



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

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MEMBER AND COMMITTEE VACANCY LISTING

Week of February 22, 2022

MEM-082-22 The Committee on Ethics has an opening for a **Staff Assistant**. Duties include assisting the technology needs of Committee staff; editing and maintaining the Committee's website; answering telephones; assisting with the tracking and processing of committee correspondence; providing administrative support in setting up committee meetings; and entering data and navigating databases with accuracy.

This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Applicants must have excellent organizational skills and a professional telephone manner; good computer skills; proficiency in Microsoft Word and Excel; ability to work cooperatively and courteously with others; ability to use good judgment in responding to inquiries and requests; and flexibility in assisting with daily tasks and projects.

Applicants with experience or interest in learning information technology assistance are strongly encouraged to apply. This is an entry level position with a starting salary of \$41,000 per year. Please email cover letter and resume with "Staff Assistant" in the subject line to ethicsjobs@mail.house.gov

NO PHONE CALLS PLEASE

MEM-081-22 Senior Legislative Assistant: Representative Chrissy Houlahan (PA-06) seeks a Senior Legislative Assistant for her Washington, DC team.

This individual is responsible for working with the Legislative Director to formulate and advance the member's policy priorities, working closely with the district team to integrate local stakeholder input into the legislative process, briefing the member before hearings and meetings, helping draft releases, speeches, and letters, and generally working with other members of a highly-collaborative, high-performing staff to help deliver for our constituents and our community (which is our #1 priority). This is not an entry-level position.

The ideal candidate writes well, is good at solving problems, is intellectually curious, is responsive to internal and external stakeholders, is good at building relationships within the Democratic caucus and across the aisle, can long-term plan even when the Hill is chaos, can manage the chaos that is working in the House, and has a sense of humor.

Prior healthcare or appropriations legislative experience desired but not required. The base salary is \$65,000. Benefits include health insurance, a retirement plan, four weeks of paid time off plus one additional week of paid time off for community service, transit benefits, student loan repayment, flexible teleworking options, and more.

Interested applicants should e-mail 1) a resume, 2) a cover letter, and 3) two writing samples to PA06HoulahanJobs@gmail.com with the subject "Senior LA: LAST NAME." The office strives to have an office that reflects the diversity of our country so members of historically underrepresented communities are encouraged to apply.

Applicants with disabilities who require reasonable accommodation to participate effectively in the application or hiring processes are encouraged to request an accommodation at any time during those processes. Requests for accommodation should be directed to PA06HoulahanJobs@gmail.com.

MEM-080-22 COMMUNICATIONS DIRECTOR –The bipartisan Problem Solvers Caucus (PSC) seeks an innovative, strategic, and experienced communications director based in Washington, D.C. The staff member in this position proactively promotes and helps build the Caucus's national image and manage its press, social media, website, and communications operations.

The communications director works closely with the executive director, PSC co-chairs, and member office staff to carry out assigned duties. This position is responsible for helping plan, draft, and coordinate communications activities to advance caucus priorities, including pitching stories, developing social media content, writing press releases, and maintaining positive working relationships with members of the media. The communications director organizes Caucus press

conferences, coordinates outside speaking requests, produces caucus-oriented talking points, and works collaboratively with member offices.

This is not an entry-level position. Candidates should have at least two years of previous communications experience, including Capitol Hill experience and relationships with the congressional press corps. A disposition aligned with the caucus mission of breaking the gridlock in Congress by promoting bipartisan, bicameral collaboration and policies is essential.

Candidates must possess strong writing, communication, and organizational skills, digital and social media savviness, creativity, and the ability to work with members and their staff under tight deadlines. Candidates should also be familiar with graphic design, website and social media design, videography, and constructing and conveying messages to a national audience through print, television, and digital media.

Salary range for this position is \$50,000 to \$58,000 plus benefits. The Problem Solvers Caucus is an equal opportunity employer. All applicants will be considered without regard to race, color, religion, sex, sexual orientation, gender identity, disability, age, national origin, or military status.

Please submit a cover letter, resume, and at least two professional references to Jaclyn.ODay@mail.house.gov, with the subject line “PSC Communications Director.”

MEM-079-22 Representative Judy Chu (CA-27) seeks a **Legislative Assistant** to manage her work on the House Budget and Small Business Committees and an active portfolio that includes transportation & infrastructure, education, defense, science, agriculture, and animal rights.

