



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 19, 2024

MEM-370-24 The **Caseworker** acts as a liaison between constituents and federal agencies to set up Congressional Cases on behalf of the Congressman. The Caseworker then actively communicates with the constituent and the agency to bring the case to a satisfactory close.

The person in this position works with the Field Representative to attend mobile office hours as well as meetings and events with the Congressman with duties of accurately photographing the events and taking casework and legislative notes.

This position reports directly to the District Director.

ESSENTIAL JOB FUNCTIONS:

- Acts as the representative for the Congressman 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 agencies;
- Refers non-federal cases to state, local or other agencies as appropriate by making contact with the non-federal agency to ensure and smooth transition for the constituent;
- Attends regular training to continuously learn about federal agencies and maintains working relationships with individuals within those agencies;
- Adheres to District requirements for 14 and 90 day follow-ups with constituents with active cases;

- Fully and completely documents IQ (Office CRM system) with all constituent correspondence;
- Attends equitable share of Mobile Office Hours with Field Reps in Congressional Mobile Vehicle throughout district;
- Works with District Staff to attend fair share of festivals and parades in district;
- Assesses casework for problems requiring legislative action and makes recommendations to the District Director;
- Screens and refers cases, when appropriate, to other district offices;
- Maintains up-to-date files on all cases and categories of information of importance to the office;
- Meets attendance requirements as established by the office;
- Maintains a good working relationship with the Congressman, staff, and constituents;
- Accepts performance-based criticism and direction;
- Works well under pressure and handles stress;
- Works a flexible schedule including long hours, nights and weekends; and
- Accompanies Congressman and/or Field Reps on overnight trips within the District
- Must be willing to drive the Mobile Congressional Vehicle
- Performs other duties as assigned.

EDUCATION (OR EQUIVALENT EXPERIENCE):

- At least 2 years of office-based experience and or strong academic credentials.
- Alternatively, 2 years of related experience or training in legislation or equivalent experience.

SKILLS, KNOWLEDGE AND OTHER REQUIREMENTS:

- Strong oral and written communication skills;
- Thorough knowledge of legislative process and of House organization and procedures;
- Thorough knowledge of local, state and federal agencies and departments;
- Knowledge of all issues and events in the district in which the Congressman is involved;
- Professional telephone manner;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.
- Ability to perform the essential job functions above;
- Ability to work cooperatively and courteously with others;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;
- Knowledge of office policies, practices, and procedures;

- Knowledge of office computer applications; and
- Proficiency in word processing.
- Works well under pressure and handles stress;
- Works a flexible schedule including long hours, nights and weekends; and
- Accompanies Congressman and/or Field Reps on occasional overnight trips within the District
- Attends events with Field Representative and Congressman to take photos and accurately document who is in photos and gist of photo
- Must be willing to drive the Mobile Congressional Vehicle
- NC Drivers License is a requirement
- Must be insurable to drive the Congressional Mobile Vehicle

Application Process: Review of applications will commence immediately, with interviews to follow shortly, aiming for a swift hiring process. Interested applicants are urged to apply promptly.

We welcome candidates from diverse backgrounds. Our office is an equal opportunity employer committed to enforcing non-discrimination protections based on race, color, religion, sex, disability, age, or national origin. The Office of Congressman Chuck Edwards is committed to carrying out the mantra of “First in Constituent Services” sharing the stories and advocating daily for the people of Western North Carolina.

To Apply: Submit a resume, cover letter, and three references (including name, title, organization, contact details, and your relationship with them) in a single PDF to chris.burns@mail.house.gov. Use the subject line: “Your Full Name – Case Worker.”

MEM-369-24 The **Staff Assistant** greets visitors, answers the telephone and answers constituent requests for general information, and other inquiries. This position also monitors delivery and pickup of mail, materials, maintains the front office, and assists with various administrative and casework duties. Lastly, the Staff Assistant will work with the Field Representative to attend meetings and events with the Congressman with duties of accurately photographing the events.

This position reports directly to the District Director, with dotted line responsibility to the District Operations Manager.

ESSENTIAL JOB FUNCTIONS:

- Answers and screens telephone calls for the Congressman and other staff member, Maintains the office answering machine/ voice mail;
- Greet and screens visitors;
- Assists persons who have appointments with the Congressman or other staff members and works closely with the District Director to ensure that the
- Congressman's appointments are on time;

- Maintains literature regarding the district and House offices for distribution to visitors;
- Monitors inventory for all office supplies and maintains office equipment;
- Picks up and drops off incoming/outgoing mail, routes it appropriately;
- Maintains the District Calendar both electronically and in District Director's office;
- Responsible for general office organization, filing and general tidiness;
- Responsible for stocking supplies in Congressional Mobile Vehicle and for general tidiness and cleanliness of the vehicle;
- Batches casework related messages in IQ;
- Assigns new Casework to caseworkers and documents the agency and general casework description in IQ;
- Logs 1123 forms in IQ and routes information to the appropriate District or DC staffperson(s);
- Reviews and clips relevant articles in newspapers and publications to refer to Operations Manager for letter drafting;
- Attends Mobile Office Hours with Field Reps in Congressional Response Vehicle throughout district;
- Works with other District Staff to attend festivals and parades in district, Maintains the District calendar of annual festivals and parades that is updated monthly;
- Reviews and clips relevant articles in newspapers and publications; Uses articles to draft letters of congratulations/condolences on behalf of Congressman
- Ensures that requests for assistance are directed to the appropriate staff member in a timely manner;
- Documents visitor opinions, including full name, address, and all relevant information;
- Maintains a good working relationship with the Congressman, staff and constituents;
- Accepts performance-based criticism and direction;
- Meets attendance requirements as established by the office;
- Performs other duties as assigned.

