

# House Vacancy Announcement and Placement Service

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## Member and Committee Openings

Week of September 29, 2025

### MEM-325-25

Congresswoman Rashida Tlaib, representing Michigan's 12th Congressional District, is seeking a **District Staff Assistant**. The District Staff Assistant will provide administrative and operational support to the entire team. Their primary role is to provide strong administrative support to team members for meetings, directing constituent services to the appropriate staff, and creating a welcoming and organized environment for residents and advocates visiting the office. This position also supports the office's outreach and events with the Congresswoman when she is in the district. Below is a more detailed list of responsibilities.

#### Desired Qualifications:

- Self-starting and detail-oriented; exceptional phone etiquette; proficiency in Microsoft word and excel; strong research, writing and communication skills.
- Solution-oriented, able to problem-solve and balance a fast-past work environment.
- Excellent and strong organizational and editing skills.
- Ability to receive constructive feedback on work products and work cooperatively with other office teams on various projects and tasks.
- Availability to assist with staffing needs for the Congresswoman and office staff, as required.
- Ability to exercise discretion and independent judgment to complete tasks, including but not limited to writing assignments, commendation requests and more in a timely manner.

#### Primary Responsibilities:

- Manage all front office operations, including welcoming visitors, answering the main phone line, and monitoring the general office email inbox.
- Responsible for overseeing all district office administrative functions, from handling mail, deliveries, and supplies to maintaining the gift tracker in the office ledger and submitting monthly mail reports.
- Monitors and checks general email box daily for requests; assigns and manages voicemail follow-ups; organizes mail and forward correspondence requests to the appropriate team member.
- Serve as the first point of contact for constituents, creating a welcoming and organized front office; managing walk-in requests and all incoming constituent correspondence,



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routing them to the correct staff members; maintaining a comprehensive record of all constituent requests by updating the office database (IQ).

- Respond to and log constituent requests and provide basic information on federal issues and legislative processes.
- Manage and order office supplies and work equipment; Coordinating with DC staff for official supplies; Checking and updating inventory as needed for district staff; Updating our important contacts sheet for constituent services.
- Coordinate with the District Director and Operations Director to ensure coverage for all meeting requests in District, prepare briefing memos for the Member, and manage all post-meeting follow-up correspondence, such as drafting thank-you letters.
- Assists in the preparation and delivery of commendations and greeting requests in collaboration with the office Community Liaison/Field Representative.
- Performs all other duties as assigned. Responsibilities may evolve as the role and needs of the office develop.

This position is based in Michigan and may require evening and weekend work, so a strong candidate will be able to work on a flexible schedule. The 12th Congressional District ties are highly desirable but not required. The starting salary for this position is \$55,000. This is an entry level position.

Our office is an equal opportunity employer and women, people of color, members of the LGBTQ+ community, and members of other traditionally underrepresented communities are encouraged to apply.

TO APPLY, e-mail a cover letter and detailed resume to [Rashida.jobs@mail.house.gov](mailto:Rashida.jobs@mail.house.gov) with “District Staff Assistant, NAME” in the subject line along with at least two to three references. This job reports to the District Director, Chief of Staff and Rep. Tlaib. Applications are due no later than October 10, 2025, 11:59PM ET.

## MEM-324-25

### Community Representative

Rep. Tlaib Michigan’s 12th Congressional District

The primary responsibility of the **Community Representative** will be to monitor and update Rep. Tlaib and Team Tlaib on district and local issues; attend district events and meetings on behalf of the office, engage with residents with resources and programs that our office offers. The District Community Representative will act as a liaison between our office and communities within the district.

Desired Qualifications:

- Strong oral and written communication skills.
- Thorough knowledge of the 12th Congressional District and local communities; knowledge of all issues and events in the district in which the Member is involved.
- Ability to work effectively with a wide range of stakeholders, including community members, community organizations, and government agencies;



- Attention to detail and good note taking capabilities; organized and able to multi-task projects and deadlines.
- Availability to work evenings and weekends; ability to work cooperatively and courteously with all team members, including communications, caseworkers and scheduling.

Primary Responsibilities:

- Serve as primary liaison and representative for Congresswoman Tlaib at meetings; assist with coordination and implementation of office hosted and office collaborated events in the district.
- Support constituent intake and correspondence from district meetings to the member and caseworkers.
- Reports to the Member, District Director and Chief of Staff all happenings in the district and providing timely and consistent reports on issues within the district.
- Work with District Director to serve as liaison and interface with city, county, and other stakeholders or groups to create responsive and consistent relationships between office and the district.
- Work with Rep. Tlaib's Director of Operations & Scheduling to ensure coverage for all meeting requests; ensuring memos are available for the member and assists with follow ups from meetings, including thank you letters or additional requests.
- Supports communications team with any media engagement in the district at pressers hosted by the office or attended by the member.
- Monitors district meetings for the office and share opportunities to connect with constituents; assists scheduling team with organizing constituent/stakeholder meeting requests for the office.
- When in office and not staffing events, support incoming and outgoing correspondence, handling visitors, and telephone calls.
- Manages block club and city council meetings list; prepares monthly reports for the District Director and Rep. Tlaib on meetings attended within the week.
- Help to coordinate and plan all district-led events for the office.
- Help deliver commendations and greetings as requested from the office.
- Performs all other duties as assigned.

