

House Vacancy Announcement and Placement Service

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Member and Committee Openings

Week of May 27, 2025

MEM-164-25

Minority Professional Staff for the Subcommittees on Oversight and Investigations and Office of Insular Affairs, House Natural Resources Committee

The Professional Staff member will play a central role in preparing for hearings in the subcommittee and full committee, and in conducting oversight and investigations on the issues and agencies in the full committee's jurisdiction. The Committee Democrats value experience conducting investigations, a legal/policy background, familiarity with the Department of the Interior, NOAA and the Forest Service, written and verbal Spanish fluency, and an understanding of the issues in the Committee's jurisdiction. The position requires strong organizational, time management, verbal and written communications skills, as well as the ability to work in a fast-paced environment.

The successful candidate demonstrates an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations. The candidate also understands how the work of the Committee intersects with racism, economic, and social inequality in the United States and has a passion for working to dismantle these systems.

Primary Responsibilities:

- Drafting hearing memos, statements, and questions
- Evaluating hearing witnesses
- Briefing Members of Congress on the Committee and their staff
- Legal/policy and issue-based research
- Writing and implementing investigation plans
- Drafting correspondence and document requests
- Writing investigative reports
- Meeting with subject matter experts
- Possible light travel for field hearings or investigations.
- Briefing members of the media

The position is based in Washington, D.C. The Professional Staff person will be expected to work in office when Congress is in session. Women, LGBTQIA+, and racial/ethnic minority



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candidates are encouraged to apply. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

To apply, please send a cover letter, resume, and two writing samples via [the application form](#) by 5PM EST, June 3, 2025.

Salary Range is \$70,000- \$100,000 per year

MEM-163-25

Congresswoman Jill Tokuda is seeking an experienced, organized and highly motivated **Legislative Director** to lead our office's legislative work and strategy. The Legislative Director provides strategic planning on legislative priorities in addition to managing their own active issue portfolio which will include the House Armed Services Committee and/or the Select Committee on China. The Legislative Director will also be responsible for managing and mentoring the legislative team, coordinating with the district and communications teams, fostering collaboration among staff members, and overseeing the constituent correspondence program.

Preferred candidates will have Hill or policy experience, strong knowledge of the legislative process, and management experience. The successful candidate will be an excellent writer and communicator and able to juggle multiple priorities under extremely tight deadlines.

Resumes will be reviewed on a rolling basis. To apply, please email Hawaii02jobs@gmail.com (SUBJECT: Legislative Director, YOUR NAME) with a cover letter, resume, and 2-3 references, all in one document. The starting salary for this position is \$95,000 and will be commensurate with experience. Hawaii ties are highly desirable but not required.

MEM-162-25

Digital Director/Legislative Correspondent – Office of Congresswoman Linda Sánchez (CA-38)

Congresswoman Linda Sánchez (CA-38), ranking member of the Ways and Means Trade Subcommittee, leader in the Congressional Hispanic Caucus, and active member of the Congressional Progressive Caucus and Congressional Labor Caucus, is seeking a dynamic and creative Digital Director/Legislative Correspondent to join her team.

This position will be responsible for executing digital strategies to enhance the congresswoman's online presence, engage constituents, and amplify her legislative work. This position will also be responsible for managing the correspondence system, including sorting and drafting responses to constituent mail, and other duties as assigned. They will



work closely with the Communications Director and legislative team to help communicate the congresswoman's work with her constituents across all platforms.

The salary range for this position is \$60,000 – \$68,000.

Responsibilities:

- Develop digital strategy and execution to boost the congresswoman's presence on social media, websites, and email campaigns.
- Create engaging multimedia content including graphics, videos, and social media posts
- Drafting replies to constituent letters, including any research necessary, proofreading letters, tracking trends in constituent correspondence.

