



U.S. House of Representatives

CAO

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MEMBER AND COMMITTEE VACANCY LISTING

Week of May 2, 2022

MEM-234-22 TITLE: **Research Assistant**, Subcommittee on Economic Opportunity, House Committee on Veterans' Affairs, Republican Staff

REPORTS TO: Republican Staff Director, Subcommittee on Economic Opportunity

CORE RESPONSIBILITIES:

- Provides administrative, legislative, and research support to Subcommittee staff, and assists with other duties as assigned.

QUALIFICATIONS:

- Bachelor of Arts or Science;
- Work, internship, or other experience in a professional environment;
- Strong writing skills;
- Proficiency in Microsoft Office;
- Organizational skills;
- Problem solving skills;
- Strong verbal communication;
- Team oriented;
- Ability to work well under pressure; and,
- Strong attention to detail.

DUTIES:

- Answering the telephone and responding to caller inquiries;

- Reviewing incoming mail and preparation of correspondence;
- Maintaining Subcommittee archive, activities report, and relevant publications;
- Assisting with Subcommittee hearings and full Committee hearings on matters within Subcommittee jurisdiction;
- Maintaining the Subcommittee’s outstanding deliverable requests made to the Department of Veterans Affairs (VA);
- Determining and tracking the status of pending legislation;
- Participating in staff-level negotiations, to include knowledge of background information on legislation being considered;
- Assisting Subcommittee staff in organization of, and preparation for, hearings, to include determination of Minority agenda, preparation of research and hearing briefing memo, and development of questions;
- Conducting meetings with VA, veteran service organizations or other scheduled parties;
- Briefing subcommittee Members’ staff;
- Drafting remarks for Ranking Member and suggested questions for hearings;
- Preparing memorandums for the full Committee and Subcommittee Ranking Members on matters under the jurisdiction of the Subcommittee;
- Research preparation of hearings by reviewing previous hearing transcripts, relevant statutes, and VA policy; and,
- Responsible for all other duties assigned by the full Committee Ranking Member, Staff Director, or Deputy Staff Director; and assist other Committee staff, as needed.

How to Apply:

Qualified candidates please send résumés and cover letter only to the following e-mail address: VAR.Resumes@mail.house.gov with “EO Republican Research Assistant” in the subject line. No calls or walk-ins, please.

MEM-232-22 The Select Subcommittee on the Coronavirus Crisis in the U.S. House of Representatives conducts investigations to ensure the nation’s response to the coronavirus crisis is efficient, effective, and equitable.

Chairman James E. Clyburn seeks to fill a **Counsel or Professional Staff** position on the Majority staff. The ideal candidate will be an attorney or policy professional with several years of investigative or litigation experience. Recent law school graduates with relevant professional experience prior to attending law school may be considered on a case-by-case basis.

Responsibilities include leading investigations, conducting depositions and transcribed interviews, preparing for hearings, and drafting reports.

Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Candidates must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Please send a resume and cover letter

to SSCCJobs@mail.house.gov, with “Counsel / Professional Staff” in the subject line.

MEM-231-22 **Constituent Liaison:** Senior Democratic Member of Congress seeks an energetic, organized, creative, self-starter to join the District Office of her very active and visible constituent services staff.

Constituent Services staff assists the Member in responding to constituent issues and problems with federal agencies, staying on top of everyday events in the Member’s district, and keeping the community connected to the Member’s work.

In addition, constituent services staff also help with neighborhood events. Candidate must be able to work with patience and skill in resolving the problems of constituents and handle multiple tasks and issues effectively while making sure agencies respond in a timely manner and assuring our office responds to constituent requests and concerns while meeting deadlines.

A successful candidate will be able to work independently and think outside the box about various constituent issues and community events. Prior community or casework experience is helpful.

The ideal candidate will have significant experience interacting with the public, excellent writing and communication skills and a working knowledge or strong interest in the District of Columbia and its local government. Candidate must possess a bachelor’s degree and be, or be willing to become, a resident of the District of Columbia.

Interested applicants should send a cover letter, resume, two writing samples and references to: dc00.nortonresume@mail.house.gov.

This position is open until filled. Salary: based on skill and experience level.

MEM-230-22 **SUMMARY:**

The Office of Congresswoman Alma S. Adams, Ph.D. is seeking a **Chief of Staff** to act as the Member's chief policy advisor. This position develops and implements all policy objectives, strategies and operating plans for the Member's offices and manages and directs all activities and staff of the Member's Washington D.C. and district office(s), as well as coordinates the activities of the Member with Leadership and committee office(s).

ESSENTIAL JOB FUNCTIONS:

*Supervisory: Directly supervises up to eighteen full time employees and up to four part-time and temporary employees; carries out responsibilities in accordance with office policy and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performances; rewarding and disciplining employees;

addressing complaints; and resolving problems;

- *Manages the Washington, D.C. and district office staffs;

- *Sets and oversees the administration of office goals, policies and procedures and has oversight responsibility for all personnel matters including hiring, salary, and disciplinary decisions;

- *Manages long-term legislative plan of the Member;

- *Coordinates and supervises the efforts of all employees including the press and constituent service staffs;

- *Conducts staff meetings;

- *Approves strategies and tactics on legislative issues;

- *Acts as the Member's principal liaison and responds to office visits and telephone inquiries from constituents and various interest groups;

- *Maintains a good working relationship with the Member, staff, constituents, stakeholders, and other political offices;

- *Speaks to local and national groups, as well as the press, when the Member is unavailable;

- *Oversees the office budget;

- *Accepts performance-based criticism and direction;

- *Works well under pressure and handles stress;

- *Meets attendance requirements as established by the office;

- *Works a flexible schedule including long hours, nights and weekends; and

- *Performs other duties as assigned by the Member.