This position is based in Michigan and will often require evening and weekend work, so a strong candidate will be able to work a flexible schedule. The 12th Congressional District ties are highly desirable but not required. Starting salary for this position is \$57,000 or will commensurate based on experience. This is an entry level position.

Our office is an equal opportunity employer and women, people of color, members of the LGBTQ+ community, and members of other traditionally underrepresented communities are encouraged to apply.

TO APPLY, e-mail a cover letter and detailed resume to [Rashida.jobs@mail.house.gov](mailto:Rashida.jobs@mail.house.gov) with "District Community Representative, NAME" in the subject line along with at least two references. This job reports to the District Director, Chief of Staff and Rep. Tlaib. All applications must be received no later than Friday, October 10, 2025, 11:59PM ET.



## MEM-321-25

**Job Title:** Press Secretary (Minority)

**Office:** House Select Committee on the Strategic Competition Between the United States and the Chinese Communist Party (Select Committee on China)

**Location:** Washington, D.C.

### Overview

The House Select Committee on the Strategic Competition Between the United States and the Chinese Communist Party (CCP) is seeking a highly motivated and skilled **Press Secretary** to help drive external communications for the Minority staff under Ranking Member Raja Krishnamoorthi. The Press Secretary will support day-to-day press operations, oversee messaging on issues related to U.S.-China strategic competition, and serve as a liaison between the Committee's Minority staff and the media.

The ideal candidate will bring strong political instincts, exceptional writing ability, and a proven track record of securing earned media in national and regional outlets. Candidates should possess a strong understanding of media relations as well as national security, foreign policy, and economic competition with the PRC.

### Responsibilities

#### Media Relations & Rapid Response

1. Serve as point of contact for reporters covering U.S.-China issues.
2. Develop and maintain relationships with national security, technology, economic, and political journalists.
3. Draft, edit, and distribute press releases, statements, op-eds, speeches, and talking points.
4. Manage rapid response to breaking news stories and coordinate messaging.

#### Strategic Communications

1. Shape and implement the Committee's overall communications strategy.
2. Pitch and secure interviews, op-eds, and media appearances for Committee leadership.
3. Organize press conferences, media availabilities, and events with multiple Members of Congress.
4. Support public rollouts of hearings, reports, and legislative initiatives.

#### Digital Media & Public Engagement

1. Develop and manage content for the Committee's Minority website, newsletters, and social media platforms.
2. Create digital content to highlight hearings, Member statements, and Committee findings.
3. Monitor public engagement and online narratives relating to U.S.-China policy.



## Qualifications

1. Bachelor's degree in communications, public policy, political science, journalism, or related field.
2. At least 2 years of communications experience, preferably on Capitol Hill, in a congressional committee, or in national security/foreign policy communications.
3. Proven success securing earned media in national, beltway, and regional outlets.
4. Strong writing, editing, and organizational skills with the ability to meet tight deadlines.
5. Familiarity with China policy, national security, and/or technology competition strongly preferred.
6. Experience managing social media platforms and digital communications tools.
7. Ability to handle multiple priorities in a fast-paced, high-profile environment.

## Application Process

Qualified candidates should submit a cover letter, resume, and two writing samples to [SCCDems.resumes@mail.house.gov](mailto:SCCDems.resumes@mail.house.gov) Please use the subject line: *"Application for Press Secretary Position."* Applications will be reviewed on a rolling basis until the position is filled.

## Equal Opportunity Employer

The Committee is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, military status, parental status, marital status, or any other factor prohibited by applicable federal law. Applicants with disabilities who require a reasonable accommodation to participate in the application or hiring processes are encouraged to request one at any time.

MEM-315-25

**Title: Staff Assistant, House Committee on Veterans' Affairs, Republican Staff**  
**Reports to: Chief Clerk, House Committee on Veterans' Affairs**

## CORE RESPONSIBILITIES:

- Provide front office administrative coverage to include greeting visitors, answering phones, and processing mail.
- Maintain files for mail, bills, reports, and public laws, and other legislative papers.
- Prepare binders for full committee events (hearings, markups, floor, etc.).
- Review the Congressional Record daily for information that impacts the Committee.
- Maintain contact lists for committee staff and committee member personal office staff.



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- Maintain Republican email distribution lists.
- Monitor office supplies to ensure that staff have needed supplies.
- Serves as secondary Office Emergency Coordinator.
- Oversee the internship program, which includes supervising and training interns.
- Perform other duties as assigned.