Responsibilities include: preparing and staffing the Member in committee hearings and markups, developing and advancing legislation and other policy priorities of the Member, researching and advising the Member on policy issues and vote recommendations, drafting talking points, and representing the Member in meetings and events.

The successful candidate will be an independent worker and a self-starter, possess the capacity to produce high-quality work in a fast-paced environment and have strong communication and writing skills. Candidate should be able to synthesize complex technical information under tight deadlines. Must possess a positive attitude, a good sense of humor and thrive in a team environment. Preferred candidates will have Hill experience.

This is not an entry level position. This office is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, people with disabilities, and

members of other underrepresented communities are strongly encouraged to apply.

To apply, please email a cover letter, resume, and writing sample to ca27jobs@gmail.com. Please include your name and “Legislative Assistant” in the subject line. No phone calls or drop-ins please!

MEM-075-22 Congressman David Trone (MD06) is seeking a high-energy, highly-organized, and detail-oriented **District Staff Member** for his offices in Gaithersburg and Frederick.

PRIMARY RESPONSIBILITIES:

- Staffer will work out of the Gaithersburg and Frederick Offices.
- Serve as the official representative for the Member in the community.
- Act as liaison with federal, district, and local government agencies, political officials, and other community organizations to form effective relationships for the Member.
- Monitor and update the Member and District Director on local issues of importance.
- Staff and provide logistical support for district meetings and events for the Member.
- Assess local and casework related issues for problems requiring possible legislative action; make recommendations to the District Director.
- Answer correspondence and verbal communications with constituents in a timely manner.
- Provide casework assistance to constituents in a timely and efficient manner; proactively follow up on all open cases until a resolution is reached.
- Monitor and triage incoming District Office correspondence as needed.
- Office administrative duties as needed.

QUALIFICATIONS:

- Thoroughness and careful attention to detail.
- Ability to work well under pressure while juggling multiple tasks with competing priorities.
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities.
- Availability to work long hours, including nights and weekends, if needed.
- Ability to work cooperatively and courteously with others.
- Strong oral and written communication skills.
- Thorough knowledge of the legislative process.
- Knowledge of all issues and events in the district in which the Member is involved.
- Maryland ties are a plus.
- Fluency in Spanish or other non-English languages is a plus.

The Office of Congressman David Trone strongly values the diversity of our employees and strongly encourages candidates from diverse backgrounds and all levels of experience to apply.

To apply, please email a resume and cover letter to md06.jobs@gmail.com with “District Staff” in the subject line. No phone calls or walk-ins.

MEM-074-22 Deputy District Director: The Office of U.S. Representative Chrissy Houlahan, PA-06 is seeking a customer service oriented, high performing individual to serve as **Deputy District Director** for our two offices in Pennsylvania.

This is not an entry level position. To be considered for the position, candidates must have previous relevant experience. They must be highly organized, proficient in multi-tasking, have strong political acumen and instincts, and possess superior written and verbal communication skills.

As Deputy District Director you will track casework progress and effectiveness of all issue areas while maintaining issue areas as assigned to you by the District Director. Excel spreadsheet familiarity is a requirement, and you will be responsible for tracking federal funds allocated to the district via a variety of funding streams. You will assist with onboarding/training of staff and oversee quarterly email updates for selected issue areas and collaborate with constituent advocates in drafting the updates.

You will represent the Congresswoman in meetings and at events in the district while building and maintaining productive, supportive working relationships with stakeholders – including coordination of annual attendance at municipal meetings. The right candidate will demonstrate a clear understanding of issues within the district and proactively identify emerging challenges in the community and inside our organization and work with the District Director to solve them.

Additionally, you will pursue new relationships with local leaders and community groups while keeping the District Director and staff informed of emerging trends and areas of potential action.

The right candidate will serve as a critical part of a close-knit team. Applicants should have an enthusiastic interest in public service, superior attention to detail, and motivation to serve our community. Excellent written and oral communication skills are essential, as well as the ability to manage multiple tasks, deadlines, and work well under pressure.

Job responsibilities include outreach to relevant stakeholder groups in our community and successful candidates must have their own reliable transportation. Spanish language skills are appreciated. Optimistic demeanor and a good sense of humor are a plus. Connections to Pennsylvania and the 6th district are a must.

Our office hours are 9:00am – 5:00 pm Monday through Friday. Our district staff alternates days in the office and days in a work-from-home/outreach schedule. This is a full-time position, and you must be able to attend work duties on some evening and weekends for events as needed. Starting salary range is \$62,500.