Qualifications:

- Experience in digital strategy, content creation, or creative direction, with a strong portfolio in social media, video content, and digital storytelling.
- Experience in political campaigns, government offices, or progressive causes is preferred.
- Strong proficiency with digital design tools and social media platforms.
- Ability to manage multiple projects in a fast-paced environment.
- **Spanish-language skills are strongly preferred.**

The office values diversity and encourages individuals from all backgrounds to apply. To apply for this position, please submit a cover letter, resume, sample letter or other writing sample, and a three-item digital portfolio to CA38jobs@mail.house.gov with "Digital Director/Legislative Correspondent" in the subject line. Links are fine for the digital portfolio.

Deadline for submission is 5:00 pm on Friday, May 30th.

MEM-161-25

COMMUNICATIONS DIRECTOR - The Office of Congressman Rob Wittman (VA-01) is seeking a dynamic and experienced Communications Director to lead our communications efforts. The ideal candidate will be an exceptional writer and manager with a proven track record in media relations and strategic communication. Most importantly, the Communications Director should have a genuine commitment to public service and advocate for the best interests of Virginia's First District.

Key Responsibilities:

- Oversee a two-person communications team, providing leadership and guidance to ensure effective messaging and outreach.



- Collaborate closely with legislative staff to articulate the Member's policy priorities in a timely, efficient, and relevant manner.
- Draft press releases, Member statements, and other communications materials that effectively convey the Congressman's positions.
- Pitch op-eds to local and national media outlets, securing coverage that enhances the Congressman's profile.
- Proactively seek opportunities for the Member's appearances on local and national radio, television, and podcasts.
- Create timely and relevant talking points for the Member and staff to use in various communication settings.
- Manage the communications budget, ensuring resources are allocated effectively to support outreach efforts.
- Develop and oversee the overall communications and messaging strategy for Congressman Wittman.

Qualifications:

- Previous experience in a communications role, preferably in a congressional office, political campaign, or related field.
- Strong understanding of policy issues and legislative processes.
- Exceptional writing, editing, and verbal communication skills.
- Proven ability to build relationships with media and stakeholders.
- Experience managing a team and coordinating multiple projects.

Application Instructions:

Interested applicants should email a resume and a brief cover letter to Nicolle.Miranda@mail.house.gov with "Communications Director" in the subject line.

MEM-160-25

Job Title: Staff Assistant/Constituent Advocate

Annual Salary: minimum \$45K; salary commensurate with experience

Description & Responsibilities: based in the Utica Office, this in-person position reports to the District Director and will work in collaboration with the District Director, Utica Regional Representative, Senior Constituent Advocate, and others to help operate the Utica District Office and support the office's constituent services program, making sure the office is accessible and receptive to Central New Yorkers. This staffer will play a vital role in supporting the operations of the Utica office, ensuring constituents receive prompt, professional service and helping to advance the Congressman's priorities through serving as a first point of contact for visitors and callers and coordinating office functions and schedules.

This person will also help the Senior Constituent Advocate facilitate the Member's constituent casework activities with federal departments and agencies and ensure



communication and information sharing between the district office and DC office. Responsibilities include, but are not limited to:

- Serving as the first point of contact for visitors and callers, providing a welcoming and professional environment.
- Works closely with other members of the office to ensure the highest level of constituent services, and to ensure constituent service is at the forefront of every department's work
- Drafting letters, certificates, and awards.
- Manage constituent requests for flags and tours, in partnership with DC staff.
- Support the Syracuse District Office Manager in hiring and supervising district office interns.
- Assist the casework team with intake, case tracking, and federal agency liaison duties as needed.
- Maintain accurate and complete files on constituent casework and support outreach to community leaders and stakeholders.
- Represent the Congressman at events and meetings when the Regional Representative is unable to, as assigned by the District Director.
- Partnering with outreach staff to coordinate and support office-sponsored events, such as veterans fairs or community roundtables.
- Performing additional duties as assigned.

