

# House Vacancy Announcement and Placement Service

Questions? Connect with us at [ResumeService@mail.house.gov](mailto:ResumeService@mail.house.gov) or at 202-226-0221.

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## Member and Committee Openings

Week of March 10, 2025

MEM-088-25

### Senior Auditor Information Systems

The Senior Auditor Information Systems is responsible for the day-to-day accomplishment of assigned audit tasks required in evaluating information systems activities of the U.S. House of Representatives (House). All work is performed in compliance with the Office of Inspector General (OIG) Policies and Procedures Manual and appropriate professional standards. All duties are performed in the highest ethical manner, while exhibiting the OIG Core Values of *Integrity, Excellence, and Innovation*.

#### Major Duties:

- Independently plan and perform audit objectives for information systems audits, including audits of general and application controls and information system management processes.
- Independently configure, use and design tests for audit tools (i.e. software and/or scripts); test systems for vulnerabilities; analyze the data produced; and translate that data into validated audit issues.
- Independently perform assigned audit tasks including, collecting and analyzing relevant documents/data and performing complex analysis to identify potential audit issues, causes, and solutions.
- Assess the risk and significance to House systems/operations of issues identified from assigned audit objectives.
- Conduct meetings, interviews, and briefings.
- Produce work products to include audit work papers and briefing documents.
- Brief supervisors on work performed, audit issues identified, and any unexpected delays or problems.
- Stay apprised of current audit techniques, issues, and trends in information systems and systems security.
- Identify potential audit areas for the IS Division as part of the annual audit planning process and write corresponding fact sheets.
- Contribute to improving the IS Division and the OIG office through efforts such as identifying and implementing new and improved processes, techniques, and tools;



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proposing process changes needed to implement improvements; sharing knowledge; and providing assistance.

**Other Duties:**

- Propose personal training and development plans.
- Provide assistance to contractors as assigned.
- Participate in special projects and other tasks as assigned.

**Requirements of the Position and Additional Information:**

**· Education:**

- An undergraduate degree in a relevant field such as Information Technology or Computer Science, Management Information Systems, Cybersecurity, Accounting or Business Administration (with IT Focus), Data Analytics or Data Science.
- 24 semester hours of accounting (may include up to 6 semester hours in business law) is required.
- An applicable graduate degree or one professional certification is required. Qualifying certifications include: CISA, CISSP, CIA, and CRISC.

**· Experience:**

- At least 5 years of experience performing information systems audits, including audits of general controls, application controls, and information systems processes.
- Extensive experience and knowledge of information systems, information systems auditing, information systems security, information systems management, computer operating systems, network protocols, and audit tools and techniques.

**· Knowledge, Skills, & Abilities**

- Knowledge of government auditing standards.
  - Knowledge of risk assessment concepts.
    - Knowledge and understanding of work management concepts.
  - Ability to work non-standard hours, as needed.
  - Ability to switch job priorities; overcome obstacles.
  - Communicate complex ideas/facts clearly in a well-organized manner and actively listen.
    - Examine situations using facts; draw unbiased conclusions.
  - Ability to display understanding, courtesy, respect, and tact in various interactions; establish and maintain positive working relationships, contribute to organizational effectiveness, and implement conflict management.
    - Collaborate with others, facilitate achievement of goals, and share information and provide assistance in team efforts.
  - Apply skills, methods, and tools, gather and analyze data.
  - Execute processes/procedures required by the OIG Policies and Procedures Manuals.
  - Demonstrate initiative when opportunities are made available.
  - Influence others to maximize efforts towards achievement of a goal.



**Pre-employment Criminal History Records Check** and fingerprinting is required.  
**Drug testing-designated position.** Pre-employment drug screening is required.  
Relocation expenses **will not** be paid.

### **How Resumes Will Be Ranked:**

Candidates whose resumes indicate they meet the education and professional certification requirements, and who also possess the knowledge and experience as listed in this announcement will be given preference.

### **Benefits of Working at the House of Representatives:**

1. General Benefits - U.S. House of Representatives staff are eligible to participate in the various employee benefits plans to which other federal employees are entitled. For instance, Federal Employees Health Benefits, Flexible Spending Account, Federal Employees Life Insurance, Long-term Care Insurance, Thrift Savings Plan, Federal Retirement Programs, etc.

Health Insurance: <https://www.opm.gov/healthcare-insurance/healthcare/plan-information/plans/>

Dental and Vision: <https://www.opm.gov/healthcare-insurance/dental-vision/>

Flexible Spending Accounts: <https://www.opm.gov/healthcare-insurance/flexible-spending-accounts/>

Life Insurance: <https://www.opm.gov/healthcare-insurance/life-insurance/>

Long-term Care: <https://www.opm.gov/healthcare-insurance/long-term-care/>

Thrift Savings Plan: <https://www.tsp.gov/index.html>

Retirement Program: <https://www.opm.gov/retirement-services>

2. Leave accumulation. Prior federal service and work experience in a related field are considered when calculating an employee's rate of leave accumulation. (The Inspector General has the discretion to grant credit to new employees, for leave accrual purposes, for prior related non-federal work experience). All employees accumulate 12 days of sick leave per year regardless of length of prior federal or non-federal service. Annual Leave is calculated as follows:

- Less than 3 years of service/experience = 12 days annual leave per year
- Between 3 years and 6 years of service/experience = 18 days annual leave per year
- 6 or more years of service/experience = 24 days annual leave per year

3. Student Loan Repayment Program. Employees may be eligible for reimbursement of up to \$10,000 per year (with a maximum of \$80,000 in total) for federally-backed student loans.

4. Gym Membership. House employees are eligible for membership to the House Staff Fitness Center.

5. On-site daycare facility.

6. Flexible work schedule.

7. Eligibility for either free, on-site parking or an amount up to the Department of Transportation monthly limit for mass transit benefits.



**Work Environment and Location:**

The work is usually performed in an office environment. Overnight travel is rare. The work is primarily sedentary but there may be some walking in, to, and/or from House Office Buildings, or other buildings and facilities of the Capitol Complex.

