



U.S. House of Representatives

CAO

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MEMBER AND COMMITTEE VACANCY LISTING

Week of November 27, 2023

MEM-604-23 The Office of Congresswoman Sara Jacobs (CA-51) is looking for a dynamic, full-time **Community Representative** for her San Diego office. Primary responsibilities include overseeing a community outreach and federal casework portfolio on behalf of the Office to ensure Congresswoman Jacobs can stay connected and responsive to her constituents.

This individual would serve as the Office's liaison to San Diego's Asian American, Native Hawaiian, and Pacific Islander (AANHPI) communities; Indigenous communities; and cover issue areas, including health care and housing – though final decisions on portfolio assignments will depend on experience and interest.

The ideal candidate will have strong San Diego ties and experience working with diverse communities; exceptional communication, organizational, and writing skills; and a genuine desire to serve constituents contacting Congresswoman Jacobs for assistance. Multilingual and previous customer service skills are a plus.

This is not a 9-5 position and will include evenings and weekend events and meetings.

Application instructions: Applicants should submit a letter of interest, résumé, and a list of at least three professional references by email to the District Director,

Paola Guzman, at SaraJacobs.Resumes@mail.house.gov with “Community Representative - [Last Name]” in the subject line. Application materials are due by 5pm PT on Friday, December 8, 2023; applicants selected to move on to the next round will be contacted shortly thereafter. No phone calls or drop-ins please.

The Office of Congresswoman Jacobs 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-603-23 The office of Congresswoman Hillary Scholten (MI-03) is looking to hire a new **Legislative Assistant/Senior Legislative Assistant** – title commensurate with experience – to handle the Congresswoman’s work on the Small Business Committee, Healthcare, Agriculture, Education, Labor, Immigration, Veterans, the Democratic Women’s Caucus and the Child Labor Prevention Task Force.

The ideal candidate will have previous Hill experience, knowledge of the legislative process, experience with small business and healthcare portfolios and demonstrate strong written and verbal communication skills. The ideal candidate will be independently motivated, able to manage multiple projects and tasks, and work well under pressure. Michigan ties are preferred. This is not an entry level position.

The position is eligible for transit benefits, student loan repayment assistance, and parking. This is an in-person position, with remote work opportunities.

The Office of Congresswoman Hillary Scholten 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.

Salary: \$70,000-78,000, commensurate with experience.

JOB DUTIES:

- Collaborates with the Legislative Director and Chief of Staff to formulate and advance legislative initiatives for assigned issue areas
- Plans, coordinates, and schedules to introduce legislation in the House (or offering it on an appropriate vehicle if it is in an amendment)
- Considers and addresses differing perspectives and opinions to navigate conflicts and develop solutions effectively
- Tracks legislation and other developments in assigned issue areas to brief the Member for floor work, committee work, work in the district, and outside House-related activities
- Provides information to generate ideas and make decisions pertaining to press,

district events, mass mailings, and newsletters

- Provides district office staff with targeted information to assist preparation for community events and Town Hall meetings
- Provides input to assist the Communications Director with draft speeches, press releases, op-eds, and Congressional Record statements for the Member.
- Answers constituent letters in assigned issue areas and assists constituents with federal matters
- Acts as a liaison with committee and Federal departments and agencies to communicate and coordinate information regarding specific legislative matters
- Prepares briefing materials for Member in advance of committee hearings, markups, and meetings
- Attends hearings, markups, and meetings, with the Member

All interested candidates should submit a cover letter, resume, and 3 professional references by Thursday, November 30, 2023 to scholtenjobs@gmail.com with the subject “Legislative Assistant: LAST NAME”.

MEM-589-23 Deputy Communications Director/Press Secretary

Southwestern Democrat is seeking a dependable and highly motivated bilingual (English/Spanish) communicator with strong writing skills and the ability to establish a strong rapport with the press.

Qualified candidates will be responsible for ensuring the objectives and achievements of the Member are communicated effectively in Spanish-language mediums utilizing print, digital, and social media. This position will work closely with the Communications Director.

