



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING

Week of April 22, 2024

MEM-174-24 Congresswoman Val Hoyle (D-OR-04) seeks a self-starting, highly experienced, and creative **Communications Director** to join her Washington, D.C. office and lead a fast-paced communications team. The ideal candidate will have familiarity with national press, the House franking process, and will work closely with the Deputy Chief of Staff/District Director, Legislative Director, and report to the Chief of Staff to set the Congresswomen's messaging priorities. This position will be the direct supervisor of the Press Secretary and any Press Interns. This is not an entry-level position.

Essential Job Functions Required

1. Develops and implements strategic communications plans for the office, including working closely with the legislative team to develop media strategies to roll out legislation, send letters, and make other major announcements
2. Successfully and consistently pitches the Congresswoman to both local and national TV, radio, and print media
3. Helps plan and staffs DC- and district-based events such as press conferences, tele-townhalls, and roundtables, etc.
4. Prepares for, brief, and staffs the Congresswoman for media interviews, press conferences, roundtables, and other engagements;
5. Drafts talking points, speeches, press releases, op-eds and other materials, as necessary, and in the Congresswoman's voice;
6. Speaks on background with reporters and act as a media liaison for the Congresswoman;

- 7.Helps manage social media presence, this includes drafting social media copy, clipping interviews, and creating graphics to circulate across platforms;
- 8.Maintains and updates office website to ensure that it features timely content;
- 9.Serves as the formal spokesperson and media liaison for the Member;
- 10.Develops and implements media, communications, and public relations strategy for the Member;
- 11.Oversees digital media, website and other communications consultant;
- 12.Remains abreast of current legislative and non-legislative issues about which the Member may be questioned;
- 13.Evaluates current events and media reports in the district and the nation for their impact on the Member;
- 14.Provides ideas and advice on the effect in the media of the Member's actions and legislative activities;
- 15.Creates official digital ads and other graphics;
- 16.Writes speeches for the Member;
- 17.Meets attendance requirements as established by the office;
- 18.Maintains a good working relationship with the Member, staff, media, and constituents;
- 19.Works well under pressure and handles stress;
- 20.Supervises Press Secretary and any assigned Press Interns;
- 21.Accepts performance-based criticism and direction;
- 22.Works a flexible schedule including long hours, nights and weekends; and
- 23.Performs other duties as assigned.

Qualifications/Skills

- 1.Exceptionally strong writing, editing, and proofreading skills;
- 2.Deep understanding of print, broadcast, and online media;
- 3.Understanding of House franking process and regulations;
- 4.Experience with digital communications, including paid ads and analytics reports;
- 5.Background in graphic design, including graphics, videos, CANVA or Adobe Suite preferred;
- 6.Experience developing communication strategy for a Member of Congress, an elected official, a federal agency, or a private or non-profit organization;
- 7.Expertise in advising others on a communication strategy and ability to work well on a team;
- 8.Able to make split-second decisions and develop communications under tight deadlines;
- 9.Strategic thinker, politically savvy and comfortable navigating difficult situations with press and staff; and
- 10.Time management skills, ability to work under pressure, and comfortable balancing multiple responsibilities at once.

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, national origin, sex, gender identity or expression, pregnancy, sexual orientation, age, disability, marital status, parental status,

military status, or any other factor or basis prohibited by applicable federal law. Qualified candidates should submit a resume and cover letter.

Working Conditions

1. Work is performed in an office environment. A hybrid work arrangement involving telecommuting may also be approved, consistent with the needs of the office.
2. Noise levels in the office are usually moderate.
3. Ability to work in a small workstation without expectation of privacy.

Education/Experience

At least three-years of political and/or communications experience with strong academic credentials. Alternatively, four-years of related experience or training in communications or equivalent similar experience. Experience working in Congress is preferred.

The Office is accepting resumes until COB Friday, May 3, 2024. We will review them on a rolling basis. Please have them send a resume and cover letter to resumes.hoyle@mail.house.gov with the subject line: Communications Director Opening. No calls or drop-ins please.

MEM-173-24 The Majority staff of the House Committee on Veterans' Affairs is seeking a **Research Assistant** for the Subcommittee on Technology Modernization.

This position will support the Subcommittee Staff Director and Professional Staff Member in conducting oversight of the Department of Veterans Affairs' (VA) enterprise technology programs and projects, including Electronic Health Record Modernization, as well its information technology operations. The role involves administrative assistance, research, some policy work, and other duties as assigned. Prior congressional experience (permanent or intern) is required. Prior federal agency experience is beneficial. Subject matter expertise is not required. Veterans are strongly encouraged to apply. This is a full-time, on-site position in Washington, DC. Some domestic travel is required.