EDUCATION (OR EQUIVALENT EXPERIENCE):

Associate or bachelor's Degree or previous work experience in a professional office environment preferred

SKILLS, KNOWLEDGE and OTHER REQUIREMENTS:

- Ability to use and troubleshoot photocopier, facsimile machine, telephone, and other office equipment;
- Excellent organizational and proofreading skills;
- Ability to perform essential job functions above;
- Professional telephone manner;
- Temperament to communicate with a variety of personalities in a tactful, pleasant and professional manner;

- Works well under pressure and handles stress;
- Works a flexible schedule including long hours, nights, and weekends;
- Must be willing to overnight, on occasion, within the District
- Must be willing to attend events with Field Representative and Congressman to take photos and accurately document who is in photos and gist of photo
- Must be willing to drive the Mobile Congressional Vehicle
- Ability to work cooperatively and courteously with others;
- Knowledge of office policies, practices, and procedures;
- Knowledge of office computer applications; and
- Proficiency in word processing.
- NC Driver's License required

WORKING CONDITIONS:

- Work is mainly performed in an office environment. Noise levels are usually moderate
- Ability to work in a small work station without an expectation of privacy.

Application Process: Review of applications will commence immediately, with interviews to follow shortly, aiming for a swift hiring process. Interested applicants are urged to apply promptly.

We welcome candidates from diverse backgrounds. Our office is an equal opportunity employer committed to enforcing non-discrimination protections based on race, color, religion, sex, disability, age, or national origin.

The Office of Congressman Chuck Edwards is committed to carrying out the mantra of "First in Constituent Services" sharing the stories and advocating daily for the people of Western North Carolina.

To Apply: Submit a resume, cover letter, and three references (including name, title, organization, contact details, and your relationship with them) in a single PDF to chris.burns@mail.house.gov. Use the subject line: "Your Full Name – Staff Assistant."

MEM-368-24 Congresswoman Linda T. Sánchez (CA-38) is seeking an experienced policy staffer and manager to be her Legislative Director. Congresswoman Sánchez is a senior member of the Ways and Means Committee, leader in the Congressional Hispanic Caucus, and active member of the Congressional Labor Caucus, Congressional Progressive Caucus, and NATO Parliamentary Assembly.

The Legislative Director will oversee the formulation and tracking of the Member's policy priorities and legislative strategy as well as manage the legislative team. The Legislative Director will work closely with the Chief of Staff, District Director, and Deputy Chief of Staff/Communications Director

to incorporate our constituent priorities, legislative strategy, and communications outreach.

Qualified candidates will have a minimum of four years Capitol Hill legislative experience and strong background in tax and economic policy. Applicants must demonstrate an ability to work well with a team in a small, fast-paced environment, while maintaining a sense of humor. The office strongly values diversity and encourages candidates of all backgrounds to apply.

To apply for this position, please submit a cover letter, resume, writing sample, and professional references to CA38jobs@mail.house.gov with “Legislative Director” in the subject line.

Deadline for submission is Thursday, August 29, 2024.

MEM-366-24 The Office of U.S. Rep. Raja Krishnamoorthi seeks a full-time Staff Assistant in his Schaumburg, Illinois district office. The Staff Assistant will provide administrative support to the operations of the district office. The ideal candidate must be self-motivated, organized, and possess strong oral and written communication skills. The Office of U.S. Congressman Raja Krishnamoorthi is an equal opportunity employer.

ESSENTIAL JOB FUNCTIONS:

- Drive the Congressman to and from events
- Staff the Congressman at events
- Compile briefing book
- Greet visitors
- Answer the telephone
- Respond to constituent requests for general information, tours, and other inquiries.
- Monitor delivery and pickup of materials
- Maintain the front office
- Assist with various administrative and legislative duties
- Assist with casework and other duties as assigned

EDUCATION (OR EQUIVALENT EXPERIENCE):

Bachelor’s Degree. Alternatively, two years of related experience or training in politics or government.

SKILLS AND KNOWLEDGE REQUIRED:

- Strong oral and written communication skills;
- Ability to use and troubleshoot photocopiers and other office equipment;
- Knowledge of Microsoft Office Suite products (Word, Excel, PowerPoint);
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;

- Ability to work cooperatively and courteously with others;
- Ability to multitask;
- Thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;
- Passion for public service;
- Work well under pressure and handle stress;
- Work a flexible schedule including long hours, nights and weekends.

HOW TO APPLY

Please send a resume, cover letter, and writing sample to District Director at Sabey.Abraham@mail.house.gov

LEVEL OF LANGUAGE PROFICIENCY

Ideal candidate would speak Spanish

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 deeply value the diversity of our employees and encourage candidates from diverse backgrounds to apply.

MEM-365-24 The House Democratic Leader’s Office seeks a motivated, detail-oriented **Digital Resident** to work full-time in a fast-paced leadership office. The resident will assist in creating content for various digital platforms. Knowledge of professional photo/video cameras, social content creation, graphic design and creative editing & design programs (Adobe Creative Cloud, Canva, etc.) is required. Applicants must be able to work 40 hours per week in Washington, D.C. and may occasionally be asked to work additional morning or evening hours.

The term of this paid residency will be from September to December 2024. Applicants must be able to work in Washington, D.C. Ideal applicants will be able to take photos, write, edit and proofread under tight deadlines while handling multiple assignments simultaneously.

To apply, please email your application materials, including a portfolio to Resumes.Jeffries@mail.house.gov. Women, people of color, LGBTQIA+ individuals, veterans and those with disabilities are encouraged to apply. Absolutely no phone calls or drop-ins please. All applicants must be high school graduates who are enrolled in or have recently graduated from an accredited post-secondary educational institution, college or university.

MEM-364-24 The office of Congresswoman Sydney Kamlager-Dove (CA-37) seeks to hire an experienced **Caseworker** for the Los Angeles District Office (Mid-City/Wilshire) in a full-time capacity.

The Caseworker, officially known as a “Constituent Services Representative,” plays an integral role by serving as a liaison to the federal government on behalf of the Member’s constituents. The Caseworker will handle a portfolio that includes, but is not limited to, the State Department/Passports/Non-Immigration Visas, IRS, Social Security Administration, Health & Human Services, CMS, FEMA, Dept of Transportation, Dept of Education, and Dept of Labor on behalf of the Member. The Caseworker will work closely with the District Director, Field Representatives, and other Caseworkers to provide outstanding service to the Member’s constituents. The Caseworker is responsible for answering written casework correspondence as well as phone and in-person communications with constituents.