EDUCATION/EXPERIENCE:

A minimum of a bachelor's degree in political science or related field, including strong academic credentials is preferred. Alternatively, five years of related experience or training in management and/or legislation or equivalent experience.

SKILLS AND KNOWLEDGE REQUIRED:

- *Thorough knowledge of legislative process and of House organization and procedures;

- *Thorough knowledge of local, state and federal agencies and departments;

- *Thorough knowledge of the Members' Congressional Handbook and House Rules;

- *An understanding of the district and federal political process;

- *Provides necessary organization, supervisory leadership, and motivation to manage a House office;

- *Ability to perform essential job functions above;

- *Ability to maintain a good working relationship with the Congresswoman, staff and constituents;

- *Ability to work cooperatively and courteously with others;

- *Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;

- *Excellent oral and written communication skills;

- *Knowledge of the office policies, practices, and procedures;

- *Knowledge of office computer applications; and
- *Proficiency in word processing.

WORKING CONDITIONS:

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

Qualified applicants should send a cover letter and resume, along with three references to nc12.resume@mail.house.gov. Please use CHIEF OF STAFF in the subject line when submitting your materials. The office is an equal opportunity employer.

MEM-229-22 Congresswoman Nanette Diaz Barragán (CA-44) seeks an experienced **scheduler**.

Main responsibilities include maintaining the Member's daily and long-term schedules for both DC and the District; organizing and evaluating all incoming meeting requests and invitations; keeping the Member on schedule throughout the day; working with legislative and communications staff to ensure the Member is prepared for events/meetings; coordinating travel arrangements; processing and managing expenses and reimbursements for the Member; and communicating with constituents by phone and email to address requests, concerns, and questions.

Additional responsibilities include other administrative tasks.

Candidates should be highly organized, detail-oriented and able to multi-task, resourceful, team-oriented, and have a positive attitude.

This position requires availability outside of regular business hours including some weekend availability as needed.

This is NOT an entry-level position. Applicants should have previous scheduling experience (at least one year in a similar position). Salary is commensurate with experience.

Southern California | Los Angeles Metro area ties and Spanish fluency are a plus.

Interested candidates should send a cover letter, resume and three references with "SCHEDULER" in the subject line to CA44Resumes@mail.house.gov.

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

MEM-228-22 Representative Nanette Diaz Barragán (CA-44) is seeking a talented and highly motivated individual to assume the role of **Press Secretary|Digital Director**.

The person chosen for the position will work closely with the Communications Director to develop and execute the Congresswoman's long-term communications plan. They will be charged with overseeing the communications schedule, managing the Member's digital media accounts, and working with local and national reporters.

The Press Secretary|Digital Director will be responsible for a wide range of critical functions, including developing original social media content, designing graphics, editing and posting videos, maintaining the office's website, and managing media lists. Additionally, they will assist the Communications Director with drafting news releases, advisories, talking points, op-eds and other materials.

Qualified applicants must have strong writing, editing, proofreading skills and be proficient in photography, video recording and editing. They must be detail-oriented, news savvy and able to work in a fast-paced, demanding work setting -- a sense of humor and ability to be a team player is a must. Spanish fluency preferred.

This is not an entry-level position. Previous experience in press or relevant social media experience is required. Experience with Adobe Creative Cloud Products are a plus. Southern California|Los Angeles ties are a plus.

Successful applicants will need to demonstrate their writing ability by completing a writing and editing test.

To apply, please send a resume, cover letter including salary requirements, and two writing samples with "Press Secretary" in the subject line to CA44Resumes@mail.house.gov.

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

MEM-227-22 Representative Nanette Diaz Barragán (CA-44) seeks a highly talented and motivated individual to serve as a **Legislative Assistant|CHC Liaison** in Washington, DC House office - with the primary responsibilities of handling the Member's immigration, foreign affairs, military, and criminal justice, Homeland Security Committee work, and serve as Member's liaison to the Congressional Hispanic Caucus (CHC).

Candidates must have a proven record of proposing legislation, developing amendments, and leading on letters.

Primary responsibilities include:

- Drafting legislation and amendments and advancing them through various legislative vehicles;
- Preparing hearing binders and questions for witnesses for Homeland Security Committee hearings;
- Drafting talking points, vote recommendations and other materials;
- Monitoring and analyzing legislative developments, committee proceedings, news stories and other relevant info; and
- Representing the Member in meetings with constituents and stakeholders.

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

Spanish language skills preferred. Southern California ties a plus.

Interested candidates should send a cover letter, resume and two references with “Legislative Assistant” in the subject line to CA44Resumes@mail.house.gov.

