



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**House Vacancy Announcement and Placement Service (HVAPS)**

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of March 7, 2022**

**MEM-111-22** North Carolina Democrat seeks **District Director** to oversee all operations of the district office, including the development and implementation of policy objectives, strategies, and operating plans, as well as direct all activities and staff of the district office.

This position is responsible for recruiting, hiring, training, and managing district staff and ensures that district staff complies with office policies, practices, and procedures; represents the Member and/or assigns appropriate staff to do so at events or functions through the district as needed.

Responsibilities include strategizing, developing, and implementing district communications and outreach plan for constituents, including casework management. This individual also serves as the primary liaison between the Congresswoman and constituents and special interest groups in the district, and acts as an advisor for the Congresswoman on local concerns, district issues and politics, and other developments throughout the region.

Candidates must possess a bachelor's degree preferably: business management, public administration, public policy and/or political science; have a minimum of 3-5 years of management experience, a strong ability to provide necessary organization, leadership and motivation to manage a Congressional office; excellent oral and written communication skills; and thorough knowledge of the legislative process. The ideal candidate is energetic, detail-oriented, able to multi-

task, politically astute, and willing to work evenings and weekends in a fast-paced and demanding setting. North Carolina ties are a plus.

Candidates should submit a cover letter, resume, and appropriate writing samples to [nc12.resume@mail.house.gov](mailto:nc12.resume@mail.house.gov), with “District Director” in the subject line, by Friday, March 18, 2022. No phone calls, faxes, or walk-ins, please.

This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Consistent with applicable law, the Office requires all staff to be fully vaccinated against COVID-19 as a term and condition of employment.

**MEM-109-22** U.S. Congressman Ed Case (Hawai’i - 01) is seeking a **Scheduler/Administrative Assistant** for his Washington, D.C. office.

Scheduling duties include but are not limited to managing all aspects of the Congressman’s daily and long-term schedule in D.C., Hawai’i and elsewhere. Other duties include coordinating and implementing administrative functions of the D.C. office, including constituent mail, tours requests, inventory management and records management. Direct report is to the Chief of Staff, although the individual will work closely with the Deputy Chief of Staff and the Congressman is routinely involved in all aspects of his office operations.

Preference given to (1) prior Capitol Hill experience, (2) prior scheduling experience and (3) Hawai’i background. Applicants are asked to detail these attributes in their application package. The position also requires initiative, strong interpersonal skills, multitasking, the ability to work independently and effectively under pressure, make decisions and solve problems, orientation to detail, excellent verbal communication and writing skills, and long hours especially adjusting to changing time zones.

To apply, please send a resume, cover letter, three references and two short writing samples to [HI01resumes@gmail.com](mailto:HI01resumes@gmail.com) with “Scheduler/Administrative Assistant” in the subject line. Please, no phone calls, faxes or drop-ins.

**MEM-108-22** Representative Kilmer seeks a **Legislative Assistant** to support his work on interior, environment, and related issues, including his work on the Appropriations Subcommittee on Interior and Environment.

The portfolio will also include managing an active and diverse policy portfolio that includes Energy, Environment, Fisheries/Oceans, Natural Resources/ Public Lands, and Native American issues.

Responsibilities for this position include: managing appropriations requests; staffing committee hearings and markups; developing and advancing legislative

priorities; drafting cosponsor and vote recommendations; writing policy memos and talking points; and working directly with stakeholders and constituents. This is not an entry-level position and prior Hill experience is strongly preferred.

Candidates must have excellent written and verbal communication skills, be entrepreneurial and adept at multitasking, and enjoy working as part of a collaborative team in an active and fast-paced office. The ideal candidate will have experience working on natural resource and tribal issues in the Pacific Northwest and a clear understanding of the appropriations process.

Diverse candidates, women, and LGBTQ persons are strongly encouraged to apply. 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. Washington state ties are a plus but not required.

To apply, please send a resume, cover letter, two short writing samples, three references, and if willing your best joke, to [Kilmer.Resumes@mail.house.gov](mailto:Kilmer.Resumes@mail.house.gov) with the subject line "LAST NAME Natural Resources LA."

**MEM-105-22** California Democratic Congressman seeks a **Staff Assistant** for his Washington, D.C. office. Responsibilities include driving the Congressman to official business, managing the front office, answering phones, processing flag and tour requests, and additional administrative duties as required.

Candidates should be dependable, hardworking, and resourceful. This position requires excellent interpersonal and time management skills, as well as the ability to work in a fast-paced environment. California ties are preferred. Candidates must possess a car and driver's license in good standing.

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.