Medical benefits, savings and investment planning, tuition loan reimbursement, and 20 days paid leave are available as benefits for full time staff members. Additionally, as Rep. Houlahan believes in actively giving back to our community, each staff member is allocated 5 additional days of paid leave for volunteer work.

Please submit resume, cover letter, and writing sample to PA06HoulahanJobs@gmail.com and indicate “Deputy District Director: (your last name)” in the subject line.

Resumes without cover letter and writing sample will not be considered. No drop-bys or walk-ins, please. Resume submission will close on February 28, 2022. This position will report to the District Director.

THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER: Women and minorities are strongly encouraged to apply. 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.

MEM-071-22 The Office of Rep. Seth Moulton (MA-06) is looking for a principled, mission-driven, and energetic candidate with a robust policy background in national security.

The **Defense & Foreign Policy Advisor** will assist in the development of strategic policy goals and support the Member’s work on the House Armed Services Committee, including leading the office’s priorities in the National Defense Authorization Act. This role typically supervises a Defense Department and a graduate student fellow, both of whom are full-time.

EDUCATION/EXPERIENCE:

A bachelor’s degree is required and advanced degrees are preferred. A minimum of 3-5 years of experience in national security policy is required, legislative experience an advantage.

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 “Defense & Foreign Policy Advisor” by 10 am Monday, February 28.

MEM-070-22 Congresswoman Alma S. Adams, Ph.D. (NC-12), seeks a **Legislative Assistant** to join her Washington, DC office. The Legislative Assistant will implement the Member’s agenda within the House Education and Labor Committee and Bipartisan HBCU Caucus as well as manage a portfolio including but not limited to Judiciary, Immigration, and Women's issues.

Candidates must have an ability to work under pressure and meet deadlines in a fast-paced work environment. Strong organizational and time management skills, excellent written and verbal communication skills, sound policy judgement, and a keen attention to detail are required.

Candidates should have a strong track record of translating policy priorities into successful legislative outcomes and developing proactive relationships with on- and off-Hill stakeholders. Candidates will be expected to frequently brief and staff the Member and demonstrate strong verbal communication skills.

Candidates should demonstrate willingness to learn, be receptive to feedback, and enjoy working in a team-first, collaborative work environment. Ideal candidates also possess a strong work ethic, enthusiasm for public service, and a commitment to the Congresswoman's progressive values.

The candidate will work directly with the Congresswoman, Chief of Staff, Legislative Director, and intra- and inter-departmental peers to advance the Congresswoman’s priorities.

Primary responsibilities include:

- Drafting and advancing legislation and amendments through various legislative vehicles;
- Serving as the primary Office lead for the Bipartisan HBCU Caucus;
- Preparing hearing memos and questions for witnesses for House Education and Labor Committee;
- Drafting talking points, letters, House Education and Labor Committee vote recommendations, and other materials;
- Monitoring and analyzing legislative developments, committee proceedings, news stories and other relevant info; and
- Representing the Member in meetings with constituents and stakeholders.

This is not an entry-level position. Experience in education policy is preferred. North Carolina ties are a plus but are not required. Candidates from diverse and underrepresented backgrounds and women are strongly encouraged to apply.

The Office of Congresswoman Alma S. Adams Ph.D 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.

Consistent with applicable law, the Office requires all staff to be fully vaccinated against COVID-19 as a term and condition of employment.

To apply: Email a resume, cover letter, and 2 policy writing samples to Christopher.DeVore@mail.house.gov AND John.Christie@mail.house.gov with "Full Name - Legislative Assistant" in the subject line. Interviews will be conducted on a rolling basis and no applications will be accepted after February 25, 2022. No phone calls or drop-ins please.

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.

MEM-068-22 The House Committee on Education and Labor (Democratic staff) seeks a **Professional Staff** member responsible for the nutrition portfolio as well as other related human services issues.

Candidates should have familiarity with federal nutrition policy, including the Child Nutrition Act and the National School Lunch Act. Knowledge of other federal statutes and policies within the Committee’s jurisdiction and how they impact nutrition programs is preferred. An advanced degree in nutrition, health policy, or a related field preferred.

Applicants should have at least 3 – 5 years of experience in Congress, federal government, or advocacy organization. Duties 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 nutrition. Salary range is between \$65-80K, commensurate with experience.

To apply, applicants must submit a cover letter, resume, and two short writing samples demonstrating a proficiency in policy analysis to E&L.Jobs@mail.house.gov with "Professional Staff - Nutrition" in the subject line. Please apply no later than March 4, 2022.