Responsibilities include: Serving as the on-the-record contact for Spanish-language media, drafting press releases for distribution; writing talking points/speeches/scripts; creating social media content; staffing at media events, and assisting with other duties as assigned.

Occasional weekend work is required. Candidates must have outstanding writing and communication skills and be willing to collaborate with various departments to accomplish objectives while juggling multiple deadlines and projects.

Interested applicants should send a cover letter, resume, writing sample (no more than 1 page), and 2 references to SWDemResumes@mail.house.gov indicating job posting in subject line.

**MEM-588-23 TITLE: Legislative 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:

- Provides legislative support to Subcommittee staff and assists with duties as assigned.

DUTIES:

- Drafting and maintaining Subcommittee archive, activities reports, and relevant publications;
- Analyzing proposed legislation and assisting with the drafting of legislation within the Majority agenda;
- Assisting with full Committee hearings and Subcommittee hearings on matters within Subcommittee jurisdiction, including assisting Subcommittee staff in organization of, and preparation for, hearings, to include determination of Majority agenda, briefing of Members, drafting memoranda and remarks for Chairman, and development of questions;
- Coordinating with Member staff during full Committee hearings and Subcommittee hearings on matters within Subcommittee jurisdiction;
- Research preparation of hearings by reviewing previous hearing transcripts, relevant statutes, and VA policy;
- Requesting information from the Department of Veterans Affairs (VA) on matters within the Subcommittee jurisdiction;
- Determining and tracking the status of pending legislation;
- Reviewing the Congressional Record, Federal Register, House Calendar, and other publications for matters of interest to subcommittee Members and staff;
- Participating in staff-level negotiations, to include knowledge of background information on legislation being considered;
- Conducting meetings with VA, veteran service organizations or other scheduled parties;
- Preparation of memorandums for the full Committee and Subcommittee Chairman on matters under the jurisdiction of the Subcommittee;
- Developing recommendations on VA policy and serving as a resource for Members both on and off Committee;
- Conducting VA oversight visits; and,
- Responsible for all other duties assigned by the full Committee Chairman, Staff Director, or Deputy Staff Director; and assist other Committee staff, as needed.

MINIMUM QUALIFICATIONS:

- Bachelor of Arts or Science;
- At least one (1) year of full-time experience as a staffer working for Congress. Experience working as staffer for a committee is a plus.

REQUIRED SKILLS:

- Strong writing skills;
- Proficiency in Microsoft Office;
- Organizational skills;
- Problem solving;
- Strong verbal communication;

- Team oriented;
- Ability to work well under pressure; and,
- Attention to detail.

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

Other Information: Employment with the U.S. House of Representatives is at-will. The U.S. House Page 23 of 24 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 three (3) writing samples to the following e-mail address: VAR.Resumes@mail.house.gov with “DAMA Republican Legislative Assistant” in the subject line. No calls or walk-ins, please.

MEM-585-23 Congressman-elect Gabe Amo (RI-01) seeks a **Scheduler** to join his office in Washington, D.C. Candidates must have exceptional organizational and communications skills, be detail oriented, proactive, and able to work in a fast-paced, collaborative environment.

Candidates are expected to keep the Congressman’s schedule updated, respond to and process invitations for meetings and events in a timely manner, and manage the Congressman’s travel plans and logistics. The Scheduler will work closely with the Chief of Staff and District Director and may have other duties as assigned.

Capitol Hill or other relevant administrative, operations, or scheduling experience is strongly preferred. This is not an entry-level position. Rhode Island ties are a plus.

Candidates of diverse backgrounds are encouraged to apply. The office does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

To apply, send in a single PDF with a resume, a cover letter, and three references (including name, current title and organization, phone number, email, and relationship to the reference) to RI01AmoJobs@gmail.com, with the following subject line: "Full Name – Scheduler."