Qualified candidates should send a resume, cover letter, and 1-2 page writing sample to [CAHouseJob@mail.house.gov](mailto:CAHouseJob@mail.house.gov) and include "Staff Assistant" in the subject line. Applications will be reviewed on a rolling basis.

**MEM-102-22** Senior Democratic Congresswoman seeks an experienced, organized, and detail-oriented **Scheduler/Office Manager** for her Washington, D.C. office.

Responsibilities include managing office calendars and visitor access to Member, organizing and tracking meeting and event invitations, speaking engagements,

travel reservations and other requests for the Member, coordinating with district staff, and managing administrative matters for office operation. The position also manages the office's intern program.

The Scheduler/Office Manager will work closely with other staff members, particularly senior staff, to ensure efficient and seamless office operations. Ideal candidates are flexible, responsive, collaborative, work well under pressure and on short deadlines, and are able to balance competing demands.

Candidates must be available to assist the Member outside of regular business hours. Applicants should also have a positive attitude, excellent organizational skills, strong written and verbal communication and interpersonal skills, political instincts and an ability to thrive in a fast-paced environment.

This is not an entry-level position. Previous Capitol Hill operational and/or scheduling experience is required, 3+ years of experience a plus. Ohio ties a plus.

No phone calls, emails, or drop-bys.

Please submit cover letter, and resume to [Midwestern.Resume@mail.house.gov](mailto:Midwestern.Resume@mail.house.gov).

**MEM-101-22** Midwest Republican Member looking to add **Deputy Chief of Staff** to growing team.

Responsibilities include, but are not limited to:

- Assisting Chief of Staff with day-to-day operations.
- Engaged in legislative activities and works with the Legislative Director on oversight of the policy team.
- Works closely with the district operation to create a consistent communication for the whole team.
- Ideal candidates have operations and/or legislative experience.
- Candidates must have prior Capitol Hill or relevant policy experience, be highly motivated, detail-oriented professionals with strong organizational and time-management skills.

Interested candidates should send a resume to: [midwestgopmember@gmail.com](mailto:midwestgopmember@gmail.com)

**MEM-100-22** Senior House Republican Seeks **Press Secretary/Digital Director**  
Candidates must excel in a fast-paced existing press operation. Familiarity or existing contacts with conservative media outlets a major plus. Position based in Washington, DC office. Must work well under pressure.

Required

- Video filming and editing skills
- Excellent research skills
- Above-average writing ability

#### Duties

- Successfully pitch and book the Member on national tv and radio
- Develop and assist with press releases, talking points, op-eds, and other materials
- Grow and manage a national press list
- Create compelling social media content
- Assist with maintaining office's website and social media accounts
- Create and edit videos and graphics
- Monitor the Congressman's presence and interactions on social media, keeping Communications Director and Chief of Staff up to date on emerging trends and important conversations happening online
- Take photos/video at events
- Compile daily clips

#### Contact

Please submit your resume to [Midwestern.Job@mail.house.gov](mailto:Midwestern.Job@mail.house.gov) with "Press Secretary/Digital Director" in the subject line.

**MEM-098-22** The Office of Congressman Tom Malinowski seeks a **Constituent Services Representative** based in his Somerville, NJ office to advocate on behalf of constituents seeking assistance with federal agencies or accessing federal benefits or resources.

This is a public-facing position, directly assisting constituents of New Jersey's 7th Congressional District. Applicants must possess the temperament to communicate in a tactful, pleasant, and professional manner at all times.

#### Essential Job Functions:

- Advocate on behalf of constituents seeking assistance with matters before federal agencies; this could include but is not limited to assistance with the IRS, travel and immigration, social security, medicare, and veterans benefits.
- Acts as the representative for the Congressman within their areas of responsibility, including answering casework correspondence, meeting with constituents, and serving as a liaison with federal, state, and local authorities;
- Prepares periodic reports for the Congressman on pending cases and district activities in their assigned issue areas;
- Continually screens active cases and provides regular status updates to constituents;
- Maintains up-to-date files on all cases;
- Assesses casework for problems requiring intervention from the Congressman.
- Screens and refers cases, when appropriate, to other federal or state legislative offices;
- Provides logistical support to the Congressman at events he attends in the district and serves as support staff for events hosted by the office.
- Performs other duties as assigned.

Skills and Knowledge Required:

- Ability to learn quickly and develop a thorough knowledge of local, state, and federal agency processes.
- Professional telephone and email demeanor;
- Ability to work cooperatively and courteously with others;
- Thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities.

Applicants must be willing to work a flexible schedule, including some evenings and weekends, and can expect a portion of each week to be spent outside the office meeting with constituents and representing the congressman at events. Applicants must have a valid driver's license and working vehicle.