Core Responsibilities:

- Provide administrative assistance including answering the phone and responding to phone and email inquiries, reviewing incoming correspondence and documents, maintaining Subcommittee records, scheduling meetings, supporting hearings, and other administrative duties as assigned.
- Assisting with oversight including organizing and participating in meetings, drafting memos, reading documents, summarizing documents and meetings orally and in writing, limited domestic travel, and other oversight duties as assigned.
- Conducting research to support oversight and legislative activities by searching for and compiling documents and information.
- Assisting with legislation in a limited capacity including reading and tracking pending and enacted legislation.

- Representing the Committee in a limited capacity including meeting with other congressional staff, veteran service organizations, technical organizations, and external stakeholders.
- Perform other duties as assigned by the Subcommittee Staff Director, Committee Staff Director, or Committee Deputy Staff Director.

Qualifications:

- Undergraduate degree
- Congressional experience (permanent or intern)
- Veterans are strongly encouraged to apply
- Graduate-level writing skills
- Excellent oral communication skills
- Thoroughness and attention to detail
- Problem solving skills
- Ability to work long hours, under pressure, while remaining cooperative and courteous
- Work independently as well as in teams
- This is a full-time, on-site position in Washington, DC.
- Some domestic travel is required.

Benefits (as eligible):

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

Other Information:

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

How to Apply:

Qualified candidates should send their cover letter and resume to VAR.Resumes@mail.house.gov with “Technology Modernization Research Assistant” in the subject line. Writing samples and references may be requested. No calls or walk-ins, please.

What to Expect Next:

Your cover letter and resume will be reviewed to determine if you are among the top candidates. If you are one of the top candidates, you will be contacted for an interview.

MEM-172-24 The Office of Congressman Jamie Raskin (MD-08) seeks a **Constituent Services Caseworker** to work in the Rockville, Maryland District Office. Primary responsibilities include: handling constituent casework; interacting with constituents and government agencies; planning and executing outreach events; representing the Office at community events; and assisting with administrative duties. This is an entry level position.

Ties to Maryland's 8th District are preferred. Second language fluency is a plus. This position provides an opportunity to be part of a hard-working, cohesive team that is committed to providing superior constituent service. The ideal candidate is organized, self-motivated, detail-oriented, has excellent verbal and written communication skills and time management skills, and has a passion for making a difference in people's lives.

Candidates from diverse backgrounds and underrepresented communities are strongly encouraged to apply. The U.S. House of Representatives is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, military status, gender identity and expression, marital status, parental status, or sexual orientation, or any other characteristic protected by applicable law, in any of its activities or operations.

To apply, please send an email to District Chief Kathleen Connor at the following email address: Raskin.DistrictJobs@mail.house.gov with "Constituent Services Caseworker" in the subject line and the following application materials attached as one combined PDF:

- Cover letter (not to exceed one page) – please customize your letter to this position.
- Résumé (not to exceed one page)
- Two writing samples (not to exceed two pages each)
- Three references (not to exceed one page) – for each reference, please include name, current title/office, phone number, email, and a one-sentence description of your relationship to the reference.

The deadline to apply is 5:00 p.m. on May 3rd, 2024.

MEM-171-24 The Office of Congresswoman Robin Kelly (IL-02), member of the Energy & Commerce Committee, seeks an experienced **Communications Director** to join her Washington, D.C. office.

The Communications Director will be responsible for developing and executing a robust communications strategy to maximize the Member's visibility in the district; drafting press releases, statements, speeches, newsletters, and talking

points; maintaining relationships and booking interviews with national and local press outlets; pitching stories and responding to reporter inquiries; managing a press team; assisting with social media; and other duties as assigned.

Candidates should have previous communications experience, possess exceptional writing skills, have proficiency in photo and video editing and graphic design tools, and be organized. Candidates should be detail-oriented and highly motivated to serve on an active team. Illinois or Midwest ties are a plus. Salary is commensurate with experience. Candidates of diverse backgrounds are encouraged to apply. The office does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

To apply, send via email including a resume, cover letter, and a 2-3 page writing sample to IL02Staff.Resume@mail.house.gov with the following subject line: "Full Name – Communications Director." This is not an introductory level position. Applications will be considered on a rolling basis until the position is filled.

MEM-169-24 Congressman Frank Pallone seeks an experienced **Communications Director** to serve in his Washington, D.C. personal office.

This position will develop communications plans, maintain relationships with reporters, create in-district press events, and prepare written materials, including speeches, talking points, newsletters, and op-eds. The ability to collaborate with committee colleagues to advance local communications priorities is key. Highly-qualified candidates will demonstrate on-the-record experience, creativity with social media platforms, and experience with Franked outreach, including direct mail, teletown halls, texting, and phone surveys. Ties to New Jersey are a plus.