### **Benefits:**

Employees may be eligible for the following benefits:

- Sick and Annual Leave
- Student Loan Repayment Program
- Federal Employees Health Benefits Program
- Thrift Savings Plan
- Federal Employees' Group Life Insurance Program
- Federal Long-Term Care (LTC) Insurance
- Flexible Spending Accounts (FSAFEDS)
- Dental & Vision Insurance Program (FEDVIP)

### **Other Information:**

Employment with the U.S. House of Representatives is at-will. The U.S. House of Representatives is an equal opportunity employer. All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), disability, or age. Transportation and all related travel expenses associated with the interview and hiring process must be paid by the applicant.

### **How to Apply:**

Interested candidates should send their cover letter, resume, references to [VAR.Resumes@mail.house.gov](mailto:VAR.Resumes@mail.house.gov) with "HVAC Staff Assistant" in the subject line. No calls or walk-ins, please.

## **MEM-314-25**

### **Job Duties:**

- Answers and directs incoming calls and constituent inquiries to appropriate staff
- Assists visitors who have appointments with the Member or other staff
- Works closely with the District Director to ensure that the Member's appointments are on time
- Orders all office supplies to maintain office equipment
- Signs for deliveries and forwards all materials delivered to ensure timely and appropriate handling



- Performs general administrative assignments as assigned to assist the office staff with work

#### **Featured Skills:**

- **Adaptability:** Adapts quickly to change or unexpected obstacles; easily considers new approaches.
- **Attention to Detail:** Performs work thoroughly and accurately; acts conscientiously when attending to detail.
- **Constituent / Stakeholder Service Driven:** Anticipates and meets the needs of constituents. Delivers high-quality products and services.
- **Interpersonal Skills:** Develops and maintains effective relationships with others from diverse backgrounds and in different situations. Shows understanding, courtesy, tact, empathy, and politeness.
- **Verbal Communication:** Makes clear and convincing oral presentations that are appropriate to listeners and situations. Listens effectively, attends to nonverbal cues, and responds appropriately.

#### **Preferences:**

- Bachelor's degree or equivalent combination of education and experience preferred
- Prior constituent service or customer relationship management is preferred
- Demonstrated interest in public service is preferred
- Ties to the District is preferred

#### **Applicant Instructions:**

Interested applicants should e-mail a resume, cover letter, and a one-page writing sample to [Sydney.Long@Mail.House.Gov](mailto:Sydney.Long@Mail.House.Gov) with the subject "Staff Assistant: LAST NAME" by October 3rd, 2025. Incomplete or late applications will not be considered.

#### **Notice:**

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-313-25**

Congressman Greg Steube is seeking an experienced, highly motivated **Deputy Communications Director** to assist with the office's strategic communications efforts. This individual will assist the Communications Director in carrying out all digital projects and other communications tasks. Salary is commensurate with experience.

#### **Key Responsibilities:**





- Spearhead the Congressman's digital strategy by creating daily social media content (including graphic design) and write compelling statements, press releases, media advisories, op-eds, radio ad scripts, and the weekly newsletter.
- Produce, edit, and clip video content for use on social media and other platforms.
- Assist the Communications Director with drafting talking points, speeches, and key messaging for public appearances and interviews.
- Assist the Communications Director with managing a large communications budget, covering areas such as mass mailers, digital ads, radio ads, text messages, surveys, and email campaigns.

#### **Qualifications & Skills:**

- Strong writing, editing, and verbal communication skills, with the ability to craft concise, persuasive messaging under tight deadlines.
- Solid understanding of social media platforms, digital advertising, and video content creation.
- Strong organizational, time-management, and project management skills with the ability to juggle multiple priorities simultaneously.

#### **Preferred Qualifications:**

- Experience working in a Congressional office or political campaign.
- Familiarity with video production tools (Adobe Premiere, Final Cut Pro, etc.).
- Knowledge of local and national political landscape, with a particular understanding of Congressman Steube's policy priorities and messaging.

Please email resumes to [floridarepublicanjobs@gmail.com](mailto:floridarepublicanjobs@gmail.com)

### **MEM-312-25**

Rep. Nellie Pou of New Jersey, a first-term member in a battleground district, seeks a **Legislative Director** to help advance a proactive agenda across a wide range of issue areas.

The Legislative Director will supervise legislative staff, oversee the development and execution of the Congresswoman's policy priorities, serve as the senior policy advisor to the Member, and handle some committee work related to the House Transportation and Infrastructure and Homeland Security Committees. The Legislative Director will work closely with the Chief of Staff, communications staff, district staff, and committee staffs to ensure that all policy work is strategically aligned with constituent needs and the Member's goals.

In addition to managing the legislative operation, the Legislative Director will mentor junior staff and support the professional development of the policy team.