The Official Work Site for the OIG is the Capitol Complex, specifically the Ford House Office Building. Telework/telecommuting may be available for staff, depending on the position and at the sole discretion of the IG, but only to the extent that the work is done within the Greater Washington D.C., Maryland, and Virginia area.

ALL applicants must submit a resume and cover letter, on or before the closing date, that clearly presents the applicant's knowledge, experience, and education to meet the requirements of the position.

2) Submit your resume and cover letter via email to [OIGResumes@mail.house.gov](mailto:OIGResumes@mail.house.gov) ONLY. Reference our vacancy announcement ID, " **IG-25-01 IS-HGOV**", in the Subject Line of your email.

- a. Do NOT send transcripts, copies of degrees or certifications, references, etc.
- b. Do NOT send Veteran's preference\* documents to the OIGResumes email address.

**\*FOR VETERAN'S PREFERENCE APPLICANTS ONLY:** Hiring for this position is governed by the Veterans Employment Opportunities Act (VEOA). Applicants who are seeking consideration of veteran's preference should **send a separate email** directly to [Stanita.Thomas@mail.house.gov](mailto:Stanita.Thomas@mail.house.gov) to request the form and instructions to apply for veteran's preference in the U.S. House of Representatives. The completed veteran's preference form and supporting documentation must be received by this office on or before the closing date of the vacancy announcement. For additional information on the VEOA in the U.S. House of Representatives, please call Stanita Thomas at (202) 226-9210.

**What To Expect:**

When your email is received in the [OIGResumes@mail.house.gov](mailto:OIGResumes@mail.house.gov) email inbox, the system will generate an automated response acknowledging receipt of your email. Only applicants selected for an interview will be contacted further.

Do NOT send resumes and cover letters or courtesy copies (cc) to [Stanita.Thomas@mail.house.gov](mailto:Stanita.Thomas@mail.house.gov).

U.S. citizens, nationals, or those that owe allegiance to the U.S are eligible to apply to this posting. Other Requirements: Must be eligible for and maintain a minimum Secret security clearance; Pre-employment Criminal History Records Check and fingerprinting is required; Drug testing-designated position. Pre-employment drug screening is required; and must reside in or relocate to the Washington, D.C. area.



*The Office of Inspector General is committed to building and maintaining an inclusive and diverse work environment. All qualified candidates are encouraged to apply.*

*The U.S. House of Representatives is an equal opportunity employer. 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. Transportation and all related travel expenses associated with the interview and hiring process must be paid by the applicant. Moving and related relocation expenses are not available. Continued employment with the Inspector General of the House of Representatives is contingent upon satisfactorily completing a criminal history records check. Employment with the U.S. House of Representatives is at-will.*

**NOTE:** To be employed by a House office in a paid position in the continental United States an individual must:

1. Be a U.S. citizen;
2. Be lawfully admitted for permanent residence and seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B);
3. Be (i) admitted as a refugee under 8 U.S.C. § 1157 or granted asylum under 8 U.S.C. § 1158 and (ii) have filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or
4. Owe allegiance to the U.S. (i.e., qualify as a non-citizen U.S. national under federal law).

**This is a Legislative Branch appointment.** A current U.S. Federal employee selected for hire from another branch (Executive, Judicial) of the U.S. Federal government must resign from Federal service in their current branch to be appointed to a position in the Legislative branch.

## MEM-087-25

Congresswoman Dina Titus (D-NV-1) is seeking an experienced **Digital Manager/Press Assistant** to lead digital media efforts in a fast-paced Washington, D.C. office, and to assist the Communications Director with press engagement. We are looking for a self-starting professional with a strong background in political communications, social media management, and online outreach. The ideal candidate will have a deep understanding of implementing digital strategies to bolster the Member's online presence, while also amplifying their policy record. This is not an entry-level position, and a successful candidate must have at least 2 years of communications experience in a relevant setting.

### Key Responsibilities:

1. **Strategic Communications:** Develop and execute strategic communication plans in collaboration with senior staff and the legislative team, ensuring alignment with the Congresswoman's priorities and legislative initiatives.
2. **Social Media Management:** Manage the Congresswoman's social media presence, including developing engaging content (videos, photos, and other new media), clipping interviews, and creating graphics for various platforms.



3. **Website Maintenance:** Ensure that the office website features timely and relevant content.
4. **Content Creation:** Develop and edit videos, photos, and other digital content; and assist the Communications Director with drafting talking points, speeches, press releases, op-eds, and other materials in the Congresswoman's voice.
5. **Media Outreach:** Assist the Communications Director with pitching the Congresswoman to both local and national TV, radio, and print media, positioning her effectively on key issues.
6. **Event Planning:** Assist the Communications Director with planning and managing press conferences, tele-townhalls, roundtables, and other events in both Washington, D.C., and the district.

#### **Qualifications:**

1. **Exceptional Communication Skills:** Strong writing, editing, and proofreading skills.
2. **Media Proficiency:** Deep understanding of broadcast and online media.
3. **Experience:** At least 2 years of experience in developing communication strategy for elected officials, government agencies, non-profit organizations, or similar entities.
4. **Team Player:** Expertise in advising others on communication strategy and the ability to work effectively with a team and Member of Congress.
5. **Deadline-Oriented:** Capable of producing communications materials under tight deadlines.
6. **Strategic Thinker:** Politically savvy and skilled at navigating challenging situations with the press and staff.
7. **Adaptability:** Ability to work flexible hours, including long hours, nights, and weekends, as needed.
8. **Constructive Feedback:** Willingness to accept performance-based criticism and direction.
9. **Relationship Building:** Ability to maintain positive working relationships with the Congresswoman, staff, and media professionals.

The salary for this position is \$65,000 – \$75,000 per year. Salary is commensurate with experience.

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

**To Apply:** Qualified candidates should submit a cover letter, resume, and two writing samples to [NV01jobs@gmail.com](mailto:NV01jobs@gmail.com) with "Application: Rep. Titus Digital Manager/Press Assistant" in the subject line.



## MEM-086-25

The Office of Rep. Latta is seeking a **Staff Assistant** for the Washington, D.C. office.