As a first-term Member office, we are looking for a proactive, solutions-oriented individual who can work alongside the rest of the District Office staff to help create and fine-tune our processes. Other responsibilities may include tabling at local events to let the community know that our office is available as a resource; answering the phones and greeting visitors; assisting with administrative items; staffing and driving the Member; and other duties as assigned. A valid driver’s license is required. Previous casework experience and knowledge of the Hill is preferred.

This job requires the ability to execute multiple competing priorities in a fast-paced environment. Candidates must have the ability to prioritize and follow through on time-sensitive requests. Providing excellent constituent service is a priority. Discretion and empathy are essential in this position. Our team values honesty, professionalism, and kindness.

Salary is commensurate with experience. Among other benefits, the position offers health insurance, retirement benefits with an employer match, paid sick leave and annual leave, parking benefits, and access to the Student Loan Repayment Program. The office is an equal opportunity employer. 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.

Interested candidates are encouraged to submit a resume, cover letter, and three references to Rebekah.Solem@mail.house.gov and Gabrielle.Howard@mail.house.gov. We look forward to working with you!

MEM-363-24 Staff Assistant Opening – East Hartford, CT: Rep. John B. Larson seeks **Staff Assistant** for East Hartford, CT office. Responsibilities include managing the front office, welcoming office visitors, supervising interns, organizing incoming mail and phone messages, providing general administrative support to the office, and other duties as assigned.

The position requires strong written and oral communication skills, attention to detail, along with the ability to work collaboratively in a team environment. While not required, fluency in Spanish is a plus.

Salary is commensurate with experience. The benefits package includes health, dental, and vision insurance, retirement benefits, transit or parking benefits, 18 days of annual leave, and 12 weeks of paid FMLA. Student loan repayment is also available.

The office is an equal opportunity employer and encourages women, minorities, and LGBTQ candidates to apply. Please submit resume, cover letter, one short writing sample (one page max), and two references to ct01SA@mail.house.gov with “District Staff Assistant – [your last name]” in the subject line. Please send all materials in ONE PDF. No calls or drop-ins, please. The deadline to apply is August 27, 2024, with applications considered on a rolling basis.

MEM-360-24 The **Press Secretary’s** primary responsibility is to manage and coordinate all media contacts and activities for the Member at the direction of the Communications Director.

Typical responsibilities include, but are not limited to:

- Work under the Communications Director to implement the office’s communications plans.
- Serve as the office’s D.C. lead on the communications team.
- Acting as a formal spokesperson and media liaison for the Member.
- Remaining abreast of current legislative and non-legislative issues about which the Member may be questioned.
- Providing recommendations on the media effect of the Member’s actions and legislative activities and reporting them to the Communications Director.
- Drafting press releases and communications to be shared with the members of the press.
- Drafting social media posts and remarks intended for the public.
- Drafting speeches, newsletters, scripts, and other communications for us by the Member or distribution by the office.
- Monitoring social media sites for articles and postings about the Member and/or of interest to the office.
- Gathering and circulating daily press clippings.
- Identifying new opportunities for the office to enhance relevance to business and financial services media outlets.
- Pitching media outlets for coverage of events involving the Member and/or public statements made by the Member.
- Developing infographics, videos, and other shareable content for publication on the office’s digital media platforms.
- Clipping videos from speeches, hearings, and news appearances.
- Taking photos at events and meetings.

- Maintaining the office website.
- Maintaining a state, national, and other press lists.
- Performing other duties as directed by the Communications Director.

The requirements for this position are:

- Working from the Washington, DC official office. Regular, predictable attendance at office required for performance of duties, including providing rapid response to urgent press and media issues.
- Ability to communicate effectively with the Member and office staff, Members and representatives from other offices, members of the press, outside organizations.
- Ability to effectively staff events and communicate the Member's priorities to constituent groups.
- Ability to represent the Member/office with the press and at media events, including making statements on behalf of the Member/office.
- Ability to handle difficult interactions with tact and diplomacy.
- Ability to work long and unpredictable hours, weekends and holidays, as needed.
- Travel as necessary for performance of duties.
- Able to prioritize and perform duties under pressure in a fast-paced environment.
- Regularly use typical office equipment, software programs, and methods of communication, including, for example, a computer, email, telephone, smartphone, photocopier, fax machine, etc.

These skills are preferred, but not required, for this position:

- Basic knowledge of Adobe Premiere, Snapstream, Canva, and other graphic design and video editing tools.

Interested parties should submit their resume and a writing sample to FloodHiring@mail.house.gov.

MEM-359-24 The Committee on Oversight and Accountability Democratic staff seeks a **counsel or professional staff member** to assist with the Committee's oversight and investigations work.

Exceptional writing and research skills, sound political judgment, and the ability to work closely and collaboratively with other congressional offices and stakeholders are essential.

Responsibilities include preparing for and staffing hearings and briefings; drafting statements, memos, letters and other materials; assisting with the Committee's investigative and oversight work, including preparing for transcribed interviews and depositions; and serving as a resource for Democratic Members and staff on matters within the Committee's jurisdiction.

All candidates should possess superior organizational and communication skills; excellent attention to detail; the capacity to articulate technical and policy issues clearly and concisely; and the ability to meet deadlines and multitask effectively in a fast-paced environment.

This is not an entry-level position. Ideal candidates will have at least two years of relevant professional experience. Previous Capitol Hill or legal experience, and experience with investigations or oversight is preferred.

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

Please send a resume and cover letter to oversightjobs@mail.house.gov, with “Counsel/Professional Staff Member” in the subject line. Please attach your resume and cover letter as one PDF with the file name using the following format: “LastName.FirstName”. No unsolicited calls, emails, or drop-ins, please.

MEM-358-24 Congresswoman Rashida Tlaib (D-MI) seeks a highly motivated, hard-working **Legislative Assistant** to serve as the primary staffer covering the Committee on Oversight and Accountability. The Legislative Assistant will also cover a robust policy portfolio, including civil rights and liberties, foreign affairs, veterans affairs, immigration, and gun control. The title of Policy Advisor may be considered for exceptionally qualified candidates with considerable legislative experience.

An ideal applicant will have a minimum of 2-3 years of Hill experience, strong oral and written communication skills, diligent attention to detail, the ability to work on short deadlines and adapt to dynamic situations, strong research and investigative skills, and the ability to work in a fast-paced environment and within a collaborative team.

