff, assisting departing employees, administering parking space assignments, managing leave and time record for staff, scheduling of rooms for outside group functions, maintaining emergency information for staff, ordering office supplies;
- *Other duties as assigned;

This person will also serve the Congresswoman's drivers; driver's license, good driving record, and access to a vehicle is required. Candidate must be highly organized, detail oriented, work well under pressure, and an efficient self-starter.

Work may include some long hours, nights, and weekends.

Salary is commensurate with experience.

To apply, please email a cover letter and resume to CA35.OfficeStaff@mail.house.gov.

The office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, genetic information, national origin, uniformed service, sexual orientation, or gender identity or expression.

MEM-366-22 Nebraska House Republican seeks a **Staff Assistant** to serve as support staff to maintain the regular daily functions and operations of the official office.

SUMMARY

The primary responsibility of the staff assistant is to serve as support staff for the operations team to maintain the regular daily functions and operations of the Washington, DC office. This could include answering telephones, greeting visitors to the office, assisting with appointments and scheduling, answering constituent requests for general information, giving tours of the capitol, monitoring deliveries, maintaining the front office, and assisting with other various administrative duties.

Typical responsibilities may include, but are not limited to:

- Answering and screening telephone calls for the Member and other staff

members.

- Greeting and screening visitors.
- Assisting individuals who have appointments with the Member or other staff members.
- Maintaining handout literature regarding the state and Congress.
- Signing for deliveries and forwarding deliveries to appropriate staff members.
- Maintaining the office answering machine and tracking voicemails.
- Ensuring that requests for assistance are directed to appropriate staff members.
- Maintaining the reception room.
- Maintaining the office guest book.
- Maintaining quick reference sheets of prominent VIPs and a list of frequently requested contacts.
- Recording visitors' opinions, names, addresses, and other relevant information.
- Helping to log mail.
- Performing general typing and administrative assignments.

Email to send resume: Qualified applicants should send a resume to jobs@mikefloodfornebraska.com.

MEM-366-22 Nebraska House Republican seeks a **Staff Assistant** to serve as support staff to maintain the regular daily functions and operations of the official office.

SUMMARY

The primary responsibility of the staff assistant is to serve as support staff for the operations team to maintain the regular daily functions and operations of the Washington, DC office. This could include answering telephones, greeting visitors to the office, assisting with appointments and scheduling, answering constituent requests for general information, giving tours of the capitol, monitoring deliveries, maintaining the front office, and assisting with other various administrative duties.

Typical responsibilities may include, but are not limited to:

- Answering and screening telephone calls for the Member and other staff members.
- Greeting and screening visitors.
- Assisting individuals who have appointments with the Member or other staff members.
- Maintaining handout literature regarding the state and Congress.
- Signing for deliveries and forwarding deliveries to appropriate staff members.
- Maintaining the office answering machine and tracking voicemails.
- Ensuring that requests for assistance are directed to appropriate staff members.
- Maintaining the reception room.
- Maintaining the office guest book.
- Maintaining quick reference sheets of prominent VIPs and a list of frequently requested contacts.
- Recording visitors' opinions, names, addresses, and other relevant information.

- Helping to log mail.
- Performing general typing and administrative assignments.

Email to send resume: Qualified applicants should send a resume to jobs@mikefloodfornebraska.com.

MEM-365-22 Nebraska House Republican seeks an experienced **Scheduler** to maintain the Member's schedule and act as liaison/doorkeeper for the Member with staff, public, and other officials.

SUMMARY

The primary responsibility of the Scheduler is to maintain the Member's schedule and act as liaison/doorkeeper for the Member with the staff, public, and other officials. The Scheduler is part of the Operations Team and, along with the Staff Assistant, reports to the Operations Director.