Responsibilities include staffing and overseeing the front office, answering phones and sorting incoming mail, greeting constituents and visitors, handling tour and flag requests, managing the internship program, and providing general office support. In addition, candidates should have excellent attention to detail and strong writing skills as the role may include drafting constituent letters and assisting legislative staff with various projects.

The ideal candidate will be able to multi-task efficiently, be able to work in a fast-paced environment, and have strong organizational and communication skills. Ties to Ohio are preferred and preference will be given to candidates who have a car and are able to drive to assist in responsibilities driving the member.

Please send resumes to [Andrew.Henthorn@mail.house.gov](mailto:Andrew.Henthorn@mail.house.gov).

## MEM-082-25

### **Field Representative**

Office of Congressman Greg Steube (FL-17)

**Location:** Sarasota, Florida

**Salary Range:** \$55,000 - \$75,000 (commensurate with experience)

### **SUMMARY:**

The Field Representative serves as a liaison between Congressman Steube and constituents, including municipal, county, state, and federal entities, non-profits, and businesses. This role represents the Congressman at community events, facilitates casework, and monitors district issues. The ideal candidate should have a strong understanding of congressional operations and established ties to Southwest Florida.

### **ESSENTIAL DUTIES:**

- Represent the Congressman at community events and meetings in Florida's 17th District, serving as the primary point of contact for local governments, organizations, and stakeholders.
- Act as a liaison between constituents and the DC office to facilitate federal policy needs, funding opportunities, and legislative solutions.
- Manage constituent casework, monitor district issues, and support policy discussions to ensure local concerns are effectively communicated and addressed at the federal level.
- Assist with core district office projects, including Service Academy Nominations and the Congressional App Challenge.
- Occasionally answer office phones and oversee junior staff and interns.





- Maintain and update records using the office's constituent relationship management system (IQ).
- Work flexible hours, including nights and weekends.
- Perform other duties as assigned.

#### **QUALIFICATIONS:**

- Education: Bachelor's degree from an accredited institution.
- Experience: Minimum of 2 years, with strong academic credentials.
- Skills & Knowledge:
  - Strong oral and written communication skills.
  - Understanding of the legislative process and government agencies.
  - Knowledge of district issues and events.
  - Ability to manage multiple priorities and work under pressure.
  - Proficiency in office software and database management.
  - Strong organizational skills and ability to exercise discretion in casework.

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

**MEM-081-25**

House GOP Appropriator Seeks **Legislative Assistant**

#### **CORE RESPONSIBILITIES:**

- to develop legislative initiatives related to a national security portfolio, including cybersecurity, foreign affairs, and armed services.
- to monitor legislative developments within Committees and on the House floor;
- to meet with constituents and advocacy groups on behalf of the Member.

#### **QUALIFICATIONS:**

- at least 1 year of legislative experience in a full-time, paid position or legislative fellowship
- excellent oral and written communication skills;
- thorough knowledge of the legislative process;
- ability to exercise discretion and independent judgment in the formulation and recommendation of policy positions for the Member;
- ability to work cooperatively and courteously with others;
- ability to work well under pressure;
- thoroughness and careful attention to detail

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



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## MEM-080-25

### Texas House Member Seeks **Legislative Correspondent**

#### **CORE RESPONSIBILITIES:**

- to manage a robust constituent correspondence and outreach program;

#### **QUALIFICATIONS:**

- prior Capitol Hill experience, either in a full-time capacity or through an internship
- excellent writing skills and attention to detail;
- familiarity with Indigov or a similar CRM software;
- ability to work cooperatively and courteously with others;
- ability to work well under pressure

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

## MEM-076-25

Congressman Mike Flood (NE-01) seeks a **Special Assistant** for his Washington, D.C. Office.

The primary responsibility of the Special Assistant is to transport the Member and other staff members to meetings and appointments as necessary, deliver and pickup materials for the office, staff the Member at various meetings, plan for and cater to various constituents and VIPs in DC, and serve as a personal aide to the Member when he is in Washington, DC. When the Member is in the district, the Special Assistant will assist the Operations Team with special projects and other misc. tasks. Typical responsibilities may include, but are not limited to:

- Driving the Member and other staff members as required for their official duties, sometimes before or after typical business hours.
- Driving the Member to and from the airport, sometimes before or after typical business hours.
- Deliver and pickup materials for the office, including letters, packages, and documents from other government agencies.
- Working with the Operations Director to be aware of the Member's schedule in order to prepare the Member for his events/meetings.
- Running errands and assisting the Operations Team with supplies and other misc. administrative matters.
- Assisting in sorting and delivering mail.
- Staffing the Member at various meetings and events.
- Catering to constituents and VIPs who happen to be in Washington, DC.



- Serving as a personal aide to the Member, tending to various needs as they arise while he is in Washington, DC.

The requirements for this position are:

- Located in Washington, DC.
- Regular, predictable and punctual attendance at assigned locations required for performance of duties.
- Ability to communicate effectively with the Member and office staff, Members and representatives from other offices, outside organizations, and others.
- Ability to work outside of traditional business hours as the Member's schedule dictates.
- Ability to handle difficult and sometimes tense interactions with members of the public, including constituents, with tact while also prioritizing the well-being of the Member.
- Work is public-facing and requires frequent interaction with members of the public, including constituents, in a courteous and tactful manner. Work requires extended and unscheduled hours as dictated by the Member's schedule and office needs.
- Must possess a valid driver's license and have a good driving record. A personal vehicle used to drive the Member is not necessarily required.
- Regularly lifts and moves luggage, books, files, documents, and other office materials.
- Must be able to prioritize and perform duties under pressure in a fast-paced environment.
- Regularly use typical office equipment, software programs, and methods of communication, including, for example, a computer, email, telephone, smartphone, photocopier, fax machine, etc.

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

## MEM-074-25

**Press/Digital Assistant**—Congressman Jonathan L. Jackson seeks a full-time Press/Digital Assistant to work in his Washington, D.C. office. This position reports to the Communications Director.