This is a full-time, in-person position in Washington, D.C. The staffer reports to the Legislative Director, Chief of Staff, and Member. Applications will be reviewed on a rolling basis.

To apply, please email Rashida.Jobs@mail.house.gov (SUBJECT: Legislative Assistant - Oversight, YOUR NAME) with a cover letter, resume and 2-3 references. This position will often include evening and weekend work as the Congressional schedule requires. Michigan ties are desirable, but not required. The Office is unionized and offers robust, competitive benefits. Applications are due by August 19th.

Women, people of color, LGBTQIA+ individuals, and other members of traditionally marginalized communities are strongly encouraged to apply. The

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

MEM-357-24 A senior conservative Texan member seeks an experienced **press secretary** for his personal office in Washington, D.C. This individual will handle day-to-day operations in the personal office, while reporting to the communications director.

Responsibilities include but are not limited to:

- Serving as the primary contact for Texas media requests
- Pitching Texas-based interviews
- Coordinating with the member's committee communications team to produce constituent messaging on his committee work
- Drafting and distributing media products including press releases, weekly newsletters, and social media statements
- Staffing the congressman and handling media at events
- Coordinating with all personal office policy staff to execute a communications plan for bills, letters, and other policy products
- Draft talking points for staff responses to constituent calls

Interested candidates should send a cover letter, resume, and at least one writing sample to pressSecApplication@gmail.com. The ideal candidate will have at least two years of communications experience. While not required, Texas ties are also a plus.

MEM-356-24 The office of Rep. Greg Landsman seeks a highly motivated, energetic, and detail-oriented individual to serve as a **Legislative Assistant** or **Senior Legislative Assistant**, based in our DC office.

The LA reports to the Legislative Director and works in close collaboration with the Member, Chief of Staff, and communications and district teams. The LA will manage the Congressman's work on one of two committees in addition to a portfolio of other topics. Exact issue portfolio is flexible, and applicants with backgrounds in any issue area are encouraged to apply.

Key duties include:

- Preparing and staffing the Member for meetings
- Working with CRS, committee staff, external stakeholders, and Legislative Counsel to draft legislation based on the Member's priorities
- Creating vote recommendations on legislation coming to the Floor
- Meeting with constituents, stakeholders, and advocacy groups within the portfolio of issue areas

- Communicating clearly and consistently with the Member, Chief of Staff, and legislative, communications, and district teams on legislative updates

Key qualities include:

- Strong verbal and written communications skills and ability to communicate both up and down within the team
- Ability to work in a fast-paced environment and quickly respond to requests from the Member and the team
- Commitment to a collaborative work environment
- Ability to quickly learn and adapt to the Congressman's voice, style, and legislative priorities
- Comfort with receiving and delivering feedback
- Attention to detail, creativity, and most of all, hustle.

Salary range is \$60,000 - \$70,000, commensurate with experience. Title commensurate with experience.

Candidates of diverse backgrounds are encouraged to apply. Ohio ties are a plus. The office is an equal-opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, military status, age, marital status, or parental status.

Applications will be accepted on a rolling basis. To apply, please email leslie.grubb@mail.house.gov with "Legislative Assistant" in the subject line and the following application materials attached as one combined PDF:

Cover letter

Résumé

Two references including name, current title and organization, phone number, email, and a one-sentence description of your relationship to the reference (we will not contact these references without reaching out to you for your approval)

No phone calls or drop bys, please.

MEM-355-24 The office of Rep. Greg Landsman seeks a highly motivated, energetic, and detail-oriented individual to serve as a **legislative director** based in our DC office.

In close collaboration with the Member, chief of staff, and communications and district teams, the Legislative Director will oversee the Member's policy agenda. The Legislative Director manages the legislative team, a legislative portfolio, and formulates legislative strategies.

Key duties include:

- Managing, training, and supervising a team in a fast-paced environment
- Translating authorizing and appropriations priorities into successful outcomes
- Developing strong relationships with DC and local stakeholders
- Overseeing the office's constituent correspondence program
- Keeping the Member and team updated as to movement on all legislative actions from the office
- Tracking upcoming floor activity and formulating priorities regarding amendment opportunities
- Managing creation and timely communication of vote recommendations

Key qualities include:

- Strong verbal and written communications skills and ability to communicate both up and down within the team
- Sound policy judgment and firm grasp of committee, floor, and other House procedures
- Commitment to a collaborative work environment and professional development for all team members
- Ability to quickly learn and adapt to the Congressman's voice, style, and legislative priorities
- Comfort with receiving and delivering feedback
- Attention to detail, creativity, and most of all, hustle.

Salary range: \$90,000-\$100,000, commensurate with experience

Applications will be accepted on a rolling basis. To apply, please email Leslie.Grubb@mail.house.gov with "Legislative Director" in the subject line and the following application materials attached as one combined PDF:

Cover letter

Résumé

Two references including name, current title and organization, phone number, email, and a one-sentence description of your relationship to the reference (we will not contact these references without reaching out to you for your approval)

No phone calls or drop bys, please

Candidates of diverse backgrounds are 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, national origin, disability, military status, age, marital status, or parental status.

MEM-353-24 The Democratic Staff of the House Committee on Budget and Ranking Member Congressman Brendan Boyle are seeking a **Communications Director** to lead the communications operation for the Budget Committee and member personal office. This position will be evenly split between the Committee office and personal office and will be based out of the Congressman's Washington D.C. office. This position will also require occasional travel to the district as needed.

Ideal candidates should:

- Have 5+ years of relevant communications experience. Senior staff level communications experience on Capitol Hill, elsewhere within the federal government, or experience within a national media organization will be given preference.
- Have excellent judgement in managing and developing relationships with communications and/or media contacts, as well as experience interacting with reporters and members of various media outlets.
- Have experience pitching local, regional, and national media outlets on potential stories on behalf of an elected official.
- Have the ability to fluently navigate a variety of social media, web based and digital content platforms, and to produce content for said platforms (or supervise the production of said content by others).
- Have experience with preparing and staffing an elected official in an event and/or media capacity.
- Have experience with organizing media events/appearances by an elected official, including press conferences.
- Have excellent and demonstrable oral and written communication skills.
- Have an ability to effectively train and supervise other staff within the communications arena.
- Be a strategic thinker, politically savvy, and ability to manage competing priorities and develop solutions under tight deadlines.
- Have an ability to work well with others, willingness to take initiative, manage competing priorities, and turn around high-quality products under tight deadlines.