Typical responsibilities may include, but are not limited to:

- In conjunction with the Operations Director, evaluating requests for meetings with the Member and determining who shall meet with the Member and the length of the meeting.
- Determining which meetings that have been requested with the Member can be handled by a staff person and schedule such meetings.
- Making determinations about the Member's responses to incoming phone calls and meeting requests.
- Preparing and distributing copies of the Member's daily schedule.
- Preparing detailed itineraries for the Member, including important telephone numbers, locations, and contact names.
- Preparing projected schedules for the Member and key staff members.
- Briefing the Member on all scheduling activities of the Washington, DC and state offices.
- Scheduling all staff meetings and briefings with the Member.
- Arranging photo opportunities and other similar events with constituents.
- Making reservations for the Member's air travel, ground transportation, and lodging.
- In conjunction with the Operations Director, determining the priority of matters for the Member and key staff.
- Acting as liaison with the floor staff.
- Acting as the Member's liaison with other Members, the White House, committee staff and government offices in regards to scheduling future meetings with the Member.
- In conjunction with the Operations Director and Chief, reviewing invitations and requests received by the Member, determining which can be declined, and directing that a letter declining the invitation or phone call be made in response, or, if a VIP is involved, drafting correspondence or contacting the VIP to decline the invitation.
- Providing the Member with briefing materials for each event and/or timely

notifying the appropriate personnel of upcoming events so they will prepare the necessary background material on the issues that will be subject of the event.
•Organizing special events and projects for the Member.

Applicants should be highly organized and have experience working on the hill or for a high-profile individual, as well as an understanding of a typical Congressional office's procedures and schedule.

Email to send resume to: Qualified applicants should submit a resume to jobs@mikefloodfornebraska.com

MEM-364-22 The Office of Representative Mikie Sherrill is seeking an **Outreach Assistant** for the NJ DISTRICT office.

This position is responsible for maintaining both Rep. Sherrill's district schedule and a comprehensive knowledge of all incoming requests. As outreach assistant, the position provides administrative and outreach support to the district office. As a member of a small cohesive team this position also provides exposure to a wide variety of projects and issues.

RESPONSIBILITIES INCLUDE:

- Organize and maintain incoming requests from constituents, local organizations and staff from District and Washington D.C. offices
- Monitor the district work period schedule of the Congresswoman and anticipate logistical or detail needs
- Coordinate meeting, event scheduling and logistical planning (travel, locations, etc.)
- Work with DC Scheduler and District Directors to effectively and efficiently manage the Congresswoman's time
- Support district team members in scheduling, event staffing, managing outreach lists, letter writing
- Represent the Congresswoman and the District Office at local events
- Undertake projects as needed including research, progress reporting and information gathering

Applicants must have a car and NJ driver's license. Must possess strong written and communication skills. This position requires travel throughout the district and flexible hours, including some work on nights and weekends.

Women, minorities and LGBTQ+ persons are encouraged to apply. No calls or drop-ins.

To apply please send resume, cover letter and references to NAME at resumes.nj11@mail.house.gov with the subject line please put "OUTREACH ASSISTANT APPLICATION"

MEM-363-22 Midwest Republican is seeking an experienced **Press Secretary** to join our Washington D.C. office. The successful candidate will work closely with D.C. and district staff to develop and execute a plan to inform constituents and the media on the Member's work.

Essential Duties:

- Develop and implement communications strategy for the Member. This may include but is not limited to press releases, mass-emailers, the monthly e-newsletter, floor speeches, and op-eds
- Create graphics and videos
- Organize all press engagements (local, state, and national)
- Lead and maintain all website publications and social media activity

Skills and Qualifications:

- Works a flexible schedule
- Previous communications or relevant experience is required
- Hill experience is required
- Midwest ties are preferred, but not required

Interested applicants should send their resume and a writing sample with the subject "First Name, Last Name - Press Secretary Application" to midwesthousejobs@gmail.com

MEM-358-22 Senior Democratic House Member seeks a mid- to senior-level **Legislative Assistant** for his Washington D.C. office. Hill experience in a legislative role or comparable experience is required.