Please send your resume and a cover letter that references Bruce Springsteen to NJ06Resume@mail.house.gov.

MEM-168-24 Congressman Glenn Ivey (MD-04) seeks an experienced legislative staffer for the Member's D.C. office who has a background in matters before the House Homeland Security, Judiciary, and Appropriations Committees. Candidates with a J.D. or another advanced degree are strongly encouraged to apply, and experience working as a **legislative assistant**, legislative aide, or similar permanent staffer for a minimum of two years is required.

The ideal candidate is a well-informed student of politics and government who possesses a working knowledge of current events and a diverse array of issues. We seek a strong writer with a track record of successfully developing and implementing legislative strategy, preparing, and staffing the principal for committee hearings and markups, and managing a broad policy portfolio. Ideally,

the candidate would also have a successful track record of project management related to a Member's legislative and in-district priorities.

Responsibilities include preparing the Member for committee hearings, markups, briefings, stakeholder meetings, and other engagements; developing and drafting bills, amendments, letters, policy statements, talking points, floor speeches, op-eds, memos, and reports; planning and organizing briefings and other events; managing relationships with local, state, and national stakeholders and institutions; tracking legislation relevant to the Member's District or policy priorities; preparing vote recommendations; building coalitions of diverse, bipartisan stakeholders to advance legislative priorities; and assisting organizations and constituents in the District with regard to federal matters.

The successful candidate's title, including the possibility of senior legislative assistant / counsel, and pay will be commensurate with work experience. Working for this freshman office represents an opportunity to build something dynamic and lasting from the ground up, particularly for a Member of Congress who is a great communicator and cares deeply about the well-being and professional development of his staff.

Please submit a cover letter; a resume, including two to three references; and a writing sample to md04resumes@gmail.com with the subject line: "Full Name – Legislative Assistant" We will accept applications until the position is filled.

Candidates of diverse backgrounds are encouraged to apply, and this office is an equal-opportunity employer that 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-166-24 Rep. Joe Courtney (D-CT-2) is seeking a **Scheduler/Operations Manager** in a team-oriented office. Applicants must have exceptional organizational skills, attention to detail, and an ability to manage competing demands and deadlines.

Responsibilities include:

- 1.Managing all aspects of the member's daily and long-term schedule in Washington, including intaking, evaluating, and scheduling meeting requests, updating and ensuring accuracy of member's calendar, and coordinating travel arrangements and day-to-day logistics.
- 2.Working with legislative and press staff to ensure member is prepared for engagements.
- 3.Managing member personal correspondence and records.
- 4.Interfacing with government agencies, Congressional offices, and outside organizations on behalf of the Member
- 5.Working with staff to coordinate staff-level meetings and manage office meeting space.
- 6.Coordinating office internship program

This is not an entry-level position. Previous scheduling experience required and 1-3 years of prior work experience desired. The ideal candidate for this position is detail-oriented and proactive, possesses strong communication skills, a self-starter, has good managerial instincts, and can thrive in a collaborative environment. Valid driver's license and access to a vehicle preferred; Connecticut/New England ties, prior Capitol Hill experience, and good sense of humor are all plusses. Salary and title commensurate with experience.

This office is an equal opportunity employer. Candidates with diverse backgrounds are encouraged to apply.

Interested applicants should send a resume, cover letter, and writing sample to CT02JOB@mail.house.gov with the subject line "Scheduler Application"

MEM-165-24 Digital Director – The office of Rep. Jimmy Gomez (CA-34), a member of the Ways and Means Committee, seeks a driven individual with experience in digital and social media, video editing, content creation and impeccable copyediting skills to join a fast-paced team as the Digital Director.

Candidates must possess strong writing, editing and time management abilities, and must be able to draft daily social media posts and create a long-term digital content plan. The Digital Director will manage multiple social media accounts for the member, and will be key in working with the member and under the Communications Director to create timely, relevant, well-produced content.

This is not an entry-level position. Prospective candidates should e-mail a cover letter, resume and two writing/digital samples in PDF format to Gomez.Jobs@mail.house.gov with the subject line "LASTNAME_Digital." No calls or drop-ins please.

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.

Deadline for submissions is April 23, 2024. Salary range is \$55,000-65,000 annually, commensurate with experience.

MEM-163-24 Representative Jason Crow (CO-06) seeks a **Staff Assistant/Legislative Correspondent** for his Washington, DC office.