1-2 years' experience preferred but outstanding recent graduates are welcome to apply. Starting salary for this position is \$40,000 to \$45,000 a year commensurate with experience.

This office is an equal opportunity employer; 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.

To apply, please send a resume, cover letter, and short writing sample to [NJ07Resumes@mail.house.gov](mailto:NJ07Resumes@mail.house.gov) with the subject line "NJ07 Constituent Services Representative."

**MEM-097-22** Congressman Tony Cárdenas (CA-29) seeks an enthusiastic and hard-working **Press Assistant/Digital Manager** to join his Washington, D.C. office.

The ideal candidate is team-oriented, self-motivated and resourceful. Successful applicants will have strong writing and communication skills, work quickly under pressure, be creative, proactive and strategic, work well with others and have a keen sense of visual and graphic design.

Daily tasks include but are not limited to managing and creating content for social media platforms, drafting press materials and e-newsletters, maintaining the office's website and leading photography and video production. The preferred candidate will have 1+ years of political, Capitol Hill or other government communications experience. This position reports to the Communications Director.

The office is an equal opportunity employer and encourages women, people of color, veterans and LGBTQIA+ candidates to apply.

To apply, please send a resume, cover letter, two writing samples and a digital portfolio to [CA29Jobs@mail.house.gov](mailto:CA29Jobs@mail.house.gov) by March 11, 2022.

**MEM-091-22** The House Committee on Education and Labor (Democratic staff) seeks a highly organized, personable, dependable, and professional **Staff Assistant** for a very busy front office.

Responsibilities include answering telephones; greeting visitors; processing mail; assisting with the tracking and processing of committee correspondence; providing administrative support in setting up committee meetings; assisting with the intern program; and assisting with staff projects. An ability to juggle multiple tasks is critical.

Applicants must have excellent communication and interpersonal skills and be able to work well in a team environment. To apply, applicants must submit a cover letter, resume, and three professional references to [E&L.Jobs@mail.house.gov](mailto:E&L.Jobs@mail.house.gov) with "Staff Assistant" in the subject line. Please apply no later than March 11, 2022.

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

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

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

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

NO PHONE CALLS PLEASE

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



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

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

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

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

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

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

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



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

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

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

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

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

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

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

This is not an entry level position. This office is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply.

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

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

**PRIMARY RESPONSIBILITIES:**

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

**QUALIFICATIONS:**

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

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

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

**MEM-069-22** The Office of Congressman Steven Horsford (D-NV-04) seeks a **Press Media Secretary** based in the DC office to work closely with the Communications Director, based in the district office to develop and execute the Congressman’s communications strategy as a member of the House Ways and Means, Armed Services, and Budget committees.

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

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

Responsibilities include but are not limited to

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Candidates with a diverse background, Nevada state ties, and Spanish-language proficiency are strongly encouraged to apply. Rep. Titus is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

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

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

An ideal candidate will:

- Possess strong written and oral communications skills and the ability to multitask while thriving in a fast-paced setting under tight deadlines;
- Have experience working directly with local and national reporters, bookers, and other members of the media to proactively pitch stories and respond to inquiries;
- Think strategically and creatively while designing, implementing, and evaluating both short and long-term communications plans in addition to leading rapid response efforts;
- Have a proven track record of writing in the voice of a principal (op-eds, speeches, statements, messaging, talking points, digital content, etc.) and explaining policy issues in ways that people can easily understand;
- Know how to operate directly with a principal and collaboratively across departments while demonstrating experience managing a team;
- Understand the digital media landscape and current digital trends, with experience overseeing a digital program;
- Have a strong record of advocating for progressive values;
- Be willing to staff the Congresswoman for press, and work weekends and irregular hours.



Responsibilities include but are not limited to:

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

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

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

Qualified candidates should include the following in their application:

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

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

**MEM-594-21    Job Announcement: Field Representative**

**Southern California Republican Member of the House**

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

**Basic Functions**

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

**Duties**

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

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

**Requirements**

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

**Position Qualifications/Education**

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

**Salary and Application Deadline**

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

Submit a cover letter and resume to  
Stephanie Hu, District Director  
[Stephanie.Hu@mail.house.gov](mailto:Stephanie.Hu@mail.house.gov)

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

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

Responsibilities include but are not limited to:

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

The ideal candidate will be/must have:

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

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

Qualified candidates must include a cover letter, resume, one writing sample and three professional references in a single PDF file. Email submissions to the

Director of Administration, [nv04resume@mail.house.gov](mailto:nv04resume@mail.house.gov). Subject line must read " MEM-NV04-DSA-2 \_\_last name, First name".

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

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

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

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

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

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