The Legislative Assistant will be responsible for handling a broad range of domestic policy issues, including the member's Science and Technology Committee work. The Legislative Assistant will be responsible for drafting and monitoring legislation, preparing materials for committee hearings and markups, representing the Member in meetings/briefings, working with constituent organizations, and performing other tasks as assigned.

The ideal candidate will have a strong understanding of the legislative process, excellent writing and communication skills, and a demonstrated ability to work effectively in a fast-paced office. Press and communications experience is also a plus, but not required.

Candidates should send a resume, cover letter, and two writing samples to legislativeposition2022@gmail.com.

MEM-355-22 **LEGISLATIVE ASSISTANT**

OFFICE OF CONGRESSWOMAN AYANNA PRESSLEY

THE ROLE:

The Legislative Assistant manages a diverse portfolio of key issues for the office including health care, and supports the Member on her assignment to the Committee on Oversight and Reform. This role reports directly to the Legislative Director.

YOU:

Have experience working in public policy and advocacy and have demonstrated experience advancing legislation, monitoring the House floor and conducting research. You are committed to the progressive values of the office and enjoy working in a fast-paced setting and engaging members of the community, advocates and activists in our legislative work. You believe in shared power and cooperative governing. You have a set of professional and lived experiences that equip you well to serve the Massachusetts 7th and you believe that every person has a contribution to make to our legislative agenda.

ESSENTIAL JOB FUNCTIONS:

- Draft legislation, conduct research, draft talking points, speeches, memos and Congressional oversight letters in partnership with the Legislative Director
- Staff the Congresswoman on hearings, floor activity and events
- Work closely with the Legislative Director and Chief of Staff to effectively communicate and advance key legislative priorities and accomplishments;
- Manage relationships with a large number of local, state and national advocates
- Maintains a good working relationship with the Congresswoman, staff, advocates, and constituents;
- Works well under pressure, can manage multiple projects and in a team setting;
- Accepts performance-based criticism and direction;
- Works a flexible schedule including long hours, nights and weekends; and
- Performs other duties as assigned.

EDUCATION/EXPERIENCE:

Our office prioritizes building a diverse team committed to advocating for the residents of the Massachusetts 7th. 2-5 years of policy, organizing, and/or advocacy experience recommended. As a practice as an office we do not require any pre-requisite degrees. Please expand on how your unique set of experiences suits you to excel in this role in your cover letter. This is not an entry level position.

SKILLS AND KNOWLEDGE REQUIRED:

- Strong writing, editing, and proofreading skills;
- Strong policy analysis skills;
- Knowledge of the legislative process, procedures and organization of the House;
- Demonstrated experience in advancing legislation and proposing solutions through policy;
- Ability to exercise discretion and good judgment in the representation of the Congresswoman's position on policy issues; and

- Ability to work cooperatively and courteously with colleagues, community members, and advocates.

WORKING CONDITIONS:

- Work is mainly performed in an office environment. Noise levels are usually moderate; and
- Ability to work in a small work station without an expectation of privacy.
- COVID 19 precautions and remote work expectations can be discussed during the interview process. COVID vaccination and one booster shot are required for all full time staff.
- This role is based in Washington, D.C.

COMPENSATION:

The salary for the position is \$75k, along with a competitive benefits package that includes health insurance, dental, federal student loan payments (terms apply) and 16 weeks of paid FMLA.

HOW TO APPLY:

Please submit a single PDF with your resume, cover letter and 3 references to ma7jobposting@gmail.com with the subject line “Legislative Assistant”.

MEM-353-22 New Jersey **Staff Assistant /District Field Representative** – The district office of Congressman Frank Pallone, Jr. seeks a hard-working, organized individual to serve as a Staff Assistant & District Field Representative.

This position primarily entails constituent casework and community outreach. Other responsibilities include meeting with local community officials, representing the Congressman at community and governmental events, special projects, as well as general office work.