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-066-22 California Democratic Congressman seeks a collaborative and creative **Digital Media Manager** to join his Washington, D.C., office to lead his digital media strategy.

This position is responsible for but not limited to: developing a weekly social media plan, creating and editing digital content, video production and scriptwriting.

Qualified applicants should have experience in photography, graphic design (using Canva / Adobe Creative Suite), as well as a keen understanding of social media platforms and a desire to think outside the box. This position entails opportunity to travel to the district to manage livestreaming, filming, and photographing events.

While the individual's primary responsibilities would center on digital efforts, they would assist in other day-to-day operations as a member of an active press office, including drafting of e-newsletters, press releases, and other written materials. Ability to work well with others, manage competing priorities, and turn around high-quality products under tight deadlines are a must. Some evening and weekend work will be required.

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.

Interested applicants should submit a cover letter, resume and three digital work product samples to CAHouseJob@mail.house.gov with “Digital Media Manager” in the subject line.

MEM-065-22 The House Judiciary Committee Democratic Staff seeks a **Parliamentarian** to advise the Chairman during Judiciary Committee proceedings.

Responsibilities include assisting in all aspects of preparation for Committee hearings and markups; staffing hearings and serving as a resource to all Members of the Committee; ensuring all legislative materials for markups and floor consideration are properly prepared and comply with House rules and procedures; and working closely with the Chief Clerk to ensure all notice deadlines and reporting requirements are met.

Qualified candidates must have a detailed understanding of House rules and procedures; excellent written and oral communication skills; exceptional organizational skills; a proven ability to perform under pressure; and sound judgment.

The Judiciary Committee is committed to, and benefits from, a diverse staff, and candidates of all backgrounds are encouraged to apply.

Qualified candidates should submit a cover letter, resume and writing sample to Job.Jdem@mail.house.gov. Please no walk-ins or phone calls.

MEM-064-22 Congresswoman Marilyn Strickland (WA-10) seeks an organized, creative, team-oriented, strong writer **Communications/Grants Coordinator** for her DISTRICT offices in Washington state.

The Communications Assistant responsibilities include writing remarks for virtual and in-person events, writing speeches for recorded remarks, briefing memos, accompanying the Member and staff at key events to support communications (press events and/or taking photographs for social media), drafting newsletter, and helping to plan townhalls and assisting the communications team in with the Member’s communications operation.

Strong writing and editing skills are required. This role will spend about fifty percent of its time supporting communications and fifty percent of its time coordinating the Grants program.

The Congresswoman’s District offices maintains and tracks upcoming federal grants available for constituents and stakeholders to apply as well as tracks who are awarded grants within Washington’s 10th Congressional District.

Responsibilities include liaising with local and state government, local businesses and community-based organizations, federal agency grant administrators, and

internal staff, maintaining and regularly updating the grants tracker, flagging for the team when new grants are available, and providing additional office support as needed.

Candidates should have excellent oral and written communication skills, interpersonal skills, great attention to detail, strong time management skills, and a desire to work collaboratively. Washington State ties are a plus.

Applicants should submit a cover letter, resume, three references, two comms/press writing samples, to WA10Resumes@gmail.com using “Communications/Grants Coordinator-[LAST NAME]” in the subject line.

The office is an equal opportunity employer; we do not discriminate based on race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity or expression. We strongly value the diversity of our employees and encourage candidates from diverse backgrounds to apply.

MEM-058-22 “Congresswoman Marilyn Strickland (WA-10) seeks an organized, creative, team-oriented **Staff Assistant/Press Assistant** with strong writing skills and a passion for digital media in her Washington, DC office.

Staff Assistant responsibilities include managing the front office, coordinating tour and flag requests, overseeing the DC internship/fellowship program, drafting greeting letters, and providing additional office support as needed.

Press Assistant responsibilities include daily press clips, drafting social media content, creating graphics, writing remarks and memos, managing the press intern, and assisting the Press Secretary and Digital Director with the Member’s communications operation.

Candidates should have excellent oral and written communication skills, great attention to detail, strong time management skills, and a desire to work collaboratively. Washington State ties are a plus.

Applicants should submit a cover letter, resume, three references, a writing sample, and two digital samples to WA10Resumes@gmail.com using “Staff Assistant/Press Assistant-[LAST NAME]” in the subject line.