Responsibilities include greeting visitors, answering phones, sorting and tracking incoming correspondence, drafting constituent correspondence, managing the intern program, and driving the Congressman, among other duties as assigned. Ideal candidates will be strong writers with excellent organization and time management skills. Colorado ties are a plus but not required.

The office is an equal opportunity employer. The salary for this position is \$55,000 per year.

Interested candidates are encouraged to submit their resume and cover letter to co06.resumes@mail.house.gov. No phone calls or drop-ins please.

MEM-162-24 Congressman Jamie Raskin (MD-08) seeks a full-time **Digital Manager/Press Secretary** in his Washington, DC office.

The Digital Manager/Press Secretary will support digital and traditional communications in a fast-paced and high-visibility congressional office. The individual will be responsible for drafting press releases, quotes and statements, creating digital content (including written copy, graphics and video), helping manage the Congressman's official social media accounts, fielding press requests and inquiries, and executing other duties as assigned.

The Digital Manager/Press Secretary will work closely with the Communications Director, who will be the direct supervisor, as well as the Chief of Staff, the District Chief, the Legislative Director, and other legislative and district staff in creating, coordinating and executing digital and written content strategy promoting the Congressman's legislative and district priorities.

The Digital Manager/Press Secretary must be an excellent writer with exceptional communications skills. The successful candidate is a motivated self-starter and team player who demonstrates intellectual engagement, creative thinking, hard work, scrupulous attention to detail, effective time management and a professional and discreet approach. Relevant skills include: video editing (Adobe Premiere Pro and Adobe Creative Suite experience preferred), graphic design and social media management (i.e. experience and familiarity with major platforms). 1-3 years prior experience in political communications is required. Ties to Maryland's Eighth District, Spanish fluency and facility with other languages are a plus.

Candidates from diverse backgrounds and underrepresented communities are strongly encouraged to apply. The U.S. House of Representatives is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, military status, gender identity and expression, marital status, parental status, or sexual orientation or any other characteristic protected by applicable law, in any of its activities or operations.

To apply, please email MD08.Resumes@mail.house.gov by April 23, 2024 with "Digital Manager/Press Secretary: Last Name" in the subject line and the following application materials attached as one combined PDF:

- Résumé
- Cover letter
- Two writing samples

- One piece of original digital media content (graphic design or video—if video, please link to a Google Drive file)
- Three references—for each reference, please include name, current title, phone number, email address and your relationship to the reference

MEM-161-24 The Democratic Staff on the House Judiciary Committee’s Subcommittee on Administrative State, Regulatory Reform, and Antitrust, seeks a dedicated and hard-working lawyer with a minimum of 5 years of professional legal experience to serve as a subcommittee **counsel**.

Responsibilities include: serving as a resource for Democratic Members of the Committee on matters of law and policy within the Subcommittee’s jurisdiction; drafting legislation; preparing hearings; drafting statements, memos, and briefing materials; and providing guidance to Democratic House offices on matters of constitutional and civil rights law. The counsel will be responsible for handling assignments in a range of issue areas, including administrative law, bankruptcy law, and antitrust and competition matters.

The successful candidate must demonstrate exceptional writing and legal research skills, a strong work ethic, a professional temperament, and the ability to work on novel and complex matters under time and other pressures. Such a candidate must also be able to work collaboratively with a broad range of personalities. In addition, sound political judgment, prior legislative or policy experience, a substantive background in civil rights or constitutional law, and a demonstrated commitment to public service are strongly preferred. A sense of humor is a plus.

The Committee strives to ensure that our staff represents the diversity of the country’s population. The Committee strongly encourages women and members of historically disadvantaged minority groups 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.

Qualified candidates should submit a resume, cover letter, and writing sample to JDEM.Job@mail.house.gov. Please include “Antitrust Counsel” in the subject line.

MEM-159-24 **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. The salary range for this position is \$136,780 and \$145,604.

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-158-24 Press Secretary/Communications Director

Congressman Tom Suozzi seeks a Press Secretary or Communications Director to serve in his Washington, D.C. office. Successful candidates will have very strong writing skills, a close eye to detail, fluency with social media platforms and digital tools, and experience working with national and local press.

Responsibilities include writing press releases, statements and media advisories; creating and managing social media content, including graphics and videos; drafting talking points and op-eds; and creating franked communications, including e-newsletters, mailers and telephone townhalls.

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. Qualified individuals should submit a resume, cover letter and relevant portfolio to NY03.jobs@mail.house.gov. No calls or walk-ins please.