### **Responsibilities:**

- Create and manage content for the Member's social media platforms, including copy, graphics, and videos
- Assist with drafting and circulating the Member's newsletter, press releases, statements, talking points, and speeches



- Work with the Communications Director to develop content and graphics for franked communications
- Monitor news outlets and social media and compile press clips that mention the Member
- Maintain Chicago and D.C. press lists
- Handle photography and videography at D.C.-based events
- Assist with updating the website

#### **Qualifications:**

- Heart for public service and helping others
- Exceptional attention to detail
- Strong writing and creative skills
- Experience in graphic design and video editing
- An ability to work collaboratively in a fast-paced, team environment
- Temperament to communicate with a variety of personalities in a friendly and professional manner
- Chicago ties and experience in competitive districts are preferred but not required.
- Experience in Congressional offices of political campaigns preferred but not required.

The office is an equal opportunity employer. Please submit a resume and brief cover letter to [Robert.patillo@mail.house.gov](mailto:Robert.patillo@mail.house.gov) with “LAST NAME - Press/Digital Assistant Application” in the subject line. Please do not call or drop by the office.

#### **MEM-072-25**

**Press Assistant** - The Office of Congressman Rob Wittman (VA-01) is seeking a **Press Assistant** to help execute the congressman’s communications strategy and plan.

Primary responsibilities include: drafting press releases and talking points, writing email newsletters for targeted constituent coalitions, promoting the congressman’s district events and engagements, maintaining the communications content calendar, overseeing website management and updates, branding through graphic design and video/audio editing, managing social media accounts and analyzing their performance metrics, and maintaining the congressman’s photo and video database. They will work with the communications director to find new ways to grow the congressman’s following, increase his name ID in the district, and maintain synergy across communications materials.

A strong candidate will be a creative, proactive communicator familiar with social media, the legislative process, website maintenance, as well as photography, graphic design, and video editing. Excellent writing and organizational skills are required. An ability to multitask and work under tight deadlines is necessary. Strong candidates will have previous congressional or political communications experience; ties to Virginia are helpful but not required. Interested applicants should email a resume, cover letter, and two writing samples to [Julianne.Heberlein@mail.house.gov](mailto:Julianne.Heberlein@mail.house.gov) with “Press Assistant” in the subject line.



## MEM-071-25

**Press/Digital Assistant** - Congresswoman Kristen McDonald Rivet (MI-08) seeks a full-time **Press/Digital Assistant**, based in her Washington D.C. office. This position reports to the Communications Director.

### **Responsibilities:**

- Create and manage content for the Member's social media platforms, including copy, graphics, and videos
- Assist with drafting and circulating the Member's newsletter, press releases, statements, talking points, and speeches
- Work with Communications Director to develop content and graphics for franked communications
- Monitor mentions of the Congresswoman across news outlets and social media, and compile press clips
- Maintain Michigan and D.C. press lists
- Handle photography and videography at D.C.-based events
- Assist with updating the website

### **Qualifications:**

- Heart for public service and helping others
- Exceptional attention to detail
- Strong writing and creative skills
- Experience in graphic design and video editing
- An ability to work collaboratively in a fast-paced, team environment
- Temperament to communicate with a variety of personalities in a friendly and professional manner
- Michigan ties and experience in competitive districts are preferred but not required
- Experience in Congressional offices of political campaigns preferred but not required

**Salary:** \$55,000 per year

The office is an equal-opportunity employer. **Please submit a resume and brief cover letter to [tom.grandon@mail.house.gov](mailto:tom.grandon@mail.house.gov) with "LAST NAME - Press/Digital Assistant Application" in the subject line.** Please do not call or drop-by the office.

## MEM-067-25

**District Director** for Congressman Jonathan L. Jackson (D-IL-1).



### Background:

Congressman Jackson has an immediate need to hire a dynamic leader to fill the **District Director** role in the Chicago Office. This is a full-time position. Interested candidates are encouraged to submit a resume and cover letter by Saturday, March 8, 2025. Once the application period closes, the office will contact the best qualified candidates to begin the interview process.

### Job Expectations:

The District Director serves as the Member's senior staffer in the Congressional District. This position works closely with the Chief of Staff, Legislative Director, and Communications Director to establish strategies, plans, and activities for the Member. Additionally, the District Director represents the Member at events and meetings throughout the local community. The District Director also manages and oversees all district office operations, workflow, assignments of responsibilities, and performance of the team (e.g., constituent service representative/caseworker, staff assistant). Occasional travel to the Washington, D.C. office is required.

Salary Level/Range: Commensurate with Experience.

### Job Duties:

- Collaborates with the Member, Chief of Staff, Legislative Director, and Communications Director to ensure district office strategies and operating plans align with the Member's strategic vision and goals
- Attends events, speaks to local groups, and meets with elected officials and representatives in the district to serve as a primary representative on behalf of the Member
- Oversees the Member's constituent casework activities with Federal departments and agencies to monitor progress and schedule meetings as necessary
- Conducts district office staff meetings to ensure tasks are delegated and addressed appropriately
- Facilitates information sharing between the Member's district office and the D.C. office
- Understands and navigates differing perspectives and opinions to resolve conflicts and develop solutions effectively
- Interviews, selects, and trains employees of the district office to ensure the office is appropriately staffed
- Plans, assigns, and directs work of employees in the district office to manage staff and evaluate their work
- Oversees district office staff to ensure compliance with office policies, practices, and procedures
- Travels throughout the district at regular intervals to keep abreast of local concerns



- Partners with the Member's communications team to plan district-based media and press events

#### Featured Skills:

- **Decision Making:** Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions. Commits to action to accomplish organizational goals. Maintains appropriate levels of confidentiality.
- **Advising:** Provides guidance and persuades others; utilizes give and take to make sure input is considered on important decisions; considers the legislative and political situation to provide valuable guidance.
- **Managing Others:** Plans, distributes, and monitors work assignments of others; evaluates work performance and provides ongoing feedback to others on their performance and opportunities to learn through formal and informal methods.
- **Planning and Coordination:** Organizes work and sets priorities. Coordinates with others to accomplish goals; monitors progress and evaluates outcomes.
- **Political Acumen:** Identifies the internal and external politics that impact work. Perceives organizational and political reality and acts accordingly.