The office is an equal opportunity employer; we do not discriminate based on race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity or expression. We strongly value the diversity of our employees and encourage candidates from diverse backgrounds to apply.”

MEM-056-22 Rep. Dina Titus seeks an organized and detail-oriented **Staff Assistant** for her Washington, D.C. office.

Primary responsibilities include managing the front office, answering and logging telephone calls, managing constituent requests for flags and tours, assisting with constituent correspondence, recruiting and managing interns, supporting legislative and communications staff, and other administrative duties.

Candidates should be motivated self-starters with excellent oral, written, and interpersonal communication skills, strong organizational skills, demonstrate an ability to think quickly when troubleshooting, and maintain a positive demeanor in a busy environment. Capitol Hill or other relevant experience is preferred.

Candidates with a diverse background, Nevada state ties, and Spanish-language proficiency are strongly encouraged to apply. Rep. Titus 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.

Those interested in applying should e-mail a cover letter, resume, and one short writing samples to NV01Jobs@gmail.com subject: "Staff Assistant". Applications will be accepted on a rolling basis and will remain open until the position is filled.

MEM-055-22 Advice and Education Counsel (Washington, DC) -- The Committee on Ethics seeks an attorney for the position of **counsel** in the Office of Advice and Education.

The Committee's Advice and Education counsels are responsible for providing a high volume of ethics advice, education, and training to Members of Congress and their staff through frequent telephone calls, in-person meetings, and written work product. This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity.

Candidates must possess outstanding analytical and written and oral communication skills, as well as the sound judgment necessary to evaluate the sensitive matters that arise before the Committee. Experience in one or more of the following areas is desirable: government ethics; ethics counseling and training; and criminal law. The salary range for this position is \$126,614 and \$134,782.

Please email resume, cover letter, and short writing sample to ethicsjobs@mail.house.gov. Please include the phrase "A&E Counsel" in the subject line.

MEM-050-22 The Office of Representative McEachin (VA04) seeks a motivated, creative, self-starter to join the district staff as a **District Representative** in the Richmond, VA office.

Responsibilities include responding to constituent inquiries, managing constituent casework with federal agencies, working with the legislative team to address constituent concerns, and district outreach to include staffing the Congressman, representing the office, listening to district stakeholders, and updating the community at district events. The primary casework focus for this position will be Veteran's Affairs and the Department of Defense; the staff member will also manage the Congressman's Service Academy nomination process and outreach to Fort Lee.

Ideal candidates will be motivated self-starters with strong interpersonal, customer service, time-management, and organizational skills and have significant experience interacting with the public. Additionally, successful candidates will have a positive, solution-driven personality, demonstrate excellent oral and written communication skills, and show keen attention to detail and an ability to multitask effectively in a fast-paced environment. Virginia ties and military experience/exposure are not necessary but are a plus.

Please submit a resume and references to McEachin.Jobs@mail.house.gov with "District Representative" in the subject line. Applications will be reviewed on a rolling basis.

Representative McEachin's office is an equal opportunity employer. The office does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identify, national origin, age, genetic information, disability, or uniformed service.

MEM-049-22 California Democrat seeks a **Legislative Assistant** who will be responsible for a portfolio that includes health care, economy and labor, immigration, and other issues.

Responsibilities include but are not limited to drafting and analyzing legislation, preparing memos and remarks, and representing the Congressman in meetings with constituents and outside groups. The position also requires strong organizational and time management skills, excellent written and verbal communication, and keen attention to detail.

This is not an entry level position and an ideal candidate would have at least 2 years of Hill or comparable policy experience. The office is an equal opportunity employer and encourages people of color, women, and LGBTQ+ candidates to apply.

Please submit a cover letter, resume, two references, and one writing sample to CAHouseJob@mail.house.gov and include “Legislative Assistant” in the subject line.

MEM-048-22 Representative Nanette Diaz Barragán (CA-44) seeks a **Chief Operations Director** who will work under the guidance of the Member, the Chief of Staff, and partner with the District Director to help determine and execute the overall strategies of the office. This includes, but is not limited to, media relations strategies, and collaborating with District staff on important outreach and communication efforts.

In addition, the Chief Operations Director will provide leadership and guidance to structure the office to provide outstanding constituent relations. The Chief Operations Director will also assist with recruiting and hiring efforts, the establishment of office policies and procedures, and perform other critical functions to support administrative operations.

Finally, they will supervise and oversee various operational components related to the duties of the Communications Director, Scheduler and District Director; and during the Chief of Staff’s absence, the entire Team. Travel to the District is required.