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

MEM-226-22 Congresswoman Nanette Diaz Barragán (CA-44) is seeking a **Field Representative** for her District Office in San Pedro, CA.

Candidate should possess excellent verbal and written communication skills, have the proper demeanor and a comfort in dealing directly with constituents to resolve challenging requests, highly organized, and the ability to manage multiple tasks and competing deadlines simultaneously.

Responsibilities for this community focused position include: answer and log incoming phone calls, conducts casework intake, and work on casework through completion; identify event and correspondence opportunities in their geographic and issue areas; staff the Congresswoman and serves as staff representative for the Congresswoman at community meetings and events; lead or assist with planning, organizing, and executing district outreach efforts in their geographic and issue areas; identifying issues related to federal programs for possible legislation and/or letters; managing correspondence and acknowledgements from the office; meeting with constituent and community leaders and developing relationships and networks in their geographic and issue areas; working with

community groups and organizations, local elected officials, and others in the District to identify potential opportunities for federal funding; and serving as a liaison with federal, state, and local agencies, and committees.

Knowledge of communities within California's 44th District and Spanish fluency preferred. A car and good driving record required.

Candidates must also be able to work a flexible schedule, including some nights and weekends as required.

Interested candidates should send a cover letter, resume, and three references with "CA44 Field Rep" in the subject line to CA44Resumes@mail.house.gov.

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

MEM-225-22 Congresswoman Nanette Diaz Barragán (CA-44) is seeking a **District Staff Assistant** for her District Office in San Pedro, CA.

The District Staff Assistant greets visitors, answers the telephone, supervises the district internship program, and responds to constituent requests for general information and other inquiries. This position maintains the front office and assists district office staff with various administrative duties while maintaining an external agenda that interacts frequently with constituents. The position will also support aspects of the Office's outreach function.

The District Staff Assistant will also be integrated into the Congresswoman's scheduling team to assist in the various aspects of District Scheduling.

Candidate should possess excellent verbal and written communication skills, strong interpersonal skills, have the proper demeanor and a comfort in dealing directly with constituents to resolve challenging requests, highly organized, the ability to manage multiple tasks and competing deadlines simultaneously, and able to work in a fast-paced environment.

Familiarity with communities in California's 44th District. Spanish fluency and a car (with good driving record) preferred.

Candidates must also be able to work a flexible schedule, including some nights and weekends as required.

Interested candidates should send a cover letter, resume, and three references with "CA44 Staff Assistant" in the subject line to CA44Resumes@mail.house.gov

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

MEM-224-22 Representative Nanette Diaz Barragán (CA-44) seeks an experienced **Communications Director** to lead a fast-paced and highly engaged press operation. Applicants must be creative, dynamic, proactive, and energetic.

The Communications Director will serve as the spokesperson and primary communications advisor to the Member. They will be responsible for developing and executing an aggressive strategic communications plan, including social media, that encompasses local, national, and specialty media outlets.

The Communications Director will oversee day-to-day press operations, including coordinating and managing the press team; responding to media inquiries; booking the Member for interviews; pitching news opportunities to media outlets; planning press conferences and in-district events; managing the Member's social media accounts and official website; editing/drafting speeches, talking points, floor statements, press releases, op-eds, and e-newsletters; and creating and distributing e-newsletters and franked mailings.

They are also responsible for working with the Member, Chief of Staff, Legislative Director, and District Director to develop and coordinate core messaging. The Communications Director is responsible for maintaining the Congresswoman's voice across all communications materials, with an emphasis on clarity, relatability, authenticity, and connecting the Congresswoman's values and advocacy to a diverse constituent base.

This is NOT an entry level position. Candidates must have previous press-related experience either on or off Capitol Hill. They must be highly organized, proficient in multi-tasking, have strong political judgment and instincts, and possess superior writing, editing, and proofreading skills.

- Los Angeles Metro/Southern California ties are a plus.
- Fluency in Spanish is a plus.
- Experience with video editing and graphic design are a plus.
- Experience with national media contacts both print and digital, as well as with radio/TV bookers and producers is a plus.

Additionally, the Communications Director must be willing to work extended hours and oftentimes under time constraints, while maintaining a positive attitude.

Salary is commensurate with experience.

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

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

MEM-221-22 Congresswoman Gwen Moore (WI-04) is seeking a **Digital/Press Assistant**. Congresswoman Moore is a member of the Ways and Means Committee, Science, Space, and Technology Committee, and the Select Committee on Economic Disparity and Fairness in Growth, and her office is looking to expand its communications team and digital outreach.

The Digital/Press Assistant position will collaborate in a supportive team. This position reports to the Chief of Staff and the Communications Director. Their responsibilities will include drafting newsletters, creating digital content for social media platforms, such as videos and graphics, and assisting with press events and media interviews.

A strong candidate will be creative, a self-starter, and adaptable in a fast-paced environment. Great writing skills, experience in graphic design, and a strong work ethic are essential for this position. Wisconsin ties are a plus.

Qualified candidates should submit a cover letter, resume, two writing samples, and an example of previous digital media or graphic design projects to WI04Resume@mail.house.gov with “Digital/Press Assistant” in the subject line. No phone calls, faxes, or drop-ins please.