Key Responsibilities:

- Working with the Member and senior staff to develop a broad-based personal office and Committee based communications strategy, then executing that strategy through the following avenues:
 - o Local, regional and national media (tv, radio, etc.), social media, mass communications, as well as paid ads and digital communications.
- Managing media/communication efforts for the Member's Washington DC and district events.
- Working to manage, mentor, and grow the Committee's and member personal office communications team, focusing on staff professional development, skill building, and efficient workflows.
- Staffing and preparing the Member for media and communications

engagements in Washington and as needed, in the district, sometimes outside of normal business hours.

- Developing and maintaining strong relationships with local, regional and national media contacts, as well as pitching stories to members of the media.
- Elevating and maintaining the Member's presence in various national, regional and local digital, print and television based media
- Drafting media advisories, press releases, statements, op-eds, speeches, talking points, social media and other digital content, mass emails, as well as other content as needed.

Salary offered will be competitive, evenly split between the Committee office and member personal office, and will be commensurate with experience. This office is an equal opportunity employer with a team that highly values mentorship and professional development; we do not discriminate on the basis of race, color, religion, national origin or citizenship status, sex, gender identity or expression, pregnancy, sexual orientation, age, disability, or military status. Candidates with diverse backgrounds, women, people of color, and LGBTQIA+ candidates are strongly encouraged to apply.

Qualified candidates should submit a cover letter describing their fit for the role, a resume, and three writing samples to budget-democrat.jobs@mail.house.gov with "[NAME] – Communications Director" in the subject line. No calls or walk-ins please.

MEM-351-24 The Democratic Staff of the House of Representatives Task Force on the Attempted Assassination of Donald J. Trump seeks a **Communications Assistant** to assist with the communications priorities and content creation of the Task Force, including drafting press releases and social media posts, website creation, and scheduling interviews. The Communications Assistant will report to the Communications Director. The ideal candidate will be detail-oriented, organized, creative, and able to work in a high-intensity environment on tight timelines.

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

Qualified candidates should submit a resume and cover letter to co06.resumes@mail.house.gov with the subject line "Task Force Communications Assistant – [Full Name]." Applications will be reviewed on a rolling basis and only qualified applicants will be contacted for an interview. No phone calls or drop ins please.

MEM-350-24 The Democratic Staff of the House of Representatives Task Force on the Attempted Assassination of Donald J. Trump seeks **researchers** to join its investigative team. This position will report to the Staff Director. Responsibilities will include but are not limited to executing the Task Force’s investigative plan, reviewing and analyzing documents and other data, and contributing to the Task Force’s final report. Ideal candidates will have excellent attention to detail, writing skills, and a high level of discretion and confidentiality.

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

Qualified candidates should submit a resume and cover letter to co06.resumes@mail.house.gov with the subject line “Task Force Researcher – [Full Name].” Applications will be reviewed on a rolling basis and only qualified applicants will be contacted for an interview. No phone calls or drop ins please.

MEM-349-24 The Democratic Staff of the House of Representatives Task Force on the Attempted Assassination of Donald J. Trump seeks experienced **attorneys** to join its investigative team. This position will report to the Staff Director. The Counsels are expected to execute the Task Force’s investigative plan, review and analyze documents and other data, conduct transcribed interviews, analyze evidence, and contribute to the Task Force’s final report. Ideal candidates will have exceptional writing and legal research skills, a professional temperament, and a high level of discretion and confidentiality.

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

Qualified candidates should submit a resume and cover letter to co06.resumes@mail.house.gov with the subject line “Task Force Investigative Counsel – [Full Name].” Applications will be reviewed on a rolling basis and only qualified applicants will be contacted for an interview. No phone calls or drop ins please.

MEM-348-24 The Democratic Staff of the House of Representatives Task Force on the Attempted Assassination of Donald J. Trump seeks a **Communications Director** in Washington, DC. This role will report to the Staff Director. The communications director will be responsible for coordinating and leading the communications strategy and content creation for the Task Force, including interviews, press releases, press conferences, and talking points as well as a digital footprint, including a website and social media.

Ideal candidates will have exceptional written and oral communications skills; strong working relationships with press and members of the media; significant media/interview booking experience; digital and web-design experience; ability to work in a fast-paced, high-intensity environment with tight deadlines; and, strong interpersonal skills and ability to work with multiple Principals.

This is not an entry-level position. Compensation for this position is competitive and commensurate with experience. This office is committed to building a diverse and inclusive team: candidates of color, women, and LGBTQ+ candidates are strongly encouraged to apply. We are an equal-opportunity employer.

Qualified candidates should submit a resume, cover letter, and writing sample to co06.resumes@mail.house.gov. Include “Task Force Communications Director – [Full Name]” in the subject line. Applications will be considered on a rolling basis as received. No phone calls or drop-ins please.

MEM-347-24 The Democratic Staff of the House of Representatives Task Force on the Attempted Assassination of Donald J. Trump seeks a **Staff Assistant** to assist with administrative responsibilities of the Task Force. The ideal candidate will be detail-oriented, organized, have experience supporting a team, be able to manage calendars, and maintain a high level of discretion and confidentiality. The Committee is committed to, and benefits from, a diverse staff, and candidates of all backgrounds are encouraged to apply.

Qualified candidates should submit a resume and cover letter to co06.resumes@mail.house.gov with the subject line “Task Force Staff Assistant – [Full Name].” Applications will be reviewed on a rolling basis and only qualified applicants will be contacted for an interview. No phone calls or drop ins please.

MEM-345-24 Rep. Ro Khanna (CA-17), seeks an Operations Manager to help manage office operations, drive and staff the member in Washington, DC (including occasional evenings and weekends), manage the DC intern program, help run office logistics, coordinate office weekly reports, manage the constituent management service and official website, spearhead the Congressman’s monthly newsletter, help with orientation and onboarding of new staff, work closely with the member, management, and the scheduler on office operations, and other

administrative duties for the office. The starting salary is \$71,000.