MEM-157-24 Position: Legal Research Analyst (full-time)

Employer: Joint Committee on Taxation, United States Congress

Position Overview: The Joint Committee on Taxation seeks a highly motivated professional to join its nonpartisan staff as a Legal Research Analyst to assist in the organization and management of its print and electronic library collections and to support legal and legislative research. The Legal Research Analyst will work closely with (under the direct supervision of) the Joint Committee’s Legal

Research and Reference:

Librarian and with committee attorneys, economists, accountants, and administrative staff on projects involving a wide range of tax subject areas, including individual, business, international, tax-exempt organization, benefits, and pension taxation.

Necessary skills include:

*Willingness to collaborate with professional and administrative staff, both

within the Joint Committee and with other information institutions, such as the Libraries of the House and the Senate, the Office of the Historian and the Clerk of the House's Office of Art and Archives, Congressional Research Service, Library of Congress, and the Law Library of Congress.

- *Attention to detail and strong organizational skills.

- *Sense of curiosity and resourcefulness when conducting research across multiple subscriptions and platforms.

- *Ability to manage and reprioritize simultaneous projects and deadlines.

- *Ability to anticipate and proactively compile resources and conduct research.

- *An interest in both research and administrative responsibilities.

Duties include, but are not limited to, the following:

- *Conduct, organize, and curate legal, legislative, and historical research on tax, economic, and financial policy matters.

- *Manage a comprehensive collection of compiled legislative histories on taxation.

- *Inventory and catalog Joint Committee library resources, including treaties, periodicals, and congressional documents.

- *Monitor, summarize, and report on current legislation, congressional hearings, court cases, and seminars from a wide variety of sources.

- *Negotiate with vendors to secure subscriptions to print and electronic resources, while maintaining the overall library budget, in collaboration with the Administrative Director.

- *Post, describe, and maintain both current and historical publications on the Joint Committee's website, in collaboration with the Computer Team.

- *Archive work product – both print and digital – in accordance with established guidelines and policies.

Requirements: A bachelor's degree in political science, information studies, legal studies, economics or related fields and an interest and understanding of the American legislative process – including prior congressional experience – sufficient to understand complex policy issues. Strong writing, communication, and research skills, including knowledge of specialized legal and legislative databases, and research experience are required. A Master of Library and Information Science (MLIS) degree is preferred, however not required.

Salary and benefits: Salary is commensurate with skills and experience.

To apply: Please submit a cover letter and resume to Katie Mikulka by email at JCTCareers@jct.gov. Please include "Legal Research Analyst" in the subject line.

MEM-156-24 Counsel

This position performs a key role in the development and execution of the Committee on House Administration Republican Office's strategy, especially with respect to elections issues, as well as ensuring that the committee's

legislative and oversight activities are operated in conformance with applicable statutes, House Rules, and Committee Rules.

The incumbent is also responsible for handling additional responsibilities and special projects as assigned. Major duties include: in coordination with the General Counsel, assists in the development and execution of the Committee's oversight & legislative agenda; serves on elections coalitions development in the election integrity and voter confidence arenas, with a particular focus on grassroots organizations and other elections stakeholders; prepares for committee markups, hearings, and business meetings in cooperation with the Committee Clerk and relevant committee attorneys and staff; conducts thorough and accurate legislative research and drafts reports and memoranda; and more.

To apply, please send a resume and writing sample to thomas.lane@mail.house.gov

MEM-155-24 DIGITAL DIRECTOR OR PRESS SECRETARY

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

Essential Skills Include:

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

Candidate must also be able to work occasionally on weekends and evenings.

Interested parties should email a cover letter, resume, writing sample, sample social media posts, and two references to Hawaii02jobs@gmail.com

MEM-154-24 Press Secretary/Communications Director

Congressman John Sarbanes seeks a Press Secretary or Communications Director to serve in his Washington, D.C. office. Successful candidates will have very strong writing skills, a close eye to detail, fluency with social media platforms and digital tools, and experience working with national and local press.

Responsibilities include writing press releases, statements and media advisories; creating and managing social media content, including graphics and videos; drafting talking points and op-eds; and creating franked communications, including e-newsletters, mailers and telephone townhalls.

This office is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment. Diverse candidates are strongly encouraged to apply. Qualified individuals should submit a resume, cover letter and writing portfolio to employment@mail.house.gov. No calls or walk-ins please.

MEM-152-24 Rep. Joe Courtney (D-CT-02) seeks qualified candidates for a **Legislative Assistant** position to join his Washington, DC office team.

The Legislative Assistant will:

1. Develop, plan, and execute legislative initiatives within assigned issue areas
2. Monitor developments in legislation on the floor and within certain House Committees
3. Staff the member at Committee events as appropriate within assigned policy portfolio
4. Meet with constituents on behalf of the member
5. Prepare briefing notes and talking points for the Member
6. Collaborate with District staff to advocate for federal projects and initiatives at the local level

Qualified candidates will have approximately 3 years of legislative experience working on Capitol Hill, thorough knowledge of the legislative process, excellent oral and written communication skills, strong project management and prioritization skills, the ability to quickly synthesize information and make sound decisions, and the ability to exercise independent judgement in the formulation and recommendation of policy positions for the Member.