### **Skills and Knowledge**

- Demonstrated experience managing a legislative portfolio and supervising staff;
- Strong knowledge of House legislative procedures, floor operations, and committee work;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and collaborative manner;
- Excellent oral and written communication skills;
- Strong analytical and strategic thinking skills;
- Familiarity with policy areas relevant to the Member's priorities;
- Experience with constituent-focused and results-driven policymaking;
- Ability to handle multiple projects in a fast-paced environment and meet tight deadlines;

### **Other Key Duties and Expectations**

- Lead the drafting of legislation, floor statements, memos, and talking points;
- Provide vote recommendations and policy advice to the Member;
- Take on responsibility related to the Congresswoman's committee assignments;
- Coordinate with Committee and Caucus staff;
- Manage relationships with external stakeholders, advocacy groups, and government agencies;
- Track relevant developments in Congress and across the administration;
- Contribute to the strategic direction and goal-setting of the office;
- Participate in communications planning and messaging.

This position is based in Washington, D.C. The ability to speak Spanish is preferred but not required. A connection to New Jersey is a plus. Rep. Pou is an equal opportunity employer. Women, veterans, people of color, and LGBTQ+ persons are encouraged to apply.

Interested, qualified applicants should email a resume and cover letter to [nj09job@gmail.com](mailto:nj09job@gmail.com) with the subject line: Legislative Director – [Your Name].

**MEM-311-25**

### **Legislative Assistant, Rep. Dina Titus (D-NV)**

Rep. Titus is seeking a Legislative Assistant to manage a broad portfolio that may include but not be limited to the following issues:

- Gaming/Sports
- Travel/Tourism
- Cannabis
- Taxes
- Financial Services (including Housing)



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- Telecommunications
- Homeland Security
- Small Business

Candidates should be team-oriented, a strong writer, understand the legislative process, and possess a passion for public service. This is not an entry-level position, and candidates should have previous Hill experience or relevant experience in portfolio issues, especially those related to the Congresswoman's positions as Co-Chair of the Congressional Gaming Caucus, Congressional Travel and Tourism Caucus, and Congressional Cannabis Caucus.

Rep. Titus's 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. Applicants with ties to Nevada are strongly encouraged to apply.

The salary range for the position is \$67,500 - \$72,500, based on experience.

Those interested in applying should e-mail a cover letter, resume, and two writing samples (a short writing sample and one no longer than four pages) to [NV01Jobs@gmail.com](mailto:NV01Jobs@gmail.com) subject: "Legislative Assistant". Applications will be accepted on a rolling basis until the position is filled.

## MEM-307-25

**POC where resumes should be sent:** [GA05NWRB@mail.house.gov](mailto:GA05NWRB@mail.house.gov) – *Thank you!*  
**Digital Assistant**

**Summary:** The Digital Assistant is responsible for developing and executing digital projects to advance Congresswoman Nikema Williams' priorities for the people of Georgia's Fighting Fifth Congressional District. The Digital Assistant reports to the Communications Director. The responsibilities will include drafting and posting content for social media, designing graphics and editing videos, creating e-newsletters and other responsibilities as assigned. An ideal candidate will have experience with graphic design and photo/video editing software (i.e., Canva, Adobe Suite, etc.); will have experience with writing short, compelling copy; and will possess strong interpersonal, organizational and communications skills. In addition, the Digital Assistant will frequently staff the Congresswoman and will work closely with the Scheduler to support the Congresswoman at DC events. Some work outside traditional office hours may be required. Capitol Hill experience and Georgia ties are a plus.

### Essential Job Functions:

- Draft engaging social media posts that elevate the Congresswoman's work and priorities, making complex legislative topics easy to digest.



- Create and edit videos, graphics, and photos to be shared through social media, email, and other channels as needed.
- Monitor and track digital platform performance including followers, reach, and engagement. Test strategies for growth and provide suggestions for improvement.
- Update and manage content on the Congresswoman's website.
- Assist in production of monthly e-newsletter and additional email updates for constituents.
- Take photos using mobile devices and/or photography hardware (Sony) during D.C. events, hearings, and press conferences.
- Support the production, editing, coordination and promotion of live streamed events.

### **Skills & Requirements:**

- Professional experience with social media, web editing, and e-Newsletter creation and distribution.
- A strong knowledge of Adobe Suite, Canva, and other content creation tools.
- Ability to work in a team environment.
- Creativity, attention to detail, and strong writing skills are a must.

### **How to Apply:**

Please submit a resume, cover letter, and two samples of your work (one writing, one graphic, photo, or video) to [GA05NWRB@mail.house.gov](mailto:GA05NWRB@mail.house.gov).

## **MEM-305-25**

### **Communications Director – Rep. Jimmy Panetta (CA-19)**

United States Representative Jimmy Panetta (CA-19) seeks an experienced and creative Communications Director to lead a dynamic communications operation in a fast-paced, proactive, and collaborative office. The Communications Director will be responsible for developing and executing a comprehensive communications strategy that advances the Representative's legislative priorities, highlights constituent services, and strengthens connections with local and national media.