Successful candidates are consummate team players, strong writers, adept at making sound judgment calls and thinking quickly at a moment's notice, and being exceptionally organized self-starters. It is preferred that candidates have a valid driver's license, daily access to a vehicle, and a good driving record.

Candidates should submit to ca17jobs@gmail.com a single PDF that 3-4 pages max with these items:

Resume

Cover letter on why you want to work for Rep. Khanna and why you are the right fit for this role

One page writing sample

Among other benefits, the position offers health insurance, retirement benefits with an employer match, 15 days of vacation in addition to the office closure in the last two weeks of December, 15 days sick leave annually which can be used in part or entirely for 'mental health days' at any point in the year, flex time, transit or parking benefits, and access to the Student Loan Repayment Program. The Operations Manager is a represented position, part of the Congressional Workers Union and reports to the Chief of Staff.

The Office of U.S. Congressman Ro Khanna is an equal opportunity employer; we do not discriminate based on race, color, religion or lack thereof, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, military status, marital or parental status, genetic information, medical history, arrest history, organizing activity, or any other factor or basis that is prohibited by law or regulation applicable to the Office. Women, veterans, people of color, and LGBTQIA+ candidates are strongly encouraged to apply.

MEM-343-24 Congressman Jason Crow (CO-06) seeks a **Press Secretary** to join his communications team based in Aurora, CO or Washington, DC. This role will report to the Communications Director and Chief of Staff and includes a balance of traditional press responsibilities, including drafting various written content and remarks, helping manage a high volume of inquiries from national and local media, and executing day-to-day communications needs as assigned. The Press Secretary will also play a key role in advising on short-term and long-term strategic communications planning.

This is not an entry-level position: applicants should have 2-3 years of communications experience, preferably on Capitol Hill, campaigns, or in federal, state, or local government. Compensation for this position is competitive and commensurate with experience. Colorado ties and Spanish language skills are a plus, though not required. This office is committed to building a diverse and inclusive team: candidates of color, women, and LGBTQ+ candidates are strongly encouraged to apply. We are an equal-opportunity employer.

Qualified candidates should submit a resume, cover letter, and writing sample to co06.resumes@mail.house.gov. Include “PRESS SECRETARY – [Full Name]” in the subject line. Applications will be considered on a rolling basis as received. No phone calls or drop-ins please.

MEM-341-24 PRESS ASSISTANT/PRESS SECRETARY
OFFICE of CONGRESSMAN AUCHINCLOSS

SUMMARY:

Congressman Jake Auchincloss (D-MA) is seeking a **Press Assistant/Press Secretary** in the Washington, D.C. office to join an aggressive, fast-paced communications team. The Press Assistant/Press Secretary will have excellent writing, editing and digital skills. Strong proofreading and copyediting skills are a must. This role will be heavily focused on digital communications, working with the Communications Director to produce social media content and develop a creative digital strategy.

This role primarily assists the Communications Director with drafting constituent-facing outgoing communications and developing a social media plan. Candidates seeking to join a highly active press team across national, local, and digital media with opportunities for growth are encouraged to apply.

Videography and video editing skills are a plus. Title commensurate with experience. The salary range for this position is \$60,000-\$70,000.

ESSENTIAL JOB FUNCTIONS:

Drafts the Congressman’s remarks, newsletters, press releases, and other public-facing written materials;

Edits constituent mail;

Designs and executes a robust social media plan that builds engagement and audience growth;

Drafts daily social media content in accordance with the social media plan under quick deadlines;

Monitors social media and relevant news to produce rapid response tweets;

Clips the Congressman’s TV appearances and public facing events for social media;

Possesses strong instincts for digital trends and digital media opportunities;

Provides creative, proactive ideas on social media, press pitches and events;

Assists the Communications Director with drafting press releases, quotes, statements, floor speeches and talking points;

Works closely with the Communications Director to produce franked mail, texts, digital ads, telephone surveys, and telephone town halls;

Works well under pressure and with quick turnarounds;

Please email a resume, cover letter, writing sample and two digital work samples in a single PDF to AuchinclossJobs@mail.house.gov with “First Name Last

Name—Press Assistant” in the Subject Line. Applications will be accepted on a rolling basis. No phone calls, faxes or drop-ins please.

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, national origin, sex, gender identity or expression, pregnancy, sexual orientation, age, disability, or military status, or any other characteristic protected by applicable law.

MEM-331-24 A Republican Subcommittee Chair is seeking a **Staff Assistant** for the Washington, D.C. office. Successful applicants will be motivated, organized, detail-oriented, responsive, and be able to prioritize and manage multiple tasks under tight deadlines. Qualified applicants should also possess strong and effective communication (both verbal and written), interact positively with constituents, work well in a team environment, and be able to accomplish tasks with minimal guidance.

Responsibilities of this role include, but are not limited to:

- Greeting guests in the office, answering phone calls, and logging incoming constituent communications
- Overseeing the front office and providing training to interns
- Providing and coordinating tours of the Capitol, arranging tours of other national landmarks, and managing the office flag program
- Driving the Member on occasion (vehicle preferred)
- Flexibility in supporting the Member and all staff in various roles, both administrative and legislative.

To apply, please email CapitolHillStaffPosition@gmail.com with a copy of your resume.

MEM-325-24 The office of Rep. Glenn Ivey seeks a highly motivated, energetic, and detail-oriented individual to serve as a **Scheduler** or **Operations Director** based in our DC office.

The Scheduler/Operations Director serves as a key player of the team by managing the Member’s time. This role reports to and works closely with the Chief of Staff, but is expected to be a team player and coordinate closely with the full team about the Member’s schedule.

Key duties include:

- Collaborating with the Member, Chief of Staff, and district staff to determine and finalize the Member’s daily schedule, long-term schedule, and briefing materials (e.g., memos, talking points, and speeches)
- Evaluating and organizing all incoming meeting and event requests in coordination with the Chief of Staff

- Communicating key information regarding the Member and the Member's schedule to staff
- Managing Member reimbursement program
- Working closely with both DC and District staff to ensure smooth daily office operations
- Coordinating the Member's travel arrangements as well as other staff travel arrangements when necessary
- Maintaining and implementing administrative office files, policies, and operating procedures to ensure effective office operation

Successful candidates will have 1-2 years of Scheduling/ Executive Assistant experience, be highly motivated, eager to learn, able to work in a fast-paced environment, and, have a problem-solving attitude. A valid driver's license, safe driving record, and regular access to a reliable vehicle are required.