MEM-217-22 **Constituent Liaison:** Senior Democratic Member of Congress seeks a bilingual English/Spanish speaker who is an energetic, organized, creative, self-starter to join the District Office of her very active and visible constituent services staff.

Constituent Services staff assists the Member in responding to constituent issues and problems with federal agencies, staying on top of everyday events in the Member’s district, and keeping the community connected to the Member’s work. Importantly, constituent services staff also assist with neighborhood events and visits community groups in the district.

Candidate must be able to work with patience and skill in resolving the problems of constituents and in handling multiple tasks and issues effectively while making sure federal agencies respond in a timely manner and assuring our office responds promptly to constituent requests and concerns while meeting deadlines.

A successful candidate will be able to communicate fluently in Spanish and English, work independently, and think outside the box about various constituent issues and community events. Prior community or casework experience is helpful.

The ideal candidate will have significant experience interacting with the public, excellent writing and communication skills and a working knowledge or strong interest in the District of Columbia and its local government. Candidate must possess a bachelor's degree and be, or be willing to become, a resident of the District of Columbia.

Interested applicants should send a cover letter, resume, two writing samples and references to: dc00.nortonresume@mail.house.gov.

MEM-216-22 Policy Aide

House Small Business Committee Democrats seeks a policy aide to assist senior staff on wide ranging policy issues, including, tax, health, retirement, agriculture, procurement, technology, and other issues.

Core responsibilities include researching, drafting memos, and questions to support senior staff, drafting reports, assisting in the drafting of legislation, and other assignments. Exceptional writing and analytical skills are a must. Prior Hill or federal agency experience is preferred.

The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

Please send cover letter and resume to hsbcdems@gmail.com with the position name in the subject line.

MEM-213-22 Congressman David Trone (MD06) is seeking a Wounded Warrior **Fellow for his District Office.**

This position is limited to veterans desiring to serve a two-year paid congressional Fellowship as part of the House of Representatives Wounded Warrior Fellowship Program.

Selected Fellows will work directly for Congressman Trone as part of his District Office staff, located in one of his District Offices. (Gaithersburg, Frederick, Hagerstown, or Cumberland, MD)

Conditions of Employment:

ALL CANDIDATES MUST BE:

- 1) Honorably discharged
- 2) Released from active duty within the last six years.

3) Pay grades at or below E-5/O-3/W-2 4. Veterans promoted to pay grades of E-6/O-4/W-3 WITHIN 6-MONTHS OF SEPARATION from active duty are eligible.

Qualifications:

Detail oriented; excellent organization skills; excellent communication skills; strong computer skills; ability to complete projects within timelines and under minimal supervision. Ability to work well under pressure and maintain a professional and courteous work disposition; ability to exercise discretion and independent judgment in handling sensitive information; ability to manage multiple tasks simultaneously. High School Diploma required. Some college level classes are preferred but not required.

Primary Responsibilities:

- Serve as the official representative for the Member in the Veterans community.
- Act as liaison with federal, district, and local government agencies, political officials, and other community organizations in the Veterans community to form effective relationships for the Member.
- Monitor and update the Member and District Director on issues facing military members and veterans in the district.
- Provide direct casework assistance to military members and veterans in a timely and efficient manner; proactively follow up on all open cases until a resolution is reached.
- Assess veterans issues that constituents are facing for problems requiring possible legislative action; make recommendations to the District and Legislative Directors.
- Answer casework correspondence and verbal communications with constituents.

To apply, please go to the following link to submit your application:

[https://house.csod.com/ux/ats/careersite/1/home/requisition/478?c=house&source=USAJobs.](https://house.csod.com/ux/ats/careersite/1/home/requisition/478?c=house&source=USAJobs)

No phone calls or walk-ins.

MEM-212-22 CONSTITUENT SERVICES REPRESENTATIVE

**OFFICE of CONGRESSMAN EARL L. “BUDDY” CARTER
SUMMARY:**

The Constituent Services Representative acts as a liaison to federal, state, and local agencies as well as external organizations for the Congressman and constituents of the First District. Additionally, the CSR monitors local issues for the Congressman and the Office and serves as the representative of the Office at public events.

ESSENTIAL JOB FUNCTIONS:

- *Acts as the representative for the Congressman within his or her area of responsibility including answering casework correspondence, meeting with constituents, verbal and written communications with constituents, and serving as a liaison with federal, district, and local agencies as well as external organizations;
- *Informs the Congressman and the District Director of all happenings in his or her assigned areas by screening district media sources and interacting with constituents;
- *Handles casework assignments;
- *Specializes in Veterans Affairs and events;
- *Acts as a liaison to local, state and federal officials and other persons or groups to form effective relationships for the Office;
- *Assesses casework for problems requiring legislative action and makes recommendations to the District Director;
- *Monitors scheduled district meetings for the Congressman with constituents;
- *Screens and refers cases, when appropriate, to other district offices;
- *Trains and supervises interns to handle office matters such as logging incoming and outgoing correspondence, handling visitors, telephone calls, and computer operations;
- *Logs in all incoming and outgoing mail and incoming telephone calls relating to casework;
- *Prepares periodic reports for the District Director on pending cases and district activities in his or her assigned areas;
- *Continually screens active cases and acts as liaison with constituents to ensure that their cases are handled in a responsive manner;
- *Maintains up-to-date files on all cases and categories of information of importance to the Office;
- *Meets attendance requirements as established by the Office;
- *Maintains a good working relationship with the Congressman, staff, and constituents;
- *Accepts performance-based criticism and direction;
- *Works well under pressure and handles stress;
- *Works a flexible schedule including long hours, nights and weekends; and

Performs other duties as assigned.