Sample Duties

- Assist Chief of Staff and District Director with staff management, including but not limited to elevated personnel issues/staff conflict
- Under direction of Chief of Staff, assist in draft MRA budget proposals for franking/events for Chief and Member approval.
- Under direction of Chief of Staff and District Director, onboard new staff and off board outgoing staff – assist staff with understanding staff health and retirement benefits; ensure staff ID is secured; office equipment is provided and returned as needed. Oversee timely and proper staff and Member submissions and reimbursements.
- Under direction of Chief of Staff, plan staff retreats and ensure goals derived from strategic planning session are relevant and actively implemented.
- Negotiate, finalize, and process district office leases.
- Review Staff Handbook periodically. Solicit staff and Member feedback to suggest updates to office policies. Ensure all language is in compliance with House Rules, Standards and Federal Leave Law.
- Work with Chief of Staff, District Director, Legislative Director, and Communications Director to identify district legislative priorities and develop and implement action plans for the office to engage constituents on the issue(s) through direct outreach, events, social media, etc.; corresponding outreach to federal, state, local agencies; and potential legislation.
- Participate in both district and DC office department meetings, e.g., casework, communications, outreach, and legislation and ensure meeting discussions throughout offices accurately identify existing challenges and discuss time

sensitive and relevant office and Member goals. Inform counterpart offices and departments of new developments from other team members as needed.

- Assist Chief of Staff and Member with staff evaluations and decision on bonuses.

Requirements

- Prior experience working in the US Congress and/or Federal government preferred
- Experience developing and implementing a strategy for an organization or Member office
- Build productive working relationships and serve as a leader for staff in the Member office
- Strong written and verbal communication skills
- Able to positively influence and advise staff on policy decisions, legislative initiatives, and office management
- Comfortable balancing multiple responsibilities and competing deadlines
- Politically savvy and has experience navigating the culture at the House of Representatives
- Strong decision-making and strategic thinking skills

Candidates should submit a resume, cover letter including salary requirements, and two writing samples with the subject line “Operations Director” to CA44Resumes@mail.house.gov.

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.

MEM-046-22 **LEGISLATIVE AIDE** — Rep. Jim Costa (CA-16) seeks a Legislative Aide in his Washington, DC office. The Legislative Aide will handle a diverse portfolio of issues including Health Care, Education, Labor, Housing, and Immigration, among others.

Responsibilities will include drafting legislation, monitoring legislative priorities both on and off committees of jurisdiction, taking meetings and building relationships with constituent groups, providing vote recommendations, advising the Member on policy issues, and performing other tasks as required.

Candidates should have prior Capitol Hill or relevant policy experience, be highly motivated, detail-oriented professionals with strong organizational and time-management skills, as well as positive attitudes, and pride in work. Applicants with ties to California’s 16th Congressional District are strongly encouraged to apply. Spanish fluency is a plus.

Please e-mail cover letter, resume, and a short writing sample in a single PDF to resume@mail.house.gov with “Legislative Aide” in the subject line.

Absolutely no phone calls, e-mails, or walk-ins. The Office of Representative Costa is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment.

MEM-042-22 Congressman James E. Clyburn, Chairman of the House Select Subcommittee on the Coronavirus Crisis, seeks a **Communications Director** to lead the Majority staff’s press operations. The ideal candidate will be a communications professional with extensive experience working with media, as well as impeccable writing skills and experience drafting and editing press releases, op-eds, and talking points.

Responsibilities include developing and implementing the Select Subcommittee’s communications strategy across digital and traditional media, drafting press releases and other materials, responding to media inquiries, coordinating interviews and press events, and preparing the Chairman for these events. Candidates with diverse backgrounds and experiences are strongly encouraged to apply.

Candidates must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Please send a resume and cover letter to SSCCJobs@mail.house.gov, with “Communications Director” in the subject line.

MEM-040-22 New York City Democrat seeks a **Director of Outreach and Community Engagement** for their district office.

Responsibilities include building strategic relationships with community leaders and constituent groups, executing various outreach activities, and recruiting volunteers for events and outreach programs in the district.

Duties also include coordinating initiatives designed to promote the office and services to the community, managing an outreach and organizing plan for the team, and any other assigned duties. Candidates should possess excellent organization, leadership, teamwork, and management skills, as well as verbal and written communication skills.