The role is based in the Washington DC office. The pay range for this position is \$60,000-75,000, commensurate with experience. Title is also commensurate with experience.

Candidates of diverse backgrounds are 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, national origin, disability, military status, age, marital status, or parental status.

Applications will be accepted on a rolling basis. To apply, please email md04resumes@gmail.com with "Scheduler/Ops Director" in the subject line and the following application materials attached as one combined PDF:

- Cover letter
- Résumé
- Two references including name, current title and organization, phone number, email, and a one-sentence description of your relationship to the reference (we will not contact these references without reaching out to you for your approval)

No phone calls or drop bys, please.

MEM-322-24 Texas GOP Member Seeks Press Assistant

Texas GOP Member of Congress seeks a Press Assistant who is eager to join a robust communications operation. This is not an entry-level position-- at least six months to one year of relevant communications experience is required.

Required Skills

Excellent writing ability and attention to detail.

Experience creating graphics and social media branding.

Duties

Develop and assist with press releases, talking points, op-eds, and other materials as assigned.

Assist with maintaining the office's website and social media accounts.
Create and edit videos and other digital material.
Monitor the Member's presence and interactions on social media.
Take photos/video at events and meeting.
Compile daily press clips.
Other duties as assigned.

To apply, please send resumes to housegopemployment@gmail.com with position noted in subject line.

MEM-321-24 Texas GOP Member Seeks **Legislative Assistant**

CORE RESPONSIBILITIES:

to develop and plan legislative initiatives;
to monitor legislative developments within Committees and on the House floor;
to meet with constituents and special interest groups on behalf of the Member.

QUALIFICATIONS:

at least 1 year of legislative experience in a full-time, paid position or legislative fellowship
strong academic credentials;
strong leadership and organizational skills;
excellent oral and written communication skills;
thorough knowledge of the legislative process;
ability to exercise discretion and independent judgment in the formulation and recommendation of policy positions for the Member;
ability to work cooperatively and courteously with others;
ability to work well under pressure;
thoroughness and careful attention to detail

To apply, please send resumes to housegopemployment@gmail.com with position noted in subject line.

MEM-315-24 The Office of Congressman Don Davis seeks a **Staff Assistant for his Greenville, North Carolina office. This position will support the daily operations of the Congressman's district office.**

Responsibilities include:

- Operating and managing all aspects of a busy Congressional front office and reception area.
- Managing and responding to incoming meeting requests under the supervision of the District Director.
- Tracking and reporting office metrics.
- Providing general administrative support as needed, including logging and tracking correspondence and constituent requests.
- Drafting statements and general correspondence.

- Coordinating technology support with the tech team.
- Managing the district office intern program.
- Setting up and breaking down for meetings.
- Managing registration tables and booths at fairs.
- Performing other duties as assigned by the District Director.
- Ability to work flexible hours, including occasional Saturdays and weeknights for events.

Qualifications:

- Commitment to public service.
- Strong attention to detail and ability to work in a fast-paced environment.
- Ability to work effectively as part of a team.
- Organized and solution-oriented mindset.
- Customer service experience is preferred;
- Prior government experience is a plus.
- Familiarity with Eastern North Carolina and ties to the First Congressional District preferred.
- Computer skills, including proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace (Docs, Sheets, etc.).
- Bachelor's Degree or 5 five years of experience; or equivalent combination of education and experience.
- Application Process: Review of applications will commence immediately, with interviews to follow shortly, aiming for a swift hiring process. Interested applicants are urged to apply promptly.
- We welcome candidates from diverse backgrounds. Our office is an equal opportunity employer committed to enforcing non-discrimination protections based on race, color, religion, sex, disability, age, or national origin.

The Office of Congressman Donald G. Davis is committed to sharing the stories and advocating daily for the people of eastern North Carolina, ensuring our constituents are recognized and heard in Washington, D.C. Our mission is to improve the lives of all families, foster hope, and ensure that eastern North Carolinians never feel forgotten.

To Apply: Submit a resume, cover letter, and three references (including name, title, organization, contact details, and your relationship with them) in a single PDF to nc01resumes@gmail.com. Use the subject line: "Your Full Name – Staff Assistant."

MEM-236-24 Congresswoman Sylvia Garcia seeks a **Communications Director/Press Secretary** for her DC office. The position requires some travel to the district to support media relations and press events and supervises a talented communications team. Interested candidates are encouraged to apply as soon as possible.

Job Expectations:

The Communications Director/Press Secretary is expected to work closely with the Chief of Staff, Legislative Director and District Director to develop and execute a comprehensive and aggressive strategic plan to inform constituents and the media on issues that are important to the Congresswoman. This includes making media pitches, organizing press events, and reviewing, drafting, and finalizing statements, remarks/speeches, press releases, media advisories, and other messaging (e.g., social media). Finally, the Communications Director/Press Secretary will work closely with and manage other members of the communications team, including the DC-based speechwriter and the district-based communications assistant.

Ideal candidates will be bilingual in Spanish, demonstrate a successful track record of communications experience, and have supervisory experience. The Office of Congresswoman Garcia is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, religion, sex, national origin, age, disability, sexual orientation or gender identity. 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.

All interested candidates are encouraged to submit a resume and 1-2 short writing samples to TX29Jobs@Gmail.com with "Communications" in the subject line. The title and salary are commensurate with experience.

MEM-180-24 Congressman Steven Horsford's District Office is seeking to hire a full-time **District Representative**. We are looking for an enthusiastic and motivated individual to join our high- energy team.

Job Summary:

Under the supervision of the District Director, the District Representative acts as the representative for the Member. District Representative responsibilities include strengthening relationships with key stakeholders, as well as attending engagements on behalf of the Member. Caseworker responsibilities include helping constituents resolve problems with federal agencies through written and verbal communication.

Responsibilities:

Outreach Responsibilities:

- 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.
- Organize and participate in community events, town halls, and outreach campaigns to engage constituents.

Casework Responsibilities:

- Act as the representative for the Member 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.