MEM-579-23 Staff Assistant

OFFICE OF REPRESENTATIVE MIKE LEVIN (CA 49th Congressional District)

REPORTS TO: District Director

SUMMARY:

This position is responsible for managing the front desk and all administrative duties of a Congressional district office. The staff member in this role interacts regularly with constituents, responds to correspondence and verbal communications with constituents, and occasionally staffs the Member of Congress. This staff member is based in the Oceanside office but may be required to travel on occasion to the Dana Point office.

ESSENTIAL JOB FUNCTIONS:

- *Manages the front desk
- *Collaborates with other district and DC-based Staff Assistant to log all incoming mail, telephone calls, and correspondence
- *Tracks office supplies
- *Assists with recruiting, interviewing, training, and management of district interns
- *Oversees production and tracking of certificates and proclamations
- *Screens phone calls and refers cases, when appropriate, to other district office
- *Scans and sends invoices to DC office
- *Maintains records of incoming grants, constituent recognition and thank you letters
- *Meets attendance requirements as established by the office
- *Maintains a good working relationship with the Congressman, staff, and constituents
- *Performs other duties as assigned
- *Takes initiative to identify needs and takes action to complete tasks required
- *Knowledge of office policies, practices, and procedures

SKILLS AND KNOWLEDGE REQUIRED:

- *Strong oral and written communication skills
- *Familiarity with local, state, and federal agencies and departments
- *Familiarity with issues and events in the district in which the Congressman is involved
- *Proficiency with word processing and spreadsheets
- *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
- *Thoroughness and careful attention to detail

The salary for this position is \$45,000 to \$47,000, commensurate with experience.

To apply: Please send resume, cover letter, and three professional references to: CA49.applications@mail.house.gov.

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation. We strongly value the diversity of our employees and encourage candidates from diverse backgrounds to apply, including women, people of color, and members of the LGBTQIA community.

MEM-578-23 Senior Democratic Member is seeking an enthusiastic, well organized, and professional individual to serve in the role of **Staff Assistant**. The successful applicant will be personable, organized, possess excellent communication and time-management skills, the ability to exercise sound, independent judgment, and the ability to work cooperatively and courteously with others.

Daily tasks include answering phones, processing mail, assisting with constituent requests for information, coordinating tours, and other administrative duties supporting the Member and staff as needed. We are especially interested in talking with tech savvy individuals familiar with Apple products, Zoom, Outlook and WebEx.

To apply, please send a resume and a cover letter to staffassistant2023@yahoo.com. No walk-in applicants or phone calls, please.

MEM-573-23 Representative Ami Bera, M.D. (CA-06) is seeking a dynamic and creative **Press/Digital Assistant** to join his office. The Press/Digital Assistant will play a key role in supporting the Communications Director in developing and implementing the office's communications strategy and digital outreach efforts.

This position requires a candidate who can leverage graphics, videos, and impactful writing to enhance our online presence and engage with the constituents in CA-06.

Ideal candidates will have Sacramento or California ties, a strong proficiency in writing, digital skills, and photography, along with the ability to think innovatively in order to effectively convey key messages to new audiences. A minimum of 1-2 years of prior experience in digital outreach and graphic design (using tools like Canva, Photoshop, etc.) is essential.

Key responsibilities will include creating graphics and social media content, producing videos, managing press lists, compiling press clips, drafting newsletters for constituent outreach, drafting press materials, providing support for Franked communications plan, and performing additional tasks as assigned.

This office is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity. Women, people of color, and candidates from diverse backgrounds are strongly encouraged to apply.

Please submit a resume, cover letter, one writing sample, and two examples of your graphic design or video/photography work in a single PDF document to jobs.ca06@gmail.com with “Press/Digital Assistant – Last Name, First Name” in the subject line. No walk-ins or phone calls.

MEM-570-23 The Committee on Ethics has an opening for a **Staff Assistant**.

Duties include assisting the technology needs of Committee staff; editing and maintaining the Committee’s website; answering telephones; assisting with the tracking and processing of committee correspondence; providing administrative support in setting up committee meetings; and entering data and navigating databases with accuracy.