Qualifications:

- Strong interpersonal and organizational skills
- Ability to handle sensitive information with discretion
- Excellent written and verbal communication skills
- Commitment to public service and constituent-focused work
- Previous experience in government, customer service, or constituent services is a plus
- Proficiency in Spanish (speaking, reading, writing) is a plus

Additional benefits include the following options:

- FEHB or DC Healthlink health insurance with share of the premium paid by the House
- Supplemental dental and vision insurance through FEDVIP – www.benefeds.com
- Flex spending account (FSA) for child care and/or health care - fsafeds.com
- Life insurance
- Thrift Savings Plan (TSP) with matching option
- Federal Employees Retirement System (FERS)

In addition, our office will offer:

- Structured annual review process



- Student loan repayment program
- Parking spot
- Vacation days, sick days, and telework policy

The office is an equal employment opportunity employer and strongly encourages all interested candidates to apply, including women, people of color, veterans, and LGBTQIA individuals. Applicants with disabilities who require reasonable accommodation to participate effectively in the application or hiring processes are encouraged to request an accommodation at any time during those processes. **Please e-mail a resume and cover letter to newyork22jobs@gmail.com and include the job title “Staff Assistant/Constituent Advocate” in the subject line by COB on Wednesday, June 4.**

No walk ins or calls, please.

MEM-159-25

Senior Florida Democrat seeks a **Staff Assistant & Driver** in the Washington, D.C. office. Responsibilities include transporting the Member (including evenings), providing general assistance to the Member, managing the D.C. Intern Program, answering phones, processing mail and packages, welcoming office visitors, processing flag requests, general office administration, assisting with scheduling/operations, and working with staff on other duties as assigned.

Successful candidates will have professional experience and familiarity working in a legislative environment, have proficiency in professional writing, customer service, time-management, and good organizational skills. A positive, solution-oriented personality who has an ability to multitask effectively in a fast-paced environment is ideal. South Florida/Florida ties are required and prior work in a Congressional or Senate office is a major plus. A safe car and a good driving record are required for this position.

Interested parties should e-mail a cover letter and resume to FL25Resume@mail.house.gov with the subject line “Staff Assistant – Last Name.” Please save cover letter and resume in a single file (pdf preferred) and name the file “Last name, First name.” This office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity or expression.

MEM-158- 25

Midwest Conservative Republican is seeking a **Legislative Assistant/Senior Legislative Assistant**.



The Legislative Assistant/Senior Legislative Assistant is responsible for developing and advancing proactive policy proposals, monitoring legislative developments in assigned issue areas, drafting vote recommendations, agency correspondence, representing the member in meetings with constituents and key stakeholders, and other duties as assigned. This person will be responsible for handling the Agriculture Committee portfolio, in addition to other policy areas as well.

Applicants should have previous Capitol Hill, legislative, or policy experience, excellent research, writing, and verbal communication skills, strong attention to detail, and the ability to handle multiple responsibilities simultaneously in a fast-paced environment. Ties to the Midwest are preferred but not required.

Interested candidates should submit a resume midwesternrepublicanoffice@gmail.com with “Legislative Assistant” in the subject line. This is not an entry level position.

MEM-156-25

The **Legislative Correspondent** is responsible for researching legislative issues at the direction of the Chief of Staff, Legislative Director and Legislative Assistants or Aides; and drafting correspondence to explain the Member’s position on public policy matters. This person may be asked to meet with constituents and special interest groups on behalf of the Member. This person will work closely with the Legislative Director, who is their immediate supervisor, Legislative Assistants and interns, and reports to the Chief of Staff.

Overview

This staff member coordinates all legislative correspondence with the Legislative Director and the other legislative staff. The Legislative Correspondent works both independently and in collaboration with a team. They are expected to provide research for and respond to letters from constituents and other interested parties and, on occasion, may assist in drafting memos about key meetings, issues, and constituent groups for the Member. This staff member also attends meetings with constituents and interest groups and provides support for Committee hearing and markups. This position further requires keeping the Member, Chief of Staff, and Legislative Director apprised of the status of mail received by the office regarding legislation.