Policy portfolio will be based on office needs but will include domestic policy issues. Ties to Connecticut or New England are a plus. This office is an equal opportunity employer. Candidates with diverse backgrounds are encouraged to apply. Interested applicants should send a resume, cover letter, and writing sample to CT02JOB@mail.house.gov

MEM-151-24 Senior House Democrat seeks a **Legislative Assistant** for the Member's personal office to staff a portfolio of domestic legislative issues. Portfolio is flexible depending upon the candidate's background and interests.

A successful candidate will be a self-starter that works well in a fast-paced environment, possess excellent oral and written communication skills, and have a proven ability to work effectively with a collaborative legislative team.

Responsibilities include:

- drafting and introducing legislation, and drafting oversight letters;
- monitoring pending legislation and current events;
- staffing the Member at events and meetings;
- preparing briefing materials and talking points for the Member;

- reviewing requests to cosign letters and cosponsor legislation, and making recommendations to the Member;
- representing the Member in meetings and briefings;
- collaborating with constituent organizations; and
- other tasks and assignments as needed.

The office is an equal opportunity employer and encourages people of all backgrounds to apply. The ideal candidate will have at least 1-2 years legislative experience in a congressional office or similar experience off the Hill.

Salary commensurate with experience. Applicants should send a resume, cover letter, and two writing samples to housedemlajob@gmail.com

MEM-150-24 Staff Director, Subcommittee on Health, House Committee on Veterans' Affairs

Core Responsibilities:

- Serve as the principal advisor to the full Committee Chairman, subcommittee Chairman, and Republican Members for issues under the jurisdiction of the Subcommittee.
- Provide in-depth policy analysis and political strategy for issues that fall under the jurisdiction of the Subcommittee.
- Lead and supervise the implementation of the Subcommittee's legislative initiatives including the formulation, drafting, introduction, passage, negotiation, and enactment of all legislation under the jurisdiction of the Subcommittee.
- Supervise the Subcommittee staff in the organization of, and preparation for, hearings, to include determination of the agenda, briefing of witnesses and Members, and drafting remarks and questions for the Chairman.
- Conduct informational and oversight meetings with Administration officials, VA and other agencies, Veteran Service Organizations, non-profit organizations, industry experts, and veterans on all issues under the jurisdiction of the Subcommittee.
- Plan and supervise implementation of the Subcommittee's oversight agenda of issues within its jurisdiction, including sending requests for information, writing oversight letters, conducting oversight visits, reviewing document productions, cultivating sources of information, determining the veracity of information received, and other oversight measures, as needed.
- Build relationships with internal and external partners, including Veteran Service Organizations, member offices, industry, and contacts within the Department of Veterans Affairs and other government agencies to promote and enact the legislative and oversight agenda of the Subcommittee, and that of the full Committee Chairman.
- Represent and discuss the full Committee or Subcommittee Chairman's views at various conferences and speaking events.
- Responsible for all other duties assigned by the full Committee Chairman, Staff Director, or Deputy Staff Director; as needed.

Minimum Qualifications:

- Bachelor of Arts or Science
 - At least five to seven years of relevant policy or legislative experience.
- Experience on Capitol Hill desired but other experience will be considered.

Required Skills:

- Ability to lead and mentor Subcommittee staff
- Team oriented
- Ability to establish working relationships
- Strong writing and editing skills
- Problem solving
- Strong verbal communication
- Ability to work well under pressure
- Attention to detail

Employees may be eligible for the following benefits:

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

Other Information:

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How to Apply:

Interested candidates should send their cover letter, resume, three professional references to VAR.Resumes@mail.house.gov with "HEALTH Staff Director" in the subject line. In your cover letter please indicate what you believe are the three most pressing challenges facing the Veterans Health Administration. No calls or walk-ins, please.

MEM-147-24 Rep. Raul Ruiz, M.D., the Ranking Member of the House Select Subcommittee on the Coronavirus Pandemic, is seeking a **Press Secretary** and **Speechwriter** to join the Democratic staff of the Select Subcommittee.

Responsibilities include pitching and working directly with reporters, including in an on-the-record capacity; preparing remarks for delivery by the Ranking Member and other Select Subcommittee Democratic Members for hearings and press events; writing press releases, quotes, talking points, op-eds, and additional communications materials; and staffing the Ranking Member for interviews and public appearances.