#### Preferences:

- Bachelor's degree or equivalent combination of education and experience preferred
- Experience developing a community relations strategy for a Member of Congress, elected official, or Federal agency is preferred
- Familiarity with Congressman Jackson's district and/or IL is required
- Management experience is required

#### Applicant Instructions:

All interested candidates are encouraged to submit a cover letter and resume by Saturday, March 8, 2025, to [edward.hamb@mail.house.gov](mailto:edward.hamb@mail.house.gov).

#### Notice:

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

**MEM-064-25**

#### **Oversight and Investigations Law Clerk**

The House Committee on Energy and Commerce, Subcommittee on Oversight and Investigations (Democratic Staff) is seeking a **Law Clerk** for Summer 2025 to assist in conducting oversight and investigations of issues within the Committee's broad jurisdiction. Law Clerks will work closely with Subcommittee counsel and professional



staff on a wide range of issues related to the environment, energy, health care, and consumer protection sectors. This is a paid position.

Responsibilities include assisting in the preparation for Congressional hearings; contributing to the management of investigations of governmental and private entities; conducting research, document review, and analysis; drafting letters, memoranda, and investigative reports; and coordinating with other Subcommittees of the full Committee.

The ideal candidate will be in at least their second year of law school or is a recent law school graduate who is a detail-oriented and proactive problem-solver with strong communication and legal research and writing skills. Women, people of color, veterans, and LGBTQ+ candidates are strongly encouraged to apply. 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. Law clerks will receive a stipend, and applicants may request the Committee's assistance to receive credit from their educational institution.

To apply, please submit a resume, cover letter, and short writing sample to [InternshipResume.EC@mail.house.gov](mailto:InternshipResume.EC@mail.house.gov) with the subject line, "E&C O&I Law Clerk." Applications are due on March 21, 2025.

## MEM-063-25

Congresswoman Maxine Dexter, M.D. (OR-03) seeks a creative, proactive **Digital/Press Assistant** in her Washington, D.C. office. This is a full-time position.

The Digital/Press Assistant reports to the Communications Director and will play a crucial role in executing the office's strategic communications plan, specifically in executing the office's social media and digital communications.

This position requires a comprehensive understanding of social media trends, superior writing skills, considerable experience with photography, graphic design, and video editing, and the ability to work collaboratively in a fast-paced, team environment. Oregon ties are a plus but not required.

This office is an equal-opportunity employer committed to developing an organization that is reflective of the district that we serve. The office does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability.

Key Responsibilities:





- Develop and implement the office’s digital and social media strategy; create and maintain a consistent stream of digital content for member’s social media platforms and website; includes rapid response
- Assist with drafting newsletters, press releases, talking points, scripts, op-eds/letters to the editor, newsletters, and other written materials
- Film and edit videos for social media, including Instagram, Facebook, YouTube, etc.
- Develop and update website content
- Create/maintain press lists
- Clip TV appearances, floor speeches, and other video content for social media.
- Other tasks as needed

Salary range is \$60,000-70,000.

Candidates should submit a resume, cover letter, 2-3 digital samples, mail to: [OR3Resumes@gmail.com](mailto:OR3Resumes@gmail.com). and with the subject line “Digital/Press Assistant - [Your Name]” to [OR3Resumes@gmail.com](mailto:OR3Resumes@gmail.com).

**MEM-054-25**

### **Communications Advisor**

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

Congresswoman Melanie Stansbury (NM-01) is hiring a strategic Communications Advisor to support her Office’s work on the DOGE Subcommittee of the House Oversight Committee and on behalf of New Mexico’s First Congressional District.

This is not an entry level position. Previous experience on Capitol Hill and/or high-level political communications experience is required, along with a solid understanding of Congress and the legislative process.

Strong preference for New Mexico ties, where possible. This Communications Advisor will be joining a dedicated, hard-working, and upbeat team working to defend our democracy and serving the state of New Mexico. This role will require strong coordination and writing skills.

This Communications Advisor will report to the Communications Director and work closely with the Congresswoman’s Leadership, Legislative and District Office teams to develop and execute a coordinated communications plan to keep the public and constituents informed on critical matters before Congress and affecting the state.

Job responsibilities will include strategic planning, drafting speeches, written remarks, press statements, and more:

**The ideal candidate will also possess the following:**



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- Exceptional writing and researching skills.
- Ability to work long hours (including weekends and evenings as needed), under pressure, while remaining collaborative and effective.
- Thoroughness and attention to detail.
- Discretion and sound judgment.
- An independent self-starter and team-player.
- Strong organizational, time-management, and project management skills with the ability to juggle multiple priorities simultaneously.
- Self-starting, high dependability, adaptability, and organization skills.

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

Interested candidates must submit a resume to [repstansburyresumes@mail.house.gov](mailto:repstansburyresumes@mail.house.gov) by March 7 with the following subject line: "Last Name – Communications Advisor." Interviews will be conducted on a rolling basis.

Out of fairness to all candidates, those who do not submit their materials to this email will not be considered. Qualified candidates should submit a single PDF saved with LastName.FirstName.CommunicationsAdvisor to include:

1. Cover letter
2. Resume
3. Two writing samples

## MEM-053-25

The House Committee on Financial Services is seeking an experienced securities attorney to serve as **Counsel** to the **Subcommittee on Capital Markets of the House Committee on Financial Services**.

### Position Overview:

The Counsel will play a vital role in advancing the Subcommittee's work on capital formation and SEC institutional reforms, among other issue areas. The Counsel will work closely with Committee leadership and staff to develop legislation and policy initiatives.