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

Applicants with experience or interest in learning information technology assistance are strongly encouraged to apply. This is an entry level position with a starting salary of \$49,382 per year.

Please email cover letter and resume with “Staff Assistant” in the subject line to ethicsjobs@mail.house.gov
NO PHONE CALLS PLEASE

MEM-556-23 **Legislative Director**

Congresswoman Susie Lee (NV-03) seeks an experienced Legislative Director to join her office in Washington, D.C. In close collaboration with the Member, Chief of Staff, and her communications and district teams, the Legislative Director will oversee the Member’s policy agenda, particularly through her work on the House Appropriations and Natural Resources Committees and manage her legislative team. This position reports to the Chief of Staff and works closely with

the COS in formulating the Member's legislative strategy while uplifting the legislative team in their work.

Candidate should have a strong track record of managing, training, and supervising a team in a fast-paced environment, translating authorizing and appropriations priorities into successful outcomes, and developing strong relationships with on- and off-Hill stakeholders. Sound policy judgement and firm grasp of committee, floor, and other House procedures are musts.

Candidate should have strong verbal and written communication skills fit to keep the Member and full team consistently briefed. Candidate must be driven, creative, good-humored, skilled at receiving and delivering feedback, and committed to furthering a team-first, collaborative work environment. Candidate will also oversee the office's constituent correspondence program. Nevada ties are a plus, as is experience with immigration, defense, foreign affairs, education, and judiciary issues.

Applications will be reviewed as they are received, and interviews could begin very soon, with an eye to quickly filling this position. Interested candidates are encouraged to apply as soon as they can.

Candidates of diverse backgrounds are encouraged to apply. The office does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

To apply, send in a single PDF a resume, cover letter, writing sample of 1,000 words or fewer, and three references (including name, current title and organization, phone number, email, and relationship to the reference) to nv03resumes@gmail.com, with the following subject line: "Full Name – Legislative Director."

MEM-546-23 Member Services Director, Congressional Black Caucus (CBC)

The Congressional Black Caucus (CBC) seeks a Member Services Director who is exceptionally motivated, dynamic, strategic, and detail-oriented to engage with CBC Member offices and outside partners to advance a robust member services portfolio.

The Member Services Director will be expected to proactively build strong relationships across CBC Member offices and develop strategic opportunities for Member engagement advancing shared priorities. The individual will also be expected to coordinate with CBC staff to field and respond to inquiries and requests for support from Member offices and respond to and share external opportunities for Member engagement as they arise.

The Member Services Director is also responsible for assisting in overseeing all aspects of caucus operations, logistics, designated administrative responsibilities and to support caucus leadership.

The Member Services Director responsibilities will include:

- Conducting regular outreach to Member offices to build relationships with staff, share opportunities for Member or staff participation in events, messaging, and other efforts, and identify new ideas for collaboration with Member offices
- Sharing resources with Member offices and working with CBC, congressional, and external staff to develop high-quality materials for Member office use
- Drafting regular newsletters for Member offices with relevant updates and opportunities, as well as for external audiences to uplift Member engagement on CBC issues
- Developing a network of external partners working on issues relevant to the CBC and Member offices
- Maintaining staff contact information and distribution lists
- Provides orientation and training for new staff;
- Assists departing employees with necessary administrative procedures (i.e., returning keys, House I.D. cards, and other office property; obtaining forwarding addresses, work files, and records);
- Supervises the mail operations and the administrative files and personnel records;
- Assists staff in scheduling House or Capitol rooms for outside group functions;
- Organize and facilitate meetings and other strategic convenings to support institutional
- change, policies, and programmatic work;
- Oversees operations for CBC including organizing weekly meetings and events
- Provides logistical support for all programming
- Works with the CBC personal office staffs and coordinates with the CBC Schedulers to implement the Caucus' priorities
- Builds and maintains databases of internal and external stakeholders

Qualified candidates must have an understanding of CBC policy priorities and familiarity working with the African American community. Outstanding writing and communication skills, sound political judgment, and the ability to work closely and collaboratively with multiple Member offices and key stakeholders are essential. Top candidates should also be detail-oriented and possess the ability to multi-task, work well in a fast-paced setting, and act as a team player.