### **Responsibilities include:**

- Serving as chief spokesperson and primary point of contact for national, regional, and local press.
- Drafting and editing press releases, op-eds, newsletters, talking points, speeches, and other written materials.
- Managing the Representative's digital presence, including social media platforms, website, and multimedia content.
- Producing and overseeing video, graphics, and other creative content to expand the office's reach.



- Pitching the Representative for media opportunities, op-eds, interviews, and speaking engagements.
- Coordinating interviews, press conferences, and public events in Washington, D.C. and in California's 19th Congressional District.
- Overseeing and managing a robust franking operation, including newsletters, e-blasts, and other constituent communications in compliance with House rules.
- Monitoring press coverage, providing media analysis, and advising the Representative and staff on messaging.
- Collaborating with legislative and district staff to ensure consistent, effective communication of policy initiatives and constituent services.
- Supervising press staff, interns, and district communications support.

**Qualified applicants will have:**

- Strong writing and editing skills with the ability to translate complex policy into clear, compelling messages.
- Experience working with reporters and producers; on-the-record experience strongly preferred.
- Experience with video production, graphic design, or digital storytelling.
- Familiarity with California's Central Coast, Spanish-language fluency, or multimedia skills are a plus.
- Ability to work in a fast-paced environment, manage multiple projects, and respond quickly to breaking news.
- Commitment to public service, teamwork, and advancing the Representative's priorities on behalf of the people of California's 19th Congressional District.

**Salary & Benefits:**

Compensation is commensurate with experience, in line with House salary ranges. The office provides a robust benefits package.

**To Apply:**

Please send a cover letter, resume, a digital portfolio, two writing samples, and three references to [ca19.jobs@mail.house.gov](mailto:ca19.jobs@mail.house.gov) with "Communications Director" in the subject line. Applications will be reviewed on a rolling basis.

**MEM-304-25**

**Constituent Liaison / Staff Assistant**

Office of Congressman Addison McDowell (NC-06)

**SUMMARY:**

The Office of Congressman McDowell is seeking a Constituent Liaison / Staff Assistant to join the High Point District Office. This dynamic position requires a candidate with the



ability to anticipate needs, think critically, and conduct themselves with a high level of professionalism and confidentiality.

**ESSENTIAL JOB FUNCTIONS:**

- Answer casework correspondence, meet with constituents, and serve as a liaison with federal, state, and local authorities
- Maintain accurate and complete files on all assigned casework
- Organize workload to prioritize tasks in accordance with varying deadlines and ensure work is completed in an efficient and effective manner
- Drive the Congressman (as needed)

**REQUIRED EDUCATION AND QUALIFICATIONS:**

- Bachelor's degree
- Exceptional organizational skills and impeccable attention to detail
- Background in customer service (preferred)
- Prior executive support experience (preferred)

Qualified candidates should submit a resume, cover letter, and three (3) professional references to District Director Audrey Bishop at [audrey.bishop@mail.house.gov](mailto:audrey.bishop@mail.house.gov)

**MEM-301-25**

**COMMUNICATIONS DIRECTOR**

Moderate House Democrat seeks an experienced Communications Director for their Washington, D.C. office.

Ideal candidates will have:

- A Bachelor's degree or related job experience;
- 3-5 years of communications experience in a Congressional office, on a political campaign, or in another fast-paced environment;
- Excellent attention to detail;
- Sound judgment;
- Strong communication skills;
- Capacity to communicate with a wide variety of personalities in a tactful, courteous, and professional manner;
- Willingness to accept direction and guidance on performance and process improvements from the Chief of Staff and Member;
- The ability to anticipate challenges and proactively offer solutions;
- The ability to thrive in a fast-paced environment;
- And the ability to work flexible hours including long hours, nights, and weekends.

**Duties will include but not be limited to:**

- Developing and implementing an aggressive media and communications strategy;



- Serving as the on-the-record spokesperson and primary media liaison for the Member;
- Proactively seeking local and national interviews with radio, print, television, and new media outlets;
- Maintaining good, working relationships with members of the press corps;
- Overseeing the implementation of a multi-faceted Franked communications program with a large budget;
- Drafting talking points, speeches, press releases, media advisories, op-eds, and statements for the Member;
- Organizing, coordinating, and staffing events with the media;
- Managing all members of the Communications team;
- Managing the process for the updates to social media platforms and the office website;
- Managing the organization and distribution of the daily news clips for the Member and office staff;
- Working closely with the District Office to ensure coverage of local priorities;
- And working closely with the legislative team to ensure coverage of the Member's policy priorities.

This position reports to the Chief of Staff.

**Notice:**

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, age, disability, military status, parental status, marital status, sexual orientation, or any other factor or basis prohibited by applicable federal law. Applicants with disabilities who require reasonable accommodation to participate in the application or hiring processes are encouraged to request an accommodation at any time during those processes.

**Applicant Instructions:**

All interested candidates are encouraged to submit a resume and cover letter with "Communications Director" as the subject line to [jobs@mail.house.gov](mailto:jobs@mail.house.gov).