### Key Responsibilities:

- Conduct comprehensive legal research and analysis to support the Subcommittee's initiatives
- Draft and review legislation within the Subcommittee's jurisdiction
- Represent the Subcommittee in meetings with Members of Congress, interest groups, government agencies, and other stakeholders



- Analyze complex documents, legislation, and regulatory materials to prepare briefing materials for Committee members and staff
- Provide legal counsel to the Chairman
- Develop briefing papers and policy documents
- Prepare and support Committee hearings and markups
- Contribute to additional projects based on expertise and interests

#### **Qualifications Required:**

- Juris Doctor (JD) degree from an accredited law school
- Active membership in good standing with a state bar
- Minimum 5 years of experience
- Strong understanding of federal securities laws and regulations
- Excellent analytical, research, and writing skills
- Outstanding interpersonal and communication abilities
- Demonstrated ability to manage multiple complex projects simultaneously
- Experience in analyzing and drafting legislation

#### **Preferred:**

- Prior experience at the Securities and Exchange Commission (SEC)
- Background in capital markets regulation and policy
- Legislative or government affairs experience
- Knowledge of congressional procedures and legislative process

#### **Additional Information:**

This position offers significant opportunity for professional growth and the ability to shape the role based on expertise and interest. Work is conducted collaboratively as part of a dynamic team environment, with shared responsibilities and opportunities for cross-functional engagement.

#### **How to Apply:**

Please email [Zach.Gates@mail.house.gov](mailto:Zach.Gates@mail.house.gov) to apply with a resume and cover letter.

**MEM-051-25**

#### **DISTRICT STAFF ASSISTANT - Communications and Office Logistics**

The Office of U.S. Representative Greg Landsman (OH-01) seeks an organized and proactive professional to serve as a Staff Assistant in our Cincinnati and Lebanon, OH offices.

This position is responsible for driving the Congressman to and from the airport on fly-in and fly-out days and to and from district events. Additionally, the role serves as a critical part of the communications team, capturing photos; videos and writing copy for the Congressman's social media and public communications. Lastly, this role will support



district office operations by serving as the point of contact for office logistics, including managing equipment, shipping and receiving supplies, and essential IT support, such as helping with onboarding and offboarding new hires and interns.

Candidates for this role should have an exceptional driving record, a car, and car insurance. They should also have a background in graphic design, video production, photography, or social media. The ideal candidate should also possess strong writing and communication skills, exceptional customer service; time management and organizational skills, paying close attention to detail. The ability to prioritize and follow through on multiple competing priorities in a fast-paced environment is foundational to working in the office.

A valid U.S. driver's license and consistent access to a vehicle are required for the position.

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

Salary range is \$45,000-\$55,000, commensurate with experience.

Applications will be accepted on a rolling basis. To apply, please email [reginald.harris@mail.house.gov](mailto:reginald.harris@mail.house.gov) with "Staff Assistant" in the subject line and the following application materials attached as one combined PDF:

- Cover letter
- Résumé
- Two references including name, current title and organization, phone number, email, and a one-sentence description of your relationship to the reference (we will not contact these references without reaching out to you for your approval)
- An attachment or link to any video editing, photography, and/or social media content entirely produced by the applicant

No phone calls or drop bys, please.

## MEM-047-25

The Office of Congressman Brad Sherman (CA-32) is seeking to fill a job opening for a **Caseworker** position in the (Sherman Oaks) district office.

Caseworker responsibilities include: Interact with constituents via phone, email and in-office meetings; Assist senior staff with administrative responsibilities; Input, file and review constituent inquiries; Contact federal agencies on behalf of constituents.



Applicant should be organized, professional, highly motivated and must possess strong writing, typing and interpersonal skills. Must be able to work in a fast-paced environment and meet deadlines. Proficiency with Microsoft Office and database software preferred. Position is entry-level, but past experience in a social work or government field is preferred. Candidate should have graduated from an accredited four-year college or university with a bachelor's degree.

Salary starts at \$45,000 annually, with additional considerations made for relevant experience. We offer a generous student loan reimbursement package.

Please submit cover letter and resume attn: Scott Abrams to [scott.abrams@mail.house.gov](mailto:scott.abrams@mail.house.gov) . No calls please

### MEM-046-25

The House Committee on Homeland Security Republican Staff is hiring for a **Counsel** (JD required) or **Professional Staff Member** supporting the Director of Investigations and the Subcommittee on Oversight, Investigations, and Accountability.

The ideal candidate will have at least two years of experience with a background or strong interest in congressional oversight and investigations. Experience in homeland security issues is a plus.

Responsibilities include, but are not limited to, staffing Subcommittee and some Full Committee congressional hearings, drafting Subcommittee and some Full Committee correspondence to and from the Executive Branch as well as with outside organizations, conducting depositions/ transcribed interviews, reviewing document productions, legislation, research, managing external sources of information, and interacting with various congressional committee and personal offices.

Candidates must possess a strong work ethic, superior attention to detail, be self-motivated, work well under pressure, and possess excellent written and oral communication skills. The ability to work both independently and as part of a team are critical. Prior Hill experience preferred. Interested candidates should send a resume and cover letter to [Resumes.CHS@mail.house.gov](mailto:Resumes.CHS@mail.house.gov) with the subject line "OIA Counsel - <Applicant First and Last Name> - OIA Counsel" or "OIA PSM - <Applicant First and Last Name>."

### MEM-042-25

The Office of Congressman Gabe Vasquez (NM-02) seeks an experienced, highly organized, and detail-oriented **Scheduler** to be based in his Washington, DC office. This is not an



entry-level position. Candidates must have exceptional organizational skills, meticulous attention to detail, expertise prioritizing and managing multiple tasks under tight deadlines, and the ability to work under pressure in a fast-paced environment for a battleground Member.

The Scheduler serves as a key player of the team by managing the Member's time. This role reports to and works closely with the Chief of Staff but is expected to be a leader and team player in coordinating closely with the full team regarding the Member's schedule.

### Core Responsibilities

- Evaluating, organizing, and responding to all incoming meeting and event requests in coordination with the Chief of Staff in a timely manner.
- Maintains the Member's daily and long-term schedule, coordinates travel, and acts as a liaison for the Member with other congressional offices, constituents, and stakeholders.
- Briefs the Member weekly on upcoming events, meetings, and other scheduling matters in Washington, DC and New Mexico.
- Collaborates with the Member and Senior Staff to determine and finalize the Member's daily and long-term schedules, and collect briefing materials (e.g., memos, talking points, and speeches).
- Manages Member and office operations in Washington, D.C. including coordination of Member movements, meetings, and off-campus events.
- Works closely with financial administrator for travel and official expenses.
- Reports directly to the Chief of Staff and Member.