EDUCATION (OR EQUIVALENT EXPERIENCE):

At least 2 years of experience; strong academic credentials. Alternatively, 10 years of related experience or training in legislation or equivalent experience. Experience working with the U.S. Military, Department of Veterans Affairs, and/or veterans services organizations is preferred.

SKILLS AND KNOWLEDGE REQUIRED:

- *Strong oral and written communication skills;
- *Knowledge of local, state and federal agencies and departments;

- *Experience with the U.S. Military, veterans issues, organizations and the Department of Veterans Affairs;
- *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;
- *Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;
- *Knowledge of office policies, practices, and procedures;
- *Knowledge of office computer applications; and
- *Proficiency in word processing.

WORKING CONDITIONS:

*Work is mainly performed in an office environment. Noise levels are usually moderate.

To apply, please submit a resume to Brooke.childers@mail.house.com

MEM-209-22 The House Committee on Energy and Commerce Democratic Staff (majority) seeks an enthusiastic, motivated, and highly organized **staff assistant** for fast-paced committee office.

Responsibilities include tasks associated with a front office such as receptionist duties, answering phones, greeting visitors, ensuring that office and meeting rooms are kept in order, supporting staff in preparations for committee events such as hearings, markups, meetings, and events, delivering documents and obtaining signatures on letters, training and supervising interns, handling and sorting incoming mail, maintaining both digital and paper records and files, maintaining office supplies and mastering basic equipment operations, assisting other staff with research, work product, web content, special projects, and other duties as assigned.

Qualified applicants must possess excellent written and oral communication skills, attention to detail, professionalism, exceptional time management skills, and an ability to work collaboratively.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), gender identity, disability, or age. Hill experience preferred but not required.

Please submit a cover letter, resume, and a short writing sample to ecdjobs@mail.house.gov

MEM-208-22 The Office of Congressman Steven Horsford (D-NV-04) seeks an experienced **Communications Director** based in the DC office to develop and execute the Congressman's communications strategy as a member of the House Ways and Means, Armed Services, and Budget committees.

Applicants must be creative, detail-oriented, and comfortable working long hours and producing high-quality work under tight deadlines.

The Communications Director will serve as the spokesperson and primary communications advisor to Congressman Horsford and will supervise the work of junior communications staff. They will be responsible for executing an aggressive communications plan that generates positive local and national media coverage, reaches diverse communities, and expands the Congressman's reach to new audiences.

Responsibilities include but is not limited to:

- Working with Congressman Horsford, the Chief of Staff, the Deputy Chief of Staff, and the District Director to develop strategic messaging priorities.
- Managing all day-to-day external communications from the office, including press releases, remarks, floor speeches, interview memos, newsletters, op-eds, and social media.
- Proactively identifying opportunities to expand Congressman Horsford's local and national media profile and working closely with the Congressional Black Caucus, the House Labor Caucus, and other affiliated caucuses on shared priorities.
- Pitching stories to local and national press and planning press conferences, press calls, and other press events.
- Developing a strategic plan and budget for all communications programs.
- Designing and implementing a creative digital communications program, including both paid advertising and organic social media. The Communications Director will also be responsible for keeping the Congressman's website up-to-date.
- Overseeing franked communications and a robust 499 program.

This is not an entry-level position, and candidates must have previous press experience on or off Capitol Hill. Strong oral and written communications skills are required. Prior experience managing franked communications is a plus. The ideal candidate must be collaborative, creative, energetic, detail-oriented, able to multi-task, politically astute, and willing to work long hours in a fast-paced and demanding setting.

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 and Nevada ties a plus.

Salary is commensurate with experience.

Candidates should submit a cover letter, resume, three writing samples, and three professional references to NV04Resume@mail.house.gov with “Communications Director” in the subject line. All submissions must be in a single PDF file.

MEM-206-22 TITLE: **Research Assistant**, Subcommittee on Disability Assistance and Memorial Affairs, House Committee on Veterans’ Affairs, Republican Staff

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

CORE RESPONSIBILITIES:

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

QUALIFICATIONS:

- Bachelor of Arts or Science;
- Work, internship, or other experience in a professional environment;
- Must be able to pass a Public Trust Background Investigation;
- 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.