Applicants should have 2-3 years of relevant communications experience. Capitol Hill experience is a plus, but not required. Ideal candidates will be proactive and resourceful, with an enthusiasm for writing and strong attention to detail, particularly under tight deadlines. The salary range for this position is \$90,000-\$95,000.

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

To apply, please submit a resume, cover letter, and short writing sample (2-3 pages) as PDFs to SSCPJobs@mail.house.gov, with “Press Secretary and Speechwriter” in the email subject line.

The Select Subcommittee on the Coronavirus Pandemic is authorized to investigate a broad range of matters pertaining to the coronavirus pandemic under H. Res. 5. The Select Subcommittee was established within the Committee on Oversight and Accountability, which is the primary investigative committee of the United States House of Representatives, with jurisdiction to investigate “any matter” at “any time” under House Rule X.

MEM-146-24 Community Liaison, Harlem
OFFICE OF REP. ADRIANO ESPAILLAT
Job Description & Summary

The Harlem Community Liaison for the Office of Congressman Adriano Espaillat serves as the Member's community representative for issues and programs within their assigned portfolio, including monitoring and updating the Member and District Director on important local issues, emerging trends, and critical developments. This position acts as a liaison to the federal, state, and local governments, as well as agencies on behalf of the Member.

The Harlem Community Liaison works with constituent services and will report directly to the Harlem Office Director while working with the broader team to ensure effective communication with agencies and constituents on behalf of the Member.

Essential Duties

- Coordinates with the Harlem Director and Member to ensure outreach efforts align with the Member's strategic vision, goals, and priorities.
- Collaborates with the Harlem Director and D.C. staff to ensure district priorities are aligned and inform the Member's legislative strategy.
- Assesses casework trends and identifies issues requiring legislative action and/or additional Congressional oversight.
- Informs the Harlem Director and Member of important developments and current events impacting the district.
- Builds and maintains positive relationships with constituents, key community leaders, and other stakeholders.
- Acts as a liaison to local, state, and federal officials and stakeholders to form effective relationships for the Member.
- Attends events to serve as a representative for the Member, as determined by the Harlem Director and Chief of Staff.
- Handles various community issues in accordance with office policies and procedures.
- Organizes workload to prioritize tasks in accordance with varying deadlines and ensure work is completed in an efficient and effective manner.
- Understands differing perspectives and opinions to navigate conflicts and develop solutions effectively.
- Required to staff the Member and/or attend community events, including on occasional weekends.

Professional and Social Skills

- Adaptability
- Attention to Detail
- Constituent /Stakeholder Service
- Initiative
- Planning and Coordination

- Research and Analysis
- Interpersonal Skills
- Teamwork
- Verbal Communication
- Written Communication
- Coalition Building

Preferred Education and Experience

- Bachelor's degree or equivalent combination of education and experience
- Experience developing a community relations strategy for an elected official
- Familiarity with the Member's district and/or New York state

Physical Requirements and Work Environment

This position is in an office setting that is adequately heated, lighted, and ventilated. Normal safety precautions apply. The work involves carrying light

items such as books, papers, and small office equipment. The incumbent must be able to meet minimum physical requirements (e.g., lifting, bending, crouching, standing, etc.). Physical Requirements and work environment are subject to reasonable accommodations.

Our 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. People of color and people from underrepresented groups are strongly encouraged to apply.

Salary: The salary for this position is \$65,000 per year, depending on experience.

How to Apply:

Please submit your resume to espaillat_jobs@mail.house.gov with the subject line "Community Liaison, Harlem".

MEM-145-24 Representative Peltola seeks someone who will be a **Legislative Aide** and **Special Assistant** in her DC Office.

Responsibilities include covering a limited number of issue areas for which they are expected to maintain a level of expertise and keep the Member up to date on constituent issues or policies that pertain to those subject areas, as well as scheduling meetings and arranging travel for the Chief of Staff, accompanying the Chief of Staff on their travels, preparing memos, and managing their schedule. Maintaining the Chief of Staff's email inbox and assisting the Legislative Assistants as needed are also a crucial part of the role.

The Office is an equal opportunity employer in accordance with the requirements of House Rules, regulations and applicable federal laws. The Office does not discriminate on the basis of an individual's race, color, religion, sex, national origin, age, disability, genetic information, uniformed service, sexual orientation, gender identity or any other factors prohibited by applicable federal law.

To apply, please submit a resume to akresumes@mail.house.gov

MEM-144-24 Texas GOP Member of Congress seeks a **Press Assistant/Digital Director** who is eager to join a robust communications operation. This is not an entry-level position-- at least six months to one year of relevant communications experience is required.

Required Skills

- Excellent writing ability and attention to detail.
- Experience with creating graphics and social media branding.