The Director of Outreach and Community Engagement will report to the District Director. Ties to Brooklyn, a proven management record, and a minimum of three years of related experience are required. This position is based in the local Brooklyn, NY office. This is a permanent, full-time position and a senior-level position in a fast-paced office that frequently requires some non-traditional work hours.

Fluency in other language other than English (Creole, Arabic, Russian) highly preferred. Qualified applicants should send a cover letter, and resume to ResumeNY@mail.house.gov.

Please place DIRECTOR OF OUTREACH AND COMMUNITY ENGAGEMENT in the subject line.

NO WALK-INS OR PHONE CALLS.

MEM-033-22 Chairman of the Foreign Affairs Subcommittee on the Western Hemisphere, Civilian Security, Migration, and International Economic Policy is seeking a **Temporary Staff Associate** (with an end-date of July 2022) to handle day to day administration, subcommittee event coordination, intern management, conduct policy research, draft press and social media statements, and other tasks as assigned.

Spanish proficiency preferred. The Staff Associate will serve as a subcommittee staffer coordinating hearings and assisting with preparing legislative documents. Successful candidates will be enthusiastic, professional, hard-working, and detail-oriented, with strong writing and communication skills and able to work in a fast-paced environment.

Candidates must hold a bachelor's degree and demonstrate clear interest in U.S. policy toward Latin America and the Western Hemisphere more broadly. Previous Hill experience is preferred but not required. Previous relevant work experience is preferred.

Qualified candidates should send resume and cover letter to WHEMjobs@gmail.com with the subject line "Temporary Staff Associate."

No calls or drop-ins.

MEM-019-22 The Office of U.S. Representative Pramila Jayapal (WA-07), chair of the Congressional Progressive Caucus, seeks an experienced, creative, and highly motivated **Communications Director** to lead media and strategy efforts in her fast-paced Washington, D.C. and Seattle, WA offices.

An ideal candidate will:

- Possess strong written and oral communications skills and the ability to multitask while thriving in a fast-paced setting under tight deadlines;
- Have experience working directly with local and national reporters, bookers, and other members of the media to proactively pitch stories and respond to inquiries;
- Think strategically and creatively while designing, implementing, and evaluating both short and long-term communications plans in addition to leading rapid response efforts;

- Have a proven track record of writing in the voice of a principal (op-eds, speeches, statements, messaging, talking points, digital content, etc.) and explaining policy issues in ways that people can easily understand;
- Know how to operate directly with a principal and collaboratively across departments while demonstrating experience managing a team;
- Understand the digital media landscape and current digital trends, with experience overseeing a digital program;
- Have a strong record of advocating for progressive values;
- Be willing to staff the Congresswoman for press, and work weekends and irregular hours.

Responsibilities include but are not limited to:

- Developing and executing the office's communications strategy for Capitol Hill and Seattle, including national and local press, messaging, writing, events, and digital;
- Working directly with the Congresswoman to prepare and staff her for interviews, speeches, press conferences, public events, roundtables, and other opportunities;
- Building and sustaining strong relationships with local and national reporters (including Capitol Hill reporters, local reporters, and issue-specific reporters at national outlets), editors, columnists, producers, bookers, and advocacy groups;
- Proactively and strategically engaging in media outreach, including pitching reporters while also fielding and responding to press inquiries at the local and national levels;
- Serving as the spokesperson (on the record, on background, and off the record) for the Congresswoman;
- Drafting written materials including press statements, quotes, speeches, remarks, op-eds, press releases and advisories, and talking points;
- Designing creative plans to effectively roll out legislation, letters, and other policy initiatives that include press components, and events;
- Overseeing a robust, aggressive, engaging, and data-driven online communications program;
- Supervising and partnering with the Digital Manager, who manages all digital and online content, to maintain strategic messaging across official channels while collaborating with Progressive Caucus staff;
- Working collaboratively with the District Office to ensure a consistently strong local/state media presence while collaborating with the legislative team on a daily basis.

This is a senior level position. Applicants must have a proven track record of working with the press, and a minimum of two years of experience as a press secretary or communications director is required. Previous experience on campaigns (political, legislative, or issue-based) and on Capitol Hill is preferred.

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

Qualified candidates should include the following in their application:

- Résumé
- Cover letter
- Three writing samples including an op-ed or speech, and a statement
- Three references

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

MEM-594-21 Job Announcement: Field Representative

Southern California Republican Member of the House

Are you looking for an exciting and fast-paced career in public service? A Southern California Republican has an immediate need to hire a full-time Field Representative. We are looking for an enthusiastic and motivated individual to join our high-energy team.