DUTIES:

- Answering the telephone and responding to caller inquiries;
- Reviewing incoming mail and preparation of correspondence;
- Maintaining Subcommittee archive, activities report, and relevant publications;
- Assisting with full Committee hearings on matters within Subcommittee jurisdiction;
- Maintaining the Subcommittee’s outstanding deliverable requests made to the Department of Veterans Affairs (VA);
- 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;
- Assisting Subcommittee staff in organization of, and preparation for, hearings, to

include determination of Minority agenda, briefing of Members, and development of questions;

- Conducting meetings with VA, veteran service organizations or other scheduled parties;
- Drafting remarks for Ranking Member and suggested questions for hearing;
- Preparation of memorandums for the full Committee and Subcommittee Ranking Members on matters under the jurisdiction of the Subcommittee;
- Research preparation of hearings by reviewing previous hearing transcripts, relevant statutes, and VA policy; and,
- Responsible for all other duties assigned by the full Committee Ranking Member, Staff Director, or Deputy Staff Director; and assist other Committee staff, as needed.

How to Apply:

Qualified candidates please send résumés and cover letter only to the following e-mail address: VAR.Resumes@mail.house.gov with “DAMA Republican Research Assistant” in the subject line. No calls or walk-ins, please.

MEM-204-22 The Democratic staff of the House Judiciary Committee seeks a **Staff Assistant**. Candidates should have excellent organizational skills and strong research, writing, and communication skills.

Responsibilities include overseeing Committee hearing and markup logistics -- which often include being physically present; serving as assistant clerk during markups; providing administrative and research support to the Staff Director, Deputy Staff Director/Senior Advisor, and Deputy Staff Director/Chief Counsel; coordinating the Deputy Staff Director/Chief Counsel’s calendar and the Committee’s calendar; co-managing the intern program; and managing Committee administrative needs.

The Committee strives to ensure that our staff reflects the diversity of the country’s population; candidates from minority backgrounds are strongly encouraged to apply. The Committee 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.

Please send a resume and cover letter to JDEM.job@mail.house.gov and include “Staff Assistant” in the subject line.

MEM-203-22 **Scheduler & Office Manager** – Congressman Glenn “GT” Thompson
The office of Congressman Glenn "GT" Thompson (PA-15), Ranking Member of the House Agriculture Committee, is seeking a highly motivated, detail-oriented, and energetic individual with excellent organizational, oral, and written communications skills to serve as Scheduler & Office Manager in the Washington, D.C. office.

This is not an entry-level position. Viable candidates will have at minimum three years of prior scheduling or executive assistant experience.

Responsibilities include managing the Member's D.C. schedule, correspondence, travel, financial record keeping, staff and Member receipts for reimbursement, and aiding the Chief of Staff with various administrative duties.

Strong organizational skills are essential, along with the ability to be a self-starter while working in a fast-paced environment. Candidates should be team-oriented and have the ability to multi-task. Pennsylvania ties, prior Capitol Hill experience, and a sense of humor are preferred, but not required.

Qualified candidates should submit a cover letter and resume via email to Renee.Gamela@mail.house.gov with "Scheduler" in the subject line. No walk-ins or calls please.

MEM-202-22 The Office of the Parliamentarian in the U.S. House of Representatives seeks a **Systems Administrator**.

Core functions of the position include:

- maintaining and managing all office computers, servers, and associated equipment and software;
- maintaining and managing other office communications technology, including cell phones and tablets;
- serving as a liaison between the office and House Information Resources;
- serving as principal contact for office staff and for outside vendors with respect to database issues;
- SQL database maintenance, including uploading and storing files, batch processing of data, and coordinating with the office as needed to export material from the database to aid in publications work;
- ensuring all electronic devices and files are maintained in a secure manner;
- managing procurement of information technology for the office; and
- coordinating with outside vendors and the Government Publishing Office as needed.

The Systems Administrator will assist the Office of the Parliamentarian in traditional IT areas as well as in some aspects of digital publication.

Candidates must have:

- a degree in computer science or a related field;
- strong academic credentials;
- thorough knowledge of Microsoft Excel, XMetaL, SQL, and other current computer software and applications;
- the ability communicate with industry peers;
- superior attention to detail;

- a desire to work in a fast-paced environment; and
- the ability to work on a flexible schedule.

Prior experience in the legislative branch is strongly preferred. Please note that while many aspects of this position may be performed remotely, some cannot. Accordingly, the position requires physical presence in the U.S. Capitol building on a regular basis.

Applicants may e-mail a resume and cover letter using the word "resume" in the subject to Mr. Jason Smith, Parliamentarian, at jason.smith@mail.house.gov.

MEM-200-22 The Office of Congresswoman Alma S. Adams, Ph.D. (NC-12) seeks a **Staff Assistant** for the Washington, DC office.

Duties will include:

- Managing the front office, answering phones, greeting visitors, scheduling tours, processing constituent requests and incoming mail, and managing a robust intern program.
- Assisting the Legislative Correspondent in sorting and batching correspondence, as well as drafting routine responses.
- Other duties as assigned, including assisting staff on special projects.

Candidates should have superior time management skills, work well under time constraints, and have excellent communication skills. Multi-tasking, enthusiasm, good sense of humor, and keen attention to detail are necessary. North Carolina ties are a plus but not required.

Qualified applicants should send a cover letter, resume, and two brief writing samples along with three references to nc12.resume@mail.house.gov.

Please use STAFF ASSISTANT in the subject line when submitting your materials. The office is an equal opportunity employer.