Candidates should have a demonstrated understanding of House and Senate legislative processes.

To apply, please send a cover letter, resume to vincent.evans@mail.house.gov. No walk-ins or calls please.

MEM-508-23 Congresswoman Shontel Brown (OH-11) seeks an exceptional, experienced **Press Secretary/Digital Director** (PS/DD) to join a dynamic, fast paced team, working out of the Washington, DC office.

Working with the Communications Director, located in the District, the PS/DD will develop, coordinate, and implement digital and traditional media and communication strategies that highlight the Member's work and advance her robust online/digital presence. Other primary responsibilities include but are not limited to developing, editing, and producing graphics, videography, and other creative tools to enhance messaging; fielding press requests from local and national media; producing the Member's newsletters; drafting releases and advisories, speeches , and talking points.

The successful candidate will have a creative and strategic approach to visual and graphic design, excellent oral and written communications skills, an ability to handle multiple assignments on tight deadlines, a desire to hone the Member's voice, a strong collaborative approach to cross functional teaming, and a good sense of humor. They will also have a working knowledge of the legislative process, procedures, and organization of the House, with a proven ability to build strong, collaborative relationships while working in a crisis-oriented environment and handling stress appropriately. Ohio ties are a plus, but not required, but proven effective digital and videography experience is required.

This is not an entry level position. The ideal candidate will have at least three years of Hill and/or other communications experience in a policy or constituent services environment with an emphasis on professional digital media, videography, and general communications proficiency beyond the intern level. The salary is flexible and dependent upon proven experience and expertise.

Applicants should submit a cover letter, resume, two writing and one creative samples to Ohio11Resumes@mail.house.gov with the subject line "Press Secretary – Last Name, First Initial." No drop-ins, direct emails to staff or phone calls, please. The position is open until filled, but applications will be screened as they are received.

MEM-468-23 The Office of Congressional Ethics (OCE), an independent, non-partisan investigative entity established by the United States House of Representatives, seeks one attorney with 5-10 years of experience to serve as **Investigative Counsel**.

The Investigative Counsel reports to the Staff Director and Chief Counsel and will be responsible for conducting sensitive inquiries into allegations of possible violations of federal law and ethical standards of conduct by current Members, Officers and Staff of the House of Representatives and advising the Staff Director and Chief Counsel on legal and policy matters.

The OCE is seeking attorneys interested in the OCE's work supporting ethics and transparency within the House of Representatives. The Investigative Counsel would join a small, Washington, DC-based, investigative team, and would be eligible to apply for hybrid work accommodations combining in-person core days and remote work.

Core Responsibilities:

- Review information received by OCE, discern possible violations, and identify facts requiring further investigation
- Plan, organize and conduct investigations regarding allegations and advise the Staff Director and Chief Counsel regarding appropriate evaluation of cases
- Advise the Staff Director and Chief Counsel on legal issues in matters under investigation and on broader legal and policy issues involved in the operations of OCE
- Draft lengthy and detailed memoranda, reports, and referrals for Board consideration and potential public release

Qualifications:

- Demonstrated ability to conduct and direct complex legal research and present the results in a clear, precise and persuasive manner
- Thoroughness and careful attention to detail
- Strong oral and written communication skills
- Strong legal judgment and demonstrated professional integrity
- Experience auditing large sets of data or evidence and providing detailed analysis
- Desirable but not required:
 - *Investigative experience with high-profile and sensitive matters;
 - *Experience with investigations involving public officials;
 - *Experience with campaign finance or ethics law;
 - *Experience conducting interviews or depositions;
 - *Experience writing public reports or legal documents; and
 - *Advanced proficiency in development and use of electronic databases, and other computer skills including knowledge of current information technology tools related to investigations
- Ability to:
 - *work independently or as part of an investigative team;
 - *manage multiple tasks and projects;
 - *work well under pressure and tight time deadlines; and
 - *exercise discretion and independent judgment