Qualifications: The ideal candidate will have congressional work experience and prior scheduling experience. New Mexico ties and Spanish-language proficiency are a plus.

To apply, please send a cover letter and resume as a single document to [NM02applications@mail.house.gov](mailto:NM02applications@mail.house.gov) with "Scheduler: [Your Name]" as the subject line.

*This office is an equal opportunity employer; the office does not discriminate on the basis of race, color, religion, national origin, sex, gender identity or expression, sexual orientation, age, disability, or military status, or any other characteristic protected by applicable law.*

## MEM-040-25

Overview: Congressman Rob Wittman is seeking a highly motivated and experienced **Legislative Director** to lead his legislative agenda and coordinate policy initiatives in his Washington, D.C. office. The Legislative Director would handle the Congressman's Natural Resources Committee assignment, as well as Energy, Environment and Chesapeake Bay,



Tax, Telecom/Broadband, Transportation & Infrastructure, Appropriations and the Budget, Immigration, Labor/Workforce/Federal Employees. In addition, the Legislative Director will have a close working relationship with the Chief of Staff in building and maintaining relationships with other lawmakers, committee staff, and advocacy groups.

The Legislative Director should be knowledgeable about issues relating to Virginia and VA-01, and work closely with the District Director and district stakeholders, including local leaders, businesses, and community organizations, to understand their needs and incorporate their perspectives into legislative efforts. Most importantly, the Legislative Director should have a genuine commitment to public service and advocating for the best interests of Virginia's First District.

**Key Responsibilities:**

- Develop and implement a comprehensive legislative strategy aligned with the Congressman's priorities and constituents' needs.
- Manage and mentor a legislative team, provide guidance, and foster collaboration among staff members.
- Build and maintain relationships with other lawmakers, committee staff, advocacy groups, and stakeholders to advance the Congressman's legislative goals.
- Engage with district stakeholders, including local leaders, businesses, and community organizations, to understand their needs and incorporate their perspectives into legislative efforts.
- Understand the political landscape and anticipate the implications of legislative actions as it relates to VA-01.
- Draft legislation, amendments, and policy papers, ensuring clarity and adherence to congressional procedures.
- Maintains up-to-date tracking reports on all legislative items including Sponsored and Cosponsored legislation and letters, provisions in larger bills, and district wins.
- Review responses to all constituent mail, and review content produced by the communications team.
- Represent the Congressman in meetings with constituents, interest groups, and other legislative offices.
- Monitor legislative developments and provide timely updates to the Congressman and his staff.

**Qualifications:**

- Minimum of 5 years of experience in legislative affairs, public policy, or a related field, preferably in a congressional office.
- Strong understanding of the legislative process and federal government operations.
- Excellent writing, research, and communication skills.
- Proven ability to work collaboratively in a fast-paced environment and manage multiple priorities.
- Commitment to public service and the values of Congressman Wittman.





- Virginia ties Preferred

Interested candidates should send a resume, cover letter, and references to [Carolyn.King@mail.house.gov](mailto:Carolyn.King@mail.house.gov) with the subject line “Legislative Director Application.”

MEM-034-25

### **House Committee on Veterans’ Affairs (Majority) Contracts Investigator**

The House Committee on Veterans’ Affairs Majority staff seeks a **subject matter expert** on government procurement, contracting, and acquisition.

#### **Core Responsibilities:**

- Under the supervision of the General Counsel for the Committee, the individual will conduct oversight and develop policies relating to Department of Veterans Affairs (VA) procurement, contracting, and acquisition.
- The responsibilities encompass the entire VA, which includes the Veterans Benefits Administration, Veterans Health Administration, National Cemetery Administration, and VA Central Office organizations. This also covers a wide range of activities such as small-dollar procurement, contracting by negotiation, major acquisition, Federal Supply Schedules, category management, construction, leasing, information technology, health care, research and development, and small business.
- Collect technical information and translate it into briefings, memoranda, hearing materials, and policy recommendations for a general audience.
- Meet with congressional staff, veteran service organizations, industry organizations, and internal and external stakeholders.
- Perform other duties as assigned by the General Counsel, Committee Deputy Staff Director, and Committee Staff Director.

#### **Qualifications:**

- Undergraduate degree
- Work experience in procurement operations, preferably as a contract specialist or contracting officer in a federal agency
- Command of the Federal Acquisition Regulation and familiarity with major procurement laws
- Excellent writing, editing, and proofreading skills
- Excellent oral communication skills
- Thoroughness and attention to detail
- Discretion and sound judgment in formulating and recommending policy positions
- 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:**

- 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)
- Federal Transit Benefit or parking
- 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. Veterans are strongly encouraged to apply. Transportation and all related travel expenses associated with the interview and hiring process must be paid by the applicant.

**How to Apply:**

Interested candidates should send their cover letter and resume to [VAR.Resumes@mail.house.gov](mailto:VAR.Resumes@mail.house.gov) with “Contracts Investigator” in the subject line. Writing samples and references may be requested. No calls or walk-ins, please.

**MEM-530-24**

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

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

**CORE RESPONSIBILITIES:**

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



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**DUTIES:**

- Maintain Subcommittee archives of activities, including Member and stakeholder engagements.
- Travel and conduct oversight visits at agency locations.
- Draft trip reports, requests to agencies for information (including tracking deadlines), hearing recaps, and other work product relevant to the Subcommittee's jurisdiction.
- Subcommittee casework as assigned.
- Answer telephone and respond to caller inquiries.
- Keep abreast of emails, including Member inquiries and agency notifications.
- Organize and maintain Subcommittee electronic records, including meeting notes, agency reports, other documents.
- Participate in staff-level discussions on legislation being considered; draft policy memoranda as assigned.
- Assist with due diligence being performed as part of the Subcommittee's oversight duties, including requesting information from agencies on matters within the Subcommittee jurisdiction.
- Assist with hearing preparation and coordination of hearings, including drafting memoranda and remarks for Chairman.
- Attend meetings with agencies, veteran service organizations, and other parties, and maintain notes on such meetings.
- Assist with the drafting of memoranda for the full Committee and Subcommittee Chairman on matters within the jurisdiction of the Subcommittee.
- Review the Congressional Record, Federal Register, House Calendar, and other publications for matters of interest to Subcommittee Members and staff.
- Assist with developing policy recommendations and serve as a resource for Members both on and off Committee.
- Responsible for all other duties assigned by the full Committee Chairman, Subcommittee Chairman, full Committee Staff Director or Deputy Staff Director, and Subcommittee Staff Director, and assisting other Committee staff, as needed.
- This is a full-time, on-site position in Washington, DC.