Essential Job Functions Required

- Drafts tailored letters for constituent inquiries that require special research or a nuanced response;
- Creates and maintains a collection of prepared responses for general legislative inquiries;
- Ensures that legislative responses to constituents are completed in a timely manner;



- Consults with the Legislative Director and Legislative Assistants to ensure the Member's library of legislative letters are accurate, up to date, and reflective of the Member's policy positions;
- Attends legislative meetings with constituents and stakeholder groups, and assists with Committee hearings and markups, upon request;
- Performs special projects assigned by the Legislative Director, Chief of Staff, or Member;
- Answers thoroughly and in a timely fashion assigned constituent letters, including any research necessary to formulate an adequate response to the letters;
- Prints and proofreads form letters;
- Drafts responses to constituent mail that cannot be answered with a form letter;
- Provides information on and generates ideas for press, digital media, and newsletters;
- Meets attendance requirements as established by the office;
- Maintains a good working relationship with the Member, staff, and constituents;
- Accepts performance-based criticism and direction;
- Works well under pressure and handles stress;
- Works a flexible schedule including long hours, nights and weekends; and
- Performs other duties as assigned.

Qualifications/Skills and Knowledge Required

- Ability to learn general knowledge about the legislative process and of the House organization and procedures;
- Ability to perform the essential job functions above;
- 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;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Knowledge of office policies, practices, and procedures;
- Knowledge of office computer applications; and
- Proficiency in word processing.

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

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



Education/Experience

At least one-year of legislative experience with strong academic credentials preferred. Alternatively, one-year of related experience or training in legislation or equivalent similar experience. Experience working in Congress is not required.

Please send resume and cover letter to resumes.hoyle@mail.house.gov with the subject line: Legislative Correspondent Opening, by COB May 30, 2025. No calls or drop-ins please.

FLSA Status: Nonexempt

MEM-155-25

The Office of Representative Mike Kelly (PA-16) seeks a **Scheduler or Operations Director** to coordinate the Representative's schedule and manage administrative duties in the DC office.

Candidates must have exceptional organizational skills, attention to detail, and an ability to manage competing demands and deadlines. Candidates must handle conflicting requests, anticipate the needs of the Member, and exercise sound and efficient judgment when scheduling meetings, events, and travel.

Candidate must have strong communication skills. Capitol Hill or other relevant administrative, operations, or scheduling experience is preferred. Please send a resume and references to kevin.dawson@mail.house.gov.

MEM-154-25

Caseworker Job Opportunity – CA-16 District Office

Bay Area Member of Congress (CA-16) seeks highly motivated and detail-orientated **Caseworker** to help constituents interface with federal agencies. The Caseworker position monitors and provides periodic updates to the Member of Congress, Chief of Staff and District Director on district and local casework issues. This position acts as an advocate for constituents and a liaison to federal, district, and local government agencies and stakeholders for the Member and constituents. A caseworker answers casework correspondence and verbal and written communications with constituents as it pertains to their casework portfolio. The Caseworker works with their colleagues to maintain a constituent-centered team that pursues excellence in public service in order to improve and inspire the lives of the people of the 16th Congressional District.



The Office of California's 16th District is an Equal Opportunity Employer. We are committed to building and maintaining an inclusive and diverse work environment, and we provide reasonable accommodations to applicants and employees with disabilities. All qualified candidates are encouraged to apply.

Additional Information:

Applications are due Friday, May 30, 2025. If you have any questions or comments about the recruitment, selection, or hiring process, please email CA16DOResumes@mail.house.gov or call 408-245-2339, 711(TTY).

Interested candidates must submit a cover letter, resume, and one brief writing sample to CA16DOResumes@mail.house.gov with subject line:

“Caseworker Application – (Applicant’s Name)”.

Salary Range: \$60,000 – \$70,000.

Applications will be considered as they arrive.

Webpage: [Congressman Sam Liccardo | Representing California's 16th District](#)

MEM-152-25

The Office of Congressman Gabe Vasquez seeks a full-time **Staff Assistant/Legislative Correspondent** in the Washington, D.C. office.