Candidates should possess excellent verbal and written communication skills, and must enjoy working with the public. Prior experience in government, the non-profit sector, community and grassroots organizing is preferred. This position is based in New Jersey. Applicants must have a valid driver license.

To apply, please send a resume, cover letter, writing sample, and references by email to NJ06.Jobs@mail.house.gov

MEM-352-22 Congresswoman Doris Matsui (D-CA-06) seeks a **Legislative Assistant** to focus on a portfolio of energy, environment, and climate.

This position will handle the Congresswoman’s Energy and Commerce Energy Subcommittee work and her role as co-chair of the House Sustainable Energy and Environment Coalition (SEEC) and co-chair of the SEEC Nature and Oceans Task Force. The portfolio will be focused on natural climate solutions, clean energy, clean transportation, environmental justice, and energy equity policy; it

will also likely include women's issues, immigration work, and potentially a few other issues.

This is not an entry-level position. Hill experience is strongly preferred. 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. Veterans, women, LGBTQ+ persons, and minority applicants are strongly encouraged to apply.

To apply, please send a resume, cover letter, and references in a single PDF to seniordemresumes@gmail.com. Please use "Energy/Enviro LA" as the subject.

MEM-231-22 **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-069-22 The Office of Congressman Steven Horsford (D-NV-04) seeks a **Press Media Secretary** based in the DC office to work closely with the Communications Director, based in the district office to develop and execute the Congressman's

communications strategy as a member of the House Ways and Means, Armed Services, and Budget committees.

The Press Media Secretary must be and stay up to date with the latest digital, technical, and social media trends. Able to express the Congressman's voice creatively and promote social media presence, ensuring high web traffic and constituent engagement.

Applicants must be creative, detail-oriented, and comfortable working long hours and producing high-quality work under tight deadlines. This position serves as a part of the Communications team and reports directly to the Director of Communications based in the district, however, this person will be the main point of contact in the D.C. office.

Responsibilities include but are not limited to

- Acts as a formal spokesperson and media liaison for the Member;
- Managing the Congressman's social media platforms, developing a weekly content calendar, and drafting rapid response content during breaking news moments.
- Maintaining the Congressman's website and drafting new website content covering key policy issues.
- Preparing daily press clip summaries and monitoring the Congressman's media mentions.
- Writing a weekly newsletter, creating digital ads, and participating in other efforts to keep constituents of Nevada's Fourth District informed about the work of a busy Congressional office.
- Helping to plan and staff communications-focused events for the Congressman, both in-district and in Washington D.C.
- Writing short-form speeches and video scripts and preparing video clips of the Congressman for public distribution.
- Building relationships with allies and online influencers to amplify Congressman Horsford's digital message and expand his online reach.
- Perform all other duties as required

The candidate will report to the Communications Director and work closely with legislative and district staff. The ideal candidate will have experience in or interest in learning about aspects of the office's traditional press operations, including writing press releases, drafting talking points and speeches, forming relationships with members of the media, and pitching stories.

This is an ideal position for someone with 1-2 years of communications or digital experience. Applicants must be passionate about public service, well-organized, and have the ability to work on weekends and holidays when necessary. Individuals who can fluently read and write Spanish, Mandarin, Tagalog, or other languages beside English are strongly encouraged to apply.

Women, people of color, LGBTQ+ individuals, people with disabilities and members of other underrepresented communities are strongly encouraged to apply. Individuals who can fluently read and write Spanish, Mandarin, Tagalog, or other languages beside English are strongly encouraged to apply. Experience with video editing and graphic design is also a plus. Nevada ties are a plus, but not required.

Salary is commensurate with experience. Candidates should submit a cover letter, resume, three writing samples, and three professional references to NV04Resume@mail.house.gov with “Press/Media Secretary” in the subject line. All submissions must be in a single PDF file.