Basic Functions

The Field Representative serves an important role in the Member’s Congressional District, acting as a liaison with federal, district, and local agencies for the Member and constituents. They are responsible for strengthening community relations and assessing casework for problems requiring legislative action and/or Congressional oversight.

Duties

Under the supervision of the Chief of Staff and the District Director, the Field Representative briefs the Member in preparation for district meetings with constituents and acts as the representative for the Member by attending events and meetings. This includes public speaking and certificate presentations. The Field Representative will:

- Ensure outreach efforts align with the Member’s strategic vision and goals
- Coordinate closely with staff to ensure district priorities are reflective in legislative priorities
- Build and maintain relationships with constituents and key community leaders
- Inform the District Director and Member on up-and-coming issues in the district
- Perform constituent services and casework as assigned

Requirements

- Expertise developing and executing a community relations strategy
- Experience in maintaining relationships with constituents and community leaders
- Political savvy and comfort navigating complicated situations
- Strong written and verbal communication skills, including public speaking skills
- Ability to multi-task, manage time effectively, and adapt to changing priorities
- Candidates must be able to work a flexible schedule, including nights and

weekends

- Constituent service oriented; patient empathetic, with a desire to help constituents

Position Qualifications/Education

Bachelor's degree or related job experience is required. A demonstrated interest in public service and familiarity with Orange County is preferred.

Salary and Application Deadline

Salary starts at \$3,500 per month. Salary commensurate with experience. Applications will be accepted until position is filled.

Submit a cover letter and resume to

Stephanie Hu, District Director

Stephanie.Hu@mail.house.gov

All applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, or national origin.

MEM-539-21 Nevada's 4th District Democratic Member of Congress seeks a highly organized, passionate, team-oriented **Staff Assistant** for a position in our North Las Vegas, Nevada District office. Candidates must be comfortable working with the public, have excellent oral and written communication skills, problem solving abilities.

Responsibilities include but are not limited to:

- Managing the front desk, greeting visitors, processing flag requests, answering phones, conducting tours, overseeing an active mail program;
- Sorting/batching correspondence, drafting correspondence and ensuring a swift turnaround time;
- Responding to constituent mail, keeping abreast of legislative developments, and meeting with constituent groups;
- Assisting District Representatives as needed, and
- Perform all other duties as assigned and required

The ideal candidate will be/must have:

- Passionate about public service and committed to democratic values;
- Strong writing, communication skills and be detail-oriented;
- Have advanced experience with spreadsheets and forms,
- A poised, confident, self-starter, and team-player with a sense of humor; and
- The ability to work in a high-paced environment.
- The ability work weekends and holidays
- Have reliable transportation, auto insurance and a clean driving record
- Currently enrolled in an ungraduated degree program at a college or university or have a minimum of a bachelor's degree in the related fields of human services

or social work, and a minimum of one-year relevant experience in community or human services.

Women, people of color, LGBTQ+ individuals, people with disabilities and members of other underrepresented communities are strongly encouraged to apply. Spanish language skills and District ties are a plus.

Qualified candidates must include a cover letter, resume, one writing sample and three professional references in a single PDF file. Email submissions to the Director of Administration, nv04resume@mail.house.gov. Subject line must read " MEM-NV04-DSA-2 __ last name, First name".

MEM-163-21 DISTRICT COORDINATOR: The Office of Representative Spanberger seeks a motivated, creative, self-starter to join the district constituent services staff as a District Coordinator in the Glen Allen, VA office.

Responsibilities include responding to constituent inquiries, managing constituent casework with federal agencies, working with the legislative team to address constituent concerns, and district outreach to include staffing the Congresswoman, representing the office, listening to district stakeholders, and updating the community at district events. Additional duties as assigned.

Ideal candidates will be motivated self-starters with strong interpersonal, customer service, time-management, and organizational skills and have significant experience interacting with the public.

Additionally, successful candidates will have a positive, solution-driven personality, demonstrate excellent oral and written communication skills, and show keen attention to detail and an ability to multitask effectively in a fast-paced environment.

Please submit a cover letter, resume, writing sample, and references to spanberger.inquiries@mail.house.gov with "District Coordinator" in the subject line.

Applications will be reviewed on a rolling basis. Representative Spanberger's office is an equal opportunity employer. The office does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identify, national origin, age, genetic information, disability, or uniformed service.