MEM-197-22 A Senior Republican Congressman from Ohio is looking for an experienced **scheduler** in his personal office.

This individual will work closely with the Member and Chief of Staff on all scheduling matters related to Washington and official travel. Qualified candidates must have prior scheduling experience, a keen attention to detail, and discretion in handling sensitive. Salary \$60k+ with max student loan repayment benefits.

Owning a car is required for this position - parking will be provided.

To apply, please submit resumes to OHRepublicanJobOpps@gmail.com

MEM-196-22 U.S. Congressman Ed Case (Hawai'i - 01) is seeking a **Staff Assistant** for his Washington, D.C. office.

Responsibilities will run the range of assisting the legislative, constituent services and administrative functions of the office, to include scheduling. The 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. Direct report is to the Chief of Staff, although the Congressman is routinely involved in all aspects of his office operations.

Preference given to (1) prior Capitol Hill experience and (2) 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 with "Staff Assistant" in the subject line. Please, no phone calls, faxes or drop-ins.

MEM-195-22 The Committee on Ethics has an opening for a **Staff Assistant**.

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

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

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

NO PHONE CALLS PLEASE

MEM-194-22 Senior California Democrat and member of the Energy and Commerce Committee looks for a **Legislative Assistant** to focus on a portfolio of energy, environment, and climate and handle the Congresswoman's Energy and Commerce Energy Subcommittee work and her role as co-chair of the House Sustainable Energy and Environment Coalition (SEEC) and co-chair of the SEEC Nature and Oceans Task Force.

This role will be focused on natural climate solutions, clean energy, clean transportation, environmental justice, and energy equity policy. The portfolio will also likely include women's issues, immigration work, and potentially a few other issues.

This is not an entry-level position and Hill experience is strongly preferred, but not required.

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status. Veterans, women, LGBTQ+ persons, and minority applicants are strongly encouraged to apply.

To apply, please send a resume, cover letter, and a writing sample in a single PDF to seniordemresumes@gmail.com

MEM-192-22 The Office of Congresswoman Katherine M. Clark (MA-5) is currently accepting applications for the position of **District Staff Assistant**.

The Staff Assistant greets visitors, answers the telephone, processes mail, assists with constituent casework, drafts correspondence, and performs other administrative duties as needed. The Staff Assistant is also responsible for overseeing a robust internship program, including recruiting, interviewing, hiring, and supervising interns.

This role requires impeccable judgment and the ability to prioritize myriad tasks. The ideal candidate should be personable, organized, and detail-oriented. Applicants must possess excellent verbal and written communication skills and the ability to work cooperatively with others.

Office staff are currently working in person, remotely, or in a hybrid model depending on the needs and safety of the office during the COVID-19 pandemic.

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.

Diverse candidates, women, and LGBTQ+ persons are strongly encouraged to apply.

Essential Job Functions:

- Manages the office intern program, ensuring smooth front office operational duties
- Works with constituent services representatives to ensure efficient casework intake using the office's internal database
- Assists persons who have appointments with the Member or other staff Members and works closely with the District Director to ensure that the Members' appointments are on time
- Maintains literature regarding the District and DC offices for distribution to visitors
- Coordinates the filing and indexing of all correspondence
- Maintains office inventory and signs for deliveries
- Provides orientation and training for new staff
- Supervises the reception desk, mail operations, and administrative files
- Assumes responsibility for overall office appearance and layout
- Maintains the office answering machine or voice mail
- Screens and refers cases, when appropriate, to other offices
- Logs in all incoming and outgoing mail and incoming telephone calls relating to casework or opinions
- Performs other duties as assigned

Interested applicants should submit a cover letter, resume, & 2 writing samples to Jobs.MA05@mail.house.gov.

All materials will be reviewed on a rolling basis.

MEM-191-22 Conservative Ohio office seeks a **Staff Assistant/Legislative Correspondent** for DC Office. The ideal candidate will be highly motivated, organized, a good writer and able to handle a variety of projects at the same time.

The successful applicant will be working side by side the office's other SA / LC and will together run the DC office's constituent services – tours, flags, and mail. Ohio ties preferred, but not required.

Responsibilities include but are not limited to:

- Answering phone calls and greeting guests in the office
- Providing tours and training interns to do the same
- Sorting incoming correspondence
- Drafting letters
- Assisting staff in a variety of projects, as assigned

Applicants should send their resume and cover letter with the subject line “Staff Assistant / Legislative Coordinator– Last Name” to Midwestern.Job@mail.house.gov.

MEM-184-22 SUMMARY:

District Office **Outreach Coordinator**

Field Representatives play a critical forward-facing role in the Member’s district office. Their responsibilities include serving as the Member’s community representative. This includes monitoring and updating the Member and District Director on important local issues, emerging trends, and critical developments. They work with Constituent Service Director and the broader field team to ensure effective communication with constituents.