**MEM-300-25**

**Staff Assistant**

The primary responsibility of the **Staff Assistant** is to serve as support staff for the operations team to maintain the regular daily functions and operations of the Washington, DC office. This could include answering telephones, greeting visitors to the office, assisting with appointments and scheduling, answering constituent requests for general information, giving tours of the capitol, monitoring deliveries, maintaining the front office, and assisting with other various administrative duties. Typical responsibilities may include, but are not limited to:



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

The requirements for this position are:

- Position is based in the Washington, DC official office. Regular, predictable and punctual attendance required for the performance of duties.
- Work requires physical presence at the office during business hours and when working outside business hours, as needed.
- Ability to communicate effectively with the Member and office staff, Members and representatives from other offices, constituents, outside organizations, and others.
- Work is public-facing and requires frequent interaction with members of the Senate and congressional community and the public, including constituents, in a prompt, courteous and tactful manner.
- Work is performed in a front office work station or other commonly traveled areas of the office, meaning that there should be little expectation of privacy.
- Work occasionally requires extended and unscheduled hours.
- Must be 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.

Nebraska ties are preferred but not required for application. Interested applicants may submit their resume and cover letter to [FloodHiring@mail.house.gov](mailto:FloodHiring@mail.house.gov)

## MEM-298-25

Congresswoman Jen Kiggans (VA-02) seeks a **Military Legislative Assistant** (MLA) for her Washington, DC office. The MLA will be responsible for the Congresswoman's work on the House Armed Services Committee, as well as a small portfolio of other policy issues. As





the office's primary expert on defense related matters, the MLA will work closely with the Legislative Director and Chief of Staff to develop and execute a coordinated legislative strategy to advance the Congresswoman's goals.

Primary responsibilities of the position include preparing and staffing the Congresswoman for committee hearings, drafting and advancing legislation, reviewing and analyzing legislation to make cosponsor and vote recommendations, writing memos and staffing the Congresswoman for defense-related meetings, and maintaining strong relationships with stakeholders and constituent groups in our defense-heavy district. Occasional trips to the district will be required.

This is not an entry level position. Qualified applicants should have two years of legislative experience at minimum, including experience with the defense portfolio. Our office is a tight-knit community; we are looking for someone who can continue to foster that environment and encourage cross-talent collaboration between our legislative and district teams. Candidates should be detail-oriented and team players with the ability to effectively manage multiple projects in a fast-paced political environment. Virginia ties and prior military service are preferred but not required.

Interested applicants should email their resume to [kiggans.info@mail.house.gov](mailto:kiggans.info@mail.house.gov). Applicants may be asked to provide writing samples and references. Salary will be commensurate with experience.

## MEM-296-25

**Research Assistant**, Subcommittee on Disability Assistance and Memorial Affairs, House Committee on Veterans' Affairs, Majority Staff

REPORTS TO: Majority Staff Director, Subcommittee on Disability Assistance and Memorial Affairs

### CORE RESPONSIBILITIES:

- Provide administrative and research support to Subcommittee staff and assists with duties as assigned.

### DUTIES:

- Maintain Subcommittee archives of activities, including Member and stakeholder engagements.
- Travel and conduct oversight visits at agency locations.
- Draft trip reports, requests to agencies for information (including tracking deadlines), hearing recaps, and other work product relevant to the Subcommittee's jurisdiction.
- Subcommittee casework as assigned.
- Answer telephone and respond to caller inquiries.
- Keep abreast of emails, including Member inquiries and agency notifications.



- Organize and maintain Subcommittee electronic records, including meeting notes, agency reports, other documents.
- Participate in staff-level discussions on legislation being considered; draft policy memoranda as assigned.
- Assist with due diligence being performed as part of the Subcommittee's oversight duties, including requesting information from agencies on matters within the Subcommittee jurisdiction.
- Assist with hearing preparation and coordination of hearings, including drafting memoranda and remarks for Chairman.
- Attend meetings with agencies, veteran service organizations, and other parties, and maintain notes on such meetings.
- Assist with the drafting of memoranda for the full Committee and Subcommittee Chairman on matters within the jurisdiction of the Subcommittee.
- Review the Congressional Record, Federal Register, House Calendar, and other publications for matters of interest to Subcommittee Members and staff.
- Assist with developing policy recommendations and serve as a resource for Members both on and off Committee.
- Responsible for all other duties assigned by the full Committee Chairman, Subcommittee Chairman, full Committee Staff Director or Deputy Staff Director, and Subcommittee Staff Director, and assisting other Committee staff, as needed.
- This is a full-time, on-site position in Washington, DC.

#### MINIMUM QUALIFICATIONS:

- Bachelor of Arts or Science.