Responsibilities include answering phones, handling tour and flag requests, greeting constituents, driving the Member (including evenings), and other administrative tasks as needed. This position will also be responsible for managing the correspondence system, including sorting and drafting responses to constituent mail, and other duties as assigned. Candidates must have exceptional oral and written communication skills, meticulous attention to detail, expertise prioritizing and managing multiple tasks under tight deadlines, a commitment to public service, and the ability to work under pressure in a fast-paced environment for a battleground Member. Familiarity with IQ and prior Hill experience (including internships) is also helpful.

Possession of a driver's license, a good driving record, and safe vehicle are required for this position. New Mexico ties and Spanish-language proficiency are also a plus. The starting salary for this position is \$52,000.

To apply, please send a cover letter and resume as a single document to NM02applications@mail.house.gov with “SA/LC: [Your Name]” as the subject line. Please no walk-ins or phone calls.



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-150-25

Congressman Ryan Mackenzie (PA-07) is seeking to hire a **Legislative Assistant**

The Office of Congressman Ryan Mackenzie (PA-07) is hiring a Legislative Assistant to manage the Congressman's Committee on Education and Workforce assignment and several other issues, including healthcare, tax, and small business. Responsibilities for this role include advancing the Member's priorities and monitoring key developments within assigned legislative areas, drafting vote recommendations and preparing materials for Committee activity, and conducting meetings with constituent groups and key stakeholders. Qualified applicants will have a strong work ethic, strong interpersonal and communication skills (both written and verbal), attention to detail, and the ability to handle competing priorities in a fast-paced environment effectively. Prior experience with Education or Labor policy is preferred but not required.

Interested applicant should submit their resumes to Julia.Hearthway@mail.house.gov.

MEM-149-25

Congressman Mark DeSaulnier (D-CA), member of the Transportation and Infrastructure Committee, seeks an experienced **Legislative Staffer** to handle a diverse legislative portfolio to include Transportation Committee work. Duties include identifying and advancing policy proposals, committee hearing and mark-up preparation and staffing, building relationships with district and federal stakeholders and advocacy organizations as well as agency and congressional staff, briefing the Congressman and drafting legislative memos, policy background, constituent correspondence, and other duties as assigned. Title to be based on candidate's experience.

Ideal candidate will be a strategic, detail-oriented thinker with experience formulating and advancing legislation. Qualified candidates will exercise discretion and independent judgement, have excellent organizational, research, writing, communication, and time management skills, and a willingness to work in a team environment. Knowledge of California is a plus. This is not an entry level position – prior legislative experience on Capitol Hill and working knowledge of House processes and procedures is preferred.

Salary is commensurate with experience. The office is an equal opportunity employer. All qualified candidates are encouraged to apply, including women, people of color, and other



members of traditionally underrepresented communities. Qualified candidates should send resume, cover letter, and references to DeSaulnierResumes@gmail.com.

MEM-147-25

Congresswoman Rashida Tlaib (MI-12) seeks a detail-oriented, experienced and well-organized D.C. based **Operations Manager/Scheduler**. The Operations Manager will be responsible for the management and coordination of the members' schedule and overall operations of the office and its functions.

Responsibilities for the position may include:

- Manages all D.C. and district-based scheduling requests, which includes scheduling for Committee hearings, meetings with other Members, Senators, the Administration, and community-based organizations and all district stakeholders, coordinating as necessary with other congressional offices;
- Manages the collection and coordination of talking points and other prep documents for the Congresswoman's meetings, speaking engagements, and other events for her daily binder and ensures it is updated with all appropriate materials;
- Supports the drafting of the Congresswoman's correspondences, including follow up and thank you letters for meeting attendees;
- Arranges travel for the Member and for staff traveling on official business, both air and ground travel;
- Manages office equipment and ensures that all staff are equipped with supplies and inventory is maintained and good working condition;
- Manages office stationary and works with appropriate vendors for office supply;
- Coordinates special projects for the Congresswoman in partnership with office staff.
- Manages the administrative responsibilities of the Staff Assistant and other employees conducting administrative tasks;
- Support staff assistant and communications team on commendation and greeting requests as needed;
- Support Staff Assistant & District Director on management of internship program, including making assignments and managing work projects;
- Works in partnership with District Director on scheduling all district-based events;
- Other responsibilities as assigned by the Congresswoman and the Chief of Staff.