ESSENTIAL JOB FUNCTIONS REQUIRED:

- Builds and maintains relationships with identified constituents and key community leaders and stakeholders
- Maintains and manages the Engagement Database
- Ensures outreach efforts align with the Member’s strategic vision and goals
- Serves as a representative for the Member on boards and commissions as determined by the District Director
- Coordinates closely with the District Director and D.C. staff to ensure district priorities are reflective in legislative priorities
- Informs the District Director and the Member on up-and-coming issues in the district

EDUCATION (OR EQUIVALENT EXPERIENCE):

At least a bachelor’s degree in Government Affairs, Business, Social Work, or related field OR in lieu of a Bachelor's degree, 3-5 years of relevant work experience.

SKILLS AND KNOWLEDGE REQUIRED:

- A demonstrated interest in public service
- Familiarity with Maryland 7th Congressional District
- Expertise in developing and maintaining relationships with constituents and community leaders
- Political savvy and comfortable navigating complicated situations
- Strong decision-making skills
- Strong written and verbal communication skills, including public speaking skills

WORKING CONDITIONS:

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

Applicants should submit resumes to md07resumes@mail.house.gov

MEM-183-22 District Office Constituent Service Representative

SUMMARY:

The District Office Caseworker acts a constituent liaison for the Member. This position also monitors and updates the Member and District Director on district and local issues. This position acts as a liaison to federal, district, and local agencies for the Member and constituents and answers casework correspondence and verbal communications with constituents.

ESSENTIAL JOB FUNCTIONS REQUIRED:

- Handles a dedicated portfolio of casework assignments;
- Maintains a good working relationship with the Member, staff, and constituents;
- Acts as the representative for the Member within his or her area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies;
- Informs the Member and the District Director of all happenings in his or her assigned issue areas by screening district media sources and interacting with constituents;
- Acts as a liaison to local, state, and federal officials and other persons or groups to form effective relationships for the Member;
- Assesses casework for problems requiring legislative action and makes recommendations to the District Director and Legislative Director.
- Monitors scheduled district meetings for the Member with constituents;
- Screens and refers cases, when appropriate, to other district offices;
- Trains and supervises Staff Assistants, including interns, to handle office matters such as logging incoming and outgoing correspondence, handling visitors, telephone calls, and computer operations;
- Logs in all incoming and outgoing mail and incoming telephone calls relating to casework;
- Prepares periodic reports for the District Director on pending cases and district activities in his or her assigned issue areas;
- Continually screens active cases and acts as liaison with constituents to ensure that their cases are handled in a responsive manner;
- Maintains up-to-date files on all cases and categories of information of importance to the office;
- Accepts performance-based criticism and direction;
- Meets attendance requirements as established by the office;
- Works under pressure and handles stress;
- Works a flexible schedule including long hours, nights, and weekends; and
- Performs other duties as assigned.

EDUCATION (OR EQUIVALENT EXPERIENCE):

At least 2 years of experience; strong academic credentials. Alternatively, 5 years of related experience or training in legislation or equivalent similar experience.

SKILLS AND KNOWLEDGE REQUIRED:

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

WORKING CONDITIONS:

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

Applicants should submit resumes to md07resumes@mail.house.gov

MEM-182-22 Investigative Counsel (Washington, DC) -- The Committee on Ethics seeks an attorney for an investigative counsel position.

The Committee's investigative counsels are responsible for conducting investigations and adjudicatory and disciplinary proceedings regarding Members and staff of the U.S. House of Representatives.

This is a nonpartisan position which requires the ability to conduct impartial investigations and refrain from political or partisan activity. Candidates must possess outstanding analytical and written/oral communications skills, as well as the sound judgment necessary to evaluate the sensitive matters that arise before the Committee.

Experience in one or more of the following areas is desirable: government ethics; campaign finance; criminal law; employment law, including the laws governing sexual harassment in the workplace; civil litigation; administrative investigations

and adjudications; depositions; and financial accounting. Salary commensurate with experience.

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

MEM-149-22 **Staff Assistant:** Senior Democratic Member of Congress seeks an energetic, organized, creative, self-starter to join the District Office of her very active and visible constituent services staff.

The staff assistant is responsible for coordinating mail and casework distribution; answering the phones; and preparing letters of greetings, condolences and congratulations on behalf of the Member. Responsibilities may also include casework assignments if the District Director finds that the staff assistant can take on such work while paying the required attention to his/her already assigned tasks. The staff assistant also serves as intern coordinator by recruiting, training, scheduling and assigning duties.

The ideal candidate will have a bachelor's degree, significant experience interacting with the public, excellent writing, and communication skills. Candidate must be a resident of the District of Columbia or willing to move immediately to D.C., if hired.

Applications accepted until filled. Salary is based on skill and experience level. Interested applicants should send a resume, cover letter, references and two writing samples to: DC00.NortonResume@mail.house.gov

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

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

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

Responsibilities include but are not limited to

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

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

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

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

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

MEM-594-21 Job Announcement: Field Representative

Southern California Republican Member of the House

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

Basic Functions

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

Duties

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

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

Requirements

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

Position Qualifications/Education

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

Salary and Application Deadline

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

Submit a cover letter and resume to
Stephanie Hu, District Director
Stephanie.Hu@mail.house.gov

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

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

Responsibilities include but are not limited to:

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

The ideal candidate will be/must have:

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

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

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

Director of Administration, nv04resume@mail.house.gov. Subject line must read " MEM-NV04-DSA-2 __last name, First name".