Duties:

- Developing investigative strategies and implementing investigative plans
- Reviewing evidence and data in order to analyze, develop, and provide detailed written and oral reports of findings
- Identifying information to substantiate or disprove allegations and assess the likely sources of that information

- Collecting and reviewing documents, electronic media, and physical evidence
- Interviewing witnesses and subjects
- Performing other duties as assigned

Requirements:

- Ability to pass Security Background Investigation to obtain Top Secret clearance
- Graduation from an ABA accredited law school and active bar membership

Applicant Instructions:

Please send cover letter, short writing sample, and resume (electronic submissions preferred) to:

Omar S. Ashmawy
Staff Director and Chief Counsel
Office of Congressional Ethics
United States House of Representatives
P.O. Box 895
Washington, DC 20515-0895
OCEJOB@mail.house.gov

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 stephanie.moore@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.

MEM-354-23 Policy Director, Congressional Black Caucus (CBC)

The Congressional Black Caucus (CBC) seeks a Policy Director to manage the Caucus’ policy agenda, including crafting and executing effective legislative strategies to advance Caucus policy priorities, representing the Caucus as point of contact on all policy engagements, working with Members’ staff to advance legislative proposals, developing materials to support the goals and mission of the Caucus, and promoting the Caucus both internally within the House of Representatives and externally to the public. The Policy

Director's responsibilities will include:

- In conjunction with Members, developing Caucus' policy priorities and strategic objectives
- Executing Caucus' policy agenda through nuanced understanding of community stances
- Working collaboratively with the Executive Director and other Caucus staff to advance CBC's work internally on Capitol Hill and through deep engagement with stakeholder entities to push CBC priorities forward
- Collaborating with CBC Member office staff to further Caucus policy objectives and managing communication with CBC policy councils
- Collaborating with communications staff to convey legislative positions and wins into external messaging through statements, social media, and press engagement
- Organizing policy-focused events for Caucus members and external stakeholder participation

Qualified candidates must have an understanding of CBC policy priorities and familiarity working with the African American community.

Outstanding writing and communication skills, sound political judgment, and the ability to work closely and collaboratively with multiple Member offices and key stakeholders are essential. Top candidates should also be detail-oriented and possess the ability to multi-task, work well in a fast-paced setting, and act as a team player.

This is not an entry-level position and candidates should have a demonstrated understanding of House and Senate legislative processes.

To apply, please send a cover letter, resume, and writing sample to vincent.evans@mail.house.gov. No walk-ins or calls please.

MEM-305-23 DPCC COMMUNICATIONS DIRECTOR – The House Democratic Policy and Communications Committee seeks an experienced Communications Director.

The Communications Director will work with the Executive Director to design and execute strategies that advance the message priorities and values of House Democrats; create messaging guidance, event suggestions, sample releases, and other communications tools; help Democratic offices pitch stories, hold strong local press events, and position Members in the media; and assist in bolstering paid communications programs in Democratic offices.

The Communications Director is also expected to assist with the planning and execution of regular DPCC message meetings and policy dinners; support DPCC outreach initiatives; and assist with daily tasks and long-term planning. Spanish language fluency and experience with constituency media is strongly preferred.

This is not an entry-level position; a strong background in communications on Capitol Hill is required. DPCC is an equal opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ+ identification, family status, or military status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

Applications will be accepted on a rolling basis until the position is filled. DPCC will contact the best qualified candidates to begin our interview process.

To apply, please email jobs.DPCC@mail.house.gov with the following application materials attached as one combined PDF: 1. Cover letter; 2. Résumé; 3. Two writing samples, with one coming from work on Capitol Hill; and 4. 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 contacting you first).