#### REQUIRED SKILLS:

- Strong research skills. Legal research skills (e.g., LexisNexis) is a plus.
- Strong writing and editing skills.
- Strong Microsoft Office proficiency, including expertise in Word and the ability to use Excel.
- Strong organizational skills.
- Strong verbal communication.
- Excellent attention to detail.
- Excellent listening skills.
- Strong ability to manage fluctuating workloads and juggle and prioritize tasks, including managing short-, medium-, and long-term tasks.
- Team oriented.
- Excellent ability to work well under pressure and time constraints.
- Problem solving and analytical skills are a plus.
- Potential to work independently.

#### BENEFITS: Employees may be eligible for the following benefits:

- Sick and Annual Leave
- Student Loan Repayment Program



- Federal Employees Health Benefits Program
- Thrift Savings Plan
- Federal Employees' Group Life Insurance Program
- Federal Long-Term Care (LTC) Insurance
- Flexible Spending Accounts (FSAFEDS)
- Dental & Vision Insurance Program (FEDVIP)
- Metro or Parking Benefits
- Many other supportive services and benefits offered by the U.S. House of Representatives.

Other Information: Employment with the U.S. House of Representatives is at-will. The U.S. House of Representatives is an equal opportunity employer. All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), disability, or age. Transportation and all related travel expenses associated with the interview and hiring process must be paid by the applicant.

How to Apply: Qualified candidates please send their cover letter, resume, and two (2) references to the following e-mail address: [VAR.Resumes@mail.house.gov](mailto:VAR.Resumes@mail.house.gov) with “DAMA Republican Research Assistant” in the subject line. In your cover letter, please include one policy within the jurisdiction of the Subcommittee on Disability Assistance and Memorial Affairs that you believe needs review and your policy recommendation. No calls or walk-ins, please.

## MEM-293-25

Congresswoman Shontel Brown (OH-11) seeks a **Digital Director/Press Secretary** in the Washington, D.C. office to lead and grow a dynamic digital and communications strategy.

The Digital Director/Press Secretary will be responsible for shaping how the Congresswoman’s work and priorities reach constituents and national audiences. This includes developing and executing a strategic digital growth plan, managing and expanding all social media channels, producing innovative graphic and video content, executing strategic digital advertising campaigns, and using analytics to guide engagement. The role also includes maintaining a cohesive brand identity, updating the office’s website, managing e-newsletters, drafting press releases and talking points, handling media inquiries, and producing communications materials for district events. The Digital Director/Press Secretary may supervise a Press Intern or Press Assistant and serves as the lead communications staffer for the DC office.

The ideal candidate will bring demonstrated success in digital strategy, with strong writing skills, creative visual storytelling, and the ability to turn complex policy issues into compelling and shareable content. Candidates should be comfortable setting digital priorities, driving audience growth, and identifying emerging trends to keep the Congresswoman’s platforms innovative and effective. A collaborative approach, strong



project management skills, and a commitment to authenticity are essential. Ohio ties are a plus. Prior digital and/or press experience is required. This is not an entry level position.

The salary range for this position is \$65,000 - \$75,000 per year, commensurate with experience. In addition, the Office offers a competitive package of benefits.

Applicants should submit a cover letter, resume, three digital media samples, and two (2) writing samples to [Ohio11Resumes@mail.house.gov](mailto:Ohio11Resumes@mail.house.gov). No walk-ins or staff directed submissions please. The position will remain open until filled.

This 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-291-25

Congressman Jason Crow (CO-06) is seeking an experienced and creative **Communications Director** for his Washington, D.C. office. This position will oversee a robust communications staff and lead strategy for a fast-paced, high-profile communications operation in Colorado and nationally.

Candidates must be willing to travel domestically and internationally, work long hours (including nights and weekends), and be part of an office on the front lines of resisting harmful Trump administration policies. Candidates must be strategic thinkers with strong political acumen, excellent writers, self-starters, organized and detail-oriented professionals, and ready to manage a high-performing, fast-paced communications team. A sense of humor is essential.

The ideal candidate will have experience working on Capitol Hill, in political communications or campaigns, and a familiarity with Colorado politics. This position is a senior member of the Congressman's team and is not an entry level position. A minimum of 3 to 5 years of relevant Capitol Hill, administration, or campaign experience is necessary.

### Responsibilities include:

- Lead and mentor a three-person full-time communications team plus interns;
- Develop and execute an aggressive communications plan and strategy, including focusing on both day-to-day wins and accomplishing longer-term strategic objectives to grow the Congressman's influence and reach;
- Build and strength relationships with key reporters and media in Colorado, Washington, D.C. and New York City;
- Draft written materials, often on tight deadlines, including news releases, statements, on-the-record quotes, public remarks, op-eds, and talking points;



- Pitch national, state, and local press, including print, radio, and broadcast, as well as new media like podcasts and live streams;
- Create videos, graphics, and other digital content, often on tight deadlines, that is compelling, engaging, on-brand, and error-free;
- Prepare the Congressman for interviews, speeches, press conferences, public events, town halls, and other external-facing events;
- Work with the Legislative and District teams to strategize, design, and put together effective roll outs for legislation, letters, and district events;
- Manage a six-figure annual franked communications budget, including the creation of digital ads, graphics, newsletters, and telephone town halls.