**MINIMUM QUALIFICATIONS:**

- Bachelor of Arts or Science.

**REQUIRED SKILLS:**

- Strong research skills. Legal research skills (e.g., LexisNexis) is a plus.
- Strong writing and editing skills.
- Strong Microsoft Office proficiency, including expertise in Word and the ability to use Excel.
- Strong organizational skills.
- Strong verbal communication.
- Excellent attention to detail.
- Excellent listening skills.



- Strong ability to manage fluctuating workloads and juggle and prioritize tasks, including managing short-, medium-, and long-term tasks.
- Team oriented.
- Excellent ability to work well under pressure and time constraints.
- Problem solving and analytical skills are a plus.
- Potential to work independently.

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

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

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

**How to Apply:** Qualified candidates please send their cover letter, resume, and one (1) writing sample to the following e-mail address: [VAR.Resumes@mail.house.gov](mailto:VAR.Resumes@mail.house.gov) with “DAMA Republican Research Assistant” in the subject line. No calls or walk-ins, please.

## MEM-523-24

The Democratic Staff of the House Budget Committee and Ranking Member Brendan F. Boyle (PA-02) seek a creative and detail-oriented **Digital Assistant** to support digital communications and public engagement efforts. This position will be split between the committee office and personal office and will be based out of Washington D.C.

This position involves creating and scheduling content for social media platforms, maintaining the committee’s website, producing multimedia materials (graphics, videos, and infographics), and monitoring digital analytics to optimize outreach. The ideal candidate will have 1-3 years of experience in digital communications, social media management, or a similar role (Hill or campaign experience preferred), proficiency with design and editing tools (e.g., Adobe Creative Suite, Canva), strong writing and editing skills, and a passion for progressive policymaking.



Candidates should be highly organized, comfortable working under tight deadlines, and familiar with social media analytics and website content management systems. A bachelor's degree in communications, political science, or a related field is preferred. Salary is commensurate with experience, and the position includes a competitive benefits package.

This office is an equal opportunity employer with a team that highly values mentorship and professional development; we do not discriminate on the basis of race, color, religion, national origin or citizenship status, sex, gender identity or expression, pregnancy, sexual orientation, age, disability, or military status. Candidates with diverse backgrounds, women, people of color, and LGBTQIA+ candidates are strongly encouraged to apply.

To apply, email a cover letter, resume, three examples of digital content, and contact information for three references to [budget-democrat.jobs@mail.house.gov](mailto:budget-democrat.jobs@mail.house.gov) with the subject line: "[Name] – Digital Assistant Application." Applications will be reviewed on a rolling basis.

## MEM -522-24

The Office of Congressman Pat Ryan (NY-18) seeks a **Press Secretary** based in the Washington DC office. Applicants should be prepared to join a highly-collaborative, high-achieving team and possess an eagerness to grow and learn within the office. Ties to New York's 18th District are a plus.

The ideal candidate should demonstrate excellent writing and editing skills in addition to a strong work ethic, good sense of humor, and keen attention to detail. The position will require working non-traditional hours.

### **Responsibilities include:**

- Writing press releases, statements and media advisories
- Drafting talking points and op-eds
- Staffing the Congressman for interviews and media events
- Planning press conferences and in-district events
- Responding to press inquiries
- Maintaining relationships and booking interviews with local press outlets
- Other tasks as assigned

The Press Secretary will report to the Communications Director, and work closely with the Chief of Staff, the District Director, the Digital Director, the Legislative Director, and other legislative and district staff in creating, coordinating and executing the digital and written content strategy to promote the Congressman's legislative and district priorities. The salary range for this position is \$60,000 - \$80,000, commensurate with experience.



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

Candidates should submit a cover letter, resume, two writing samples, and three references in a single PDF to [ny18resumes@mail.house.gov](mailto:ny18resumes@mail.house.gov) with the job title and your full name in the subject line (e.g.: “Press Secretary - Bryson Daily). No phone calls, faxes or drop-ins, please. Applications will be considered on a rolling basis.

## MEM-517-24

Congresswoman Susie Lee (D-NV) seeks a highly organized, good-humored, hard-working **DC Scheduler** to develop, coordinate, and manage all aspects of the Member’s daily and long-term schedule and logistics in DC. The DC Scheduler will report to the Chief of Staff and work closely with the Member, DC staff, and District staff, including a District-based scheduler responsible for in-district scheduling. This is not an entry-level role; prior scheduling experience is preferred, and salary will be commensurate with experience.

Responsibilities also include tracking, evaluating, and responding to all invitations and scheduling requests, coordinating travel for the Member, compiling the Congresswoman’s nightly briefing materials, and managing office operations, including but not limited to facilitating Member meetings and calls, coordinating internal and external events, assisting with onboarding and training for staff and interns, and other administrative duties. Responsibilities will also include providing staffing support, including driving the Congresswoman as needed. Strong candidates will be creative problem solvers, have excellent attention to detail, communicate succinctly and effectively, and thrive in a fast-paced work environment. The position requires the ability to multi-task, work well under pressure, and the flexibility to be responsive to urgent scheduling needs on nights and weekends.

Candidates of diverse backgrounds are encouraged to apply. 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.

Candidates should submit in PDF format a resume, cover letter, and three references (including name, title and organization, phone number, email, and relationship to the candidate) to [nv03resumes@gmail.com](mailto:nv03resumes@gmail.com) with the following subject line: “Full Name – DC Scheduler.”