- Handle casework assignments and assess casework for problems requiring legislative action, making recommendations to the District Director and Chief of Staff.
- Monitor scheduled district meetings for the Member with constituents.

Communications and Professionalism:

- Maintain a good working relationship with the Member, staff, and constituents.
- Accept performance-based criticism and directions.
- Work well under pressure and handle stress.
- Work a flexible schedule including long hours, nights, and weekends.
- Perform other duties as assigned.

Requirements:

- Political knowledge and comfortable navigating complicated situations
- Strong written, verbal, analytical, and organization skills; impeccable customer service manners; 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 occasional nights, weekends and some holidays.

Benefits:

- Comprehensive health insurance coverage, including medical, dental, and vision plans.
- Paid annual and sick leave.
- Thrift Savings Plan Retirement program.
- Student Loan Repayment.
- Health and Wellness programs.
- Transit Benefits.
- House Professional Development programs.
- Employee purchasing/government discounts

Position Qualifications/Education:

Bachelor's degree or related job experience is required. A demonstrated interest in public service and familiarity with District 4 community is preferred.

Application Instructions:

This is a full-time position based in the North Las Vegas district office. Salary is competitive and commensurate with experience. Women, minorities, individuals with disabilities, and veteran are encouraged to apply.

Qualified candidates should submit a cover letter, resume, two writing samples (no longer than two pages) and three professional references

to NV04Resume@mail.house.gov with "District Representative," [Last Name, First Name]" in the subject line. All submissions must be in a single PDF file.

MEM-155-24 Rep. Tokuda (HI-02) seeks an energetic person to join her communications team as a **Digital Director or Press Secretary** in her Washington, D.C. office. This individual will work closely with the Communications Director who works in Honolulu. Candidates must have experience in digital media and video editing and will be responsible for managing multiple digital media accounts. This position will also assist with press releases and inquiries, speeches, and mass communications.

Essential Skills Include:

- Strong writing and editing skills with attention to detail
- Creative graphic production
- Ability to multi-task and work quickly under pressure
- Patience, flexibility, and a sense of humor

Candidate must also be able to work occasionally on weekends and evenings. Interested parties should email a cover letter, resume, writing sample, sample social media posts, and two references to Hawaii02jobs@gmail.com.

MEM-135-24 **PRESS SECRETARY-** The Office of Congresswoman Joyce Beatty (OH-03) seeks an experienced **Press Secretary** for her Washington, D.C. office. Candidates must be able to manage media relations, press opportunities, and messaging for a senior member of Congress. This role reports to the Communications Director.

This is not an entry-level position. Candidates with established, active relationships with top-tier national media outlets and on-the-record experience will receive preferred consideration. Ohio ties are preferred, but not required.

PRIMARY RESPONSIBILITIES:

- Serve as the primary contact for media requests, pitching and securing media opportunities in top-tier national outlets, coordinating necessary preparations, messaging, and risk management.
- Advance press events and staff the Member as needed for media engagements.
- Establish and maintain relationships with Ohio media, and activate current relationships with national, and D.C.-based media.
- Draft and distribute media materials including press releases, statements, media advisories, and op-eds.
- Assist with developing social media content creation, including rapid response.
- Complete special projects.
- Develop and execute media strategy as part of the office's larger communications strategy.

Salary is competitive and commensurate with experience.

The Office of Congresswoman Beatty is an Equal Opportunity Employer who does not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. LGBTQ+, and minority candidates as well as candidates from underrepresented groups are encouraged to apply.

Please submit your resume and cover letter to oh3.jobs@mail.house.gov using the following subject header: PRESS SECRETARY: First name, Last name.

MEM-451-23 The Office of the Rep. Maxine Waters (D-CA-43) the Ranking Member of the House Committee on Financial Services (FSC), has an immediate need for an experienced policy professional and manager to be the Member's **Legislative Director/Counsel**.

The Legislative Director will focus on the Member's non-FSC policy priorities including civil rights issues. Working closely with the Chief of Staff and Communications Director the Legislative Director will aim to ensure the Member's strategic legislative vision is implemented. This is not an entry-level position. The ideal candidate will have significant previous experience working in legislative roles on Capitol Hill.

CORE RESPONSIBILITIES AND DUTIES:

- Ensures legislative staff focuses on Member's policy goals.
- Proposes policy positions and formulate legislative solutions.
- Recommends strategies and tactics on advancing Member's legislative priorities.
- Handles short-term and long-term legislative planning for the Member.
- Manages direction of legislative team.
- Monitors and reports floor action to the Member and the Chief of Staff.
- Writes and reviews legislative memos.
- Works with legislative team to develop vote recommendations.
- Coordinates responses to legislative mail.
- Communicates and strategizes with the District Director and/or district office staff on policy initiatives targeted towards constituents.
- Maintains up-to-date status reports on all legislation affecting the district, legislation sponsored by the Member, legislation on which the Member is an original, lead cosponsor, and legislation on which the Member is a cosponsor.
- Oversees activities in the office in the absence of the Chief of Staff.
- Performs other duties as assigned.

QUALIFICATIONS

- Juris Doctor degree required.
- Ability to work in face-paced environment with high-profile Member.
- Prior experience as a Legislative Director or Senior Legislative Assistant strongly preferred.

- 3 – 6 years of Capitol Hill experience strongly preferred.
- At least 2 years of management experience.
- Thorough understanding of the legislative process
- Expertise and/or experience in judiciary related issues, e.g., civil rights, women's rights, gun policy, constitutional law, etc., and foreign affairs strongly preferred.
- Strong leadership and organizational skills.
- Strong time management skills.
- Excellent oral and written communication skills.
- Managing complex, multi-stakeholder initiatives and driving collaborative processes.
- Availability to work long hours.
- Flexible and adaptable to a variety of personalities and situations.
- Familiarity with California and/or district 43 preferred but not required.

SALARY

Commensurate with experience. Applicant Instructions:

Interested candidates should submit a resume, cover letter and at least 2 references to ellis.mcginis@mail.house.gov with "Legislative Director/Counsel" in the subject line. This position will remain open until filled. Incomplete applications may not be considered. This office is an equal opportunity employer and will consider all applicants without regard to race, color, religion, sex, marital or parental status, sexual orientation, gender identity, national origin, disability or national origin.