The salary range for this position is \$95,000 - \$105,000 per year, commensurate with experience. In addition, the Congressman's office offers a competitive package of benefits, including health insurance, transit benefits/parking, 401(k) retirement match, student loan repayment/tuition assistance, paid family leave, and more.

This 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.

Interested candidates are encouraged to submit a resume, cover letter, and a writing sample (not to exceed three pages) as a single PDF to [co06.resumes@mail.house.gov](mailto:co06.resumes@mail.house.gov) with the subject title "[LAST NAME] – Communications Director." Applications will be considered on a rolling basis. No walk-ins or phone calls, please.

## MEM-290-25

U.S. Navy SEAL veteran Congressman Derrick Van Orden (WI-03) is seeking a **Communications Director** to lead a proactive, fast-paced, media-centered communications operation for his Washington, D.C. office. The Communications Director is a one-man comms shop, but works closely with the Member, Chief of Staff, and District Director. This is not an entry-level position.

### Key Responsibilities:

- Develop and execute a comprehensive media and communications strategy.
- Manage and implement an aggressive Franking program.
- Serve as the Member's primary press contact and spokesperson by responding to press inquiries and fostering relationships with local, D.C., and national press.
- Pitch and book media appearances at all outreach levels (TV, print, radio, digital).
- Write talking points, press releases, newsletters, and run the Member's official social media platforms.
- Collaborate with the legislative team and District Director for D.C.- and District-based messaging.



**Qualifications:**

- Prior Hill communications experience is required; experience as a Press Secretary or Communications Director is strongly preferred.
- Ability to manage multiple priorities with tight deadlines in a fast-paced environment.
- A proactive and strategic mindset with a strong work ethic and team-oriented attitude.
- Excellent written and verbal communication skills.
- Familiarity with Wisconsin/the Midwest, veterans, agricultural, and military issues are a plus but not required.

Qualified applicants should send their resume and two writing samples to [Ashley.Haines@mail.house.gov](mailto:Ashley.Haines@mail.house.gov).

**MEM-288-25**

**The Office of Congressman Pete Aguilar (CA-33) is seeking a Veterans Liaison & Constituent Services Representative** based in San Bernardino, CA.

This position is responsible for overseeing all veteran-related issues and initiatives on behalf of the Congressman, including managing VA and DOD casework and outreach; managing the Service Academy nomination process; overseeing the Congressman's Veterans Advisory Board; liaising with Veteran Service Organizations (VSOs); representing and staffing the Congressman at community meetings and events; serving as the Congressman's primary representative in assigned cities; serving as the Congressman's Law Enforcement Coordinator and overseeing district office security.

The position requires prior experience working with veterans. The successful candidate will possess excellent organizational, writing and oral communication skills; a high level of attention to detail, the ability to manage multiple tasks, work effectively in a team environment and be a self-starter. Candidates must be able to work a flexible schedule, including occasional nights, weekends and some holidays.

The salary range for this full-time position is \$60,000 - \$70,000 per year. Employment benefits include medical, dental, vision, and life insurance, Flexible Spending Accounts (FSA), Health Savings Accounts (HSA), student loan repayment, retirement plans, and other benefits in addition to paid time off, sick leave, and federal holidays.

Qualified candidates should submit a cover letter and resume to [aguilar.resumes@mail.house.gov](mailto:aguilar.resumes@mail.house.gov) with "Veterans Liaison & Constituent Services Representative Application" in the subject line.



The Office of Congressman Pete Aguilar is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, military status, parental status, marital status, sexual orientation, or any other factor or basis prohibited by applicable federal law. Applicants with disabilities who require a reasonable accommodation to participate in the application or hiring processes are encouraged to request an accommodation at any time during those processes.

## MEM-287-25

### **Press Assistant/Press Secretary, Rep. Tony Gonzales (TX-23)**

The Office of Congressman Tony Gonzales seeks a Press Secretary or Press Assistant in his Washington, D.C. office (title and pay commensurate with experience). Applicants must have exceptional writing skills, attention to detail, and an ability to manage competing demands and deadlines.

#### **CORE RESPONSIBILITIES:**

- Coordinating the creation of print and digital advertisements;
- Creating and posting social media posts;
- Producing graphics and editing photos and videos.
- Drafting press releases and weekly newsletters;
- Compiling daily press clips.
- Assisting with the drafting of columns and other written materials as assigned.
- Managing the Member's website.

#### **QUALIFICATIONS:**

- Candidates with Texas ties are preferred.
- This is not an entry-level position; at least 1-2 years of full-time professional experience in press and digital communications or a related field is required.

To apply, please send resumes to [housegopemployment@gmail.com](mailto:housegopemployment@gmail.com) with position noted in subject line.