Duties

- Develop and assist with press releases, talking points, op-eds, and other

materials as assigned.

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

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

MEM-141-24 Community Liaison – Island County
U.S. Rep. Rick Larsen
Everett Office

Summary:

The Island County Community Liaison serves as Rep. Larsen's representative to Whidbey and Camano islands.

As part of our district outreach team, the primary role of this position is to coordinate issues involving the federal government with officials from federal, state and local governments, as well as constituents, businesses, organized labor and other organizations. The Outreach Assistant – North Counties staffer is expected to develop relationships with our district stakeholders to learn the details of projects and policy concerns and to respond to their interests in federal policy development.

In addition to the geographic responsibility for communities in Island County, this position also covers military and veterans affairs and engagement with the U.S. Coast Guard.

The Island County Community Liaison is based in Rep. Larsen's Everett, WA office and reports directly to the District Director. Together, the district staff works in harmony with the staff in Washington, D.C., and all staff members report to the Chief of Staff.

Essential job functions include:

- Serve as an official representative for Rep. Larsen at meetings, forums and public events
- Build and maintain relationships with constituents, businesses, labor, non-profit organizations, federal agencies, local government, and other stakeholders in Island County
- Travel regularly throughout the district to monitor local issues, projects and activities
- Work with Washington D.C.-based staff on federal policy development and interpretation for local stakeholders
- Event planning, including Rep. Larsen's district schedule

Required skills and knowledge:

- Strong understanding of Island County and experience with outreach activities working with government, cultural communities, the business community, organized labor and local stakeholder groups
- Ability to exercise discretion and independent thinking while working as part of a team on sensitive projects and issues
- Strong writing ability
- Flexibility to work nights and weekends
- Valid driver's license and vehicle
- Comfort discussing issues with groups both small and large, including public speaking

This position provides an opportunity to be part of a hard-working, cohesive, and dynamic team with a common mission of making a difference in the lives of others. The ideal candidate is a bilingual English and Spanish speaker, self-motivated, great at multi-tasking, has great interpersonal skills with a teamwork-oriented attitude, and a strong desire to help people.

This is a full-time position with federal benefits such as health care, the Federal Employees Retirement System, Student Loan Repayment Program, vacation/annual leave, paid sick and parental leave, and others.

The annual salary for this position depends on relevant experience and ranges from \$55,000 - \$65,000.

This office is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability. We are committed to building and maintaining an organization that reflects the needs and diverse community we serve.

Application Process:

Interested candidates should send a resume and cover letter to ryan.casey@mail.house.gov or:

Office of U.S. Rep. Rick Larsen
C/O Ryan Casey
District Director
2930 Wetmore Avenue, Ste. 9F
Everett, WA 9820

MEM-135-24 PRESS SECRETARY- The Office of Congresswoman Joyce Beatty (OH-03) seeks an experienced Press Secretary for her Washington, D.C. office. Candidates must be able to manage media relations, press opportunities, and messaging for a senior member of Congress. This role reports to the Communications Director. This is not an entry-level position. Candidates with established, active relationships with top-tier national media outlets and on-the-record experience will receive preferred consideration. Ohio ties are preferred, but not required.

PRIMARY RESPONSIBILITIES:

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

Salary is competitive and commensurate with experience.

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

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

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

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

CORE RESPONSIBILITIES AND DUTIES:

- Ensures legislative staff focuses on Member's policy goals.
- Proposes policy positions and formulate legislative solutions.
- Recommends strategies and tactics on advancing Member's legislative priorities.
- Handles short-term and long-term legislative planning for the Member.
- Manages direction of legislative team.

- Monitors and reports floor action to the Member and the Chief of Staff.
- Writes and reviews legislative memos.
- Works with legislative team to develop vote recommendations.
- Coordinates responses to legislative mail.
- Communicates and strategizes with the District Director and/or district office staff on policy initiatives targeted towards constituents.
- Maintains up-to-date status reports on all legislation affecting the district, legislation sponsored by the Member, legislation on which the Member is an original, lead cosponsor, and legislation on which the Member is a cosponsor.
- Oversees activities in the office in the absence of the Chief of Staff.
- Performs other duties as assigned.

QUALIFICATIONS

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

SALARY

Commensurate with experience.

Applicant Instructions:

Interested candidates should submit a resume, cover letter and at least 2 references to stephanie.moore@mail.house.gov with “Legislative Director/Counsel” in the subject line. This position will remain open until filled. Incomplete applications may not be considered.

This office is an equal opportunity employer and will consider all applicants without regard to race, color, religion, sex, marital or parental status, sexual orientation, gender identity, national origin, disability or national origin.