Qualifications:

- Candidates must be proactive, have strong attention to detail, and the ability to multitask effectively in a fast-paced environment.
- Must be familiar with video conferencing platforms (ex. Zoom, Microsoft Teams, Skype, etc.).
- Must have familiarity with scheduling platforms (ex. google calendar, outlook, etc.)



- Must have great communication and organizational skills as well as strong writing skills.
- Previous hill experience strongly preferred.

This position will often require evening and weekend work, so a strong candidate will be able to work a flexible schedule. Michigan ties are highly desirable, but not required. Starting salary is \$70,000.00 and will commensurate with experience. The Office is unionized and offers robust, competitive benefits. To apply, please email Rashida.Jobs@mail.house.gov (SUBJECT LINE: Operations, YOUR NAME) with a cover letter, resume and 2-3 references.

Women, people of color, LGBTQIA+, and other members of other marginalized communities are strongly encouraged to apply. The office is an equal opportunity employer and does not discriminate based on race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status. This position reports to the Chief of Staff and Member.

MEM-144-25

The Office of Congressman Josh Gottheimer seeks a **Press Secretary** in his Washington, D.C. office. Applicants must have exceptional writing skills, attention to detail, and an ability to manage competing demands and deadlines.

Responsibilities include but are not limited to:

1. Managing the Congressman's digital media;
2. Creating and posting social media posts;
3. Producing graphics and editing photos and videos;
4. Drafting press releases, statements, and talking points;
5. Compiling daily press clips; and
6. Managing the Member's website.

Candidates with New Jersey ties are preferred. This office is an equal-opportunity employer. Candidates with diverse backgrounds are encouraged to apply.

To Apply: Interested candidates should apply by sending resume and cover letter to NJ5Jobs@mail.house.gov with "Press Secretary Application: Last Name" in the subject line."



This is not an entry-level position; at least 2-3 years of full-time, post-graduation professional experience in press and digital communications or a related field is required (internships do not count toward this requirement). Candidates should be aware that this position will require frequent evening and occasional weekend work.

MEM-143-25

Title: Chief Clerk

First Line Supervisor: Deputy Staff Director

Second Line Supervisor: Staff Director

Duties/Responsibilities:

1. Timely notices of all committee events, including hearings, meetings, markups, and round table discussions per House and Committee rules.
2. Prepares hearing room for all Committee hearings, meetings, markups, and round tables, including preparation of materials for members, the court reporter, and media.
3. Clerks all committee hearings, meetings, and markups
 - a. Records member attendance
 - b. Records votes on the electronic system
 - c. Runs monitors (currently with AMX remote)
 - d. Maintains HVAC gavel sheets (Majority only)
4. Manages committee repository in compliance with the House Rules, including:
 - a. Uploads legislation for markups
 - b. Uploads all hearing documents, including witness lists, testimony, legislation, biographies, and truth in-testimony statements
5. Committee Transcripts – Orders transcripts from the Official Reporter and sends them to members and witnesses for correction.
6. Track the transcript and printed hearing status of all hearings by maintaining the chart in the printer's folder.
7. Remains current on House Rules and rule changes relating to the clerk's duties.
8. Maintains HVAC Committee Member lists for the Full Committee and Subcommittees.
9. Maintains HVAC LA and Scheduler lists for the Subcommittees and Full Committee.
10. Maintains all email distribution email lists.
11. Provides a summary of all legislative action from all markups to the Committee Digest (committee.digest@mail.house.gov).
12. Serves as liaison to the House Recording Studio for audio in Hearing Rooms and AMX remote to run hearing room monitors.
13. Prepares all organizational materials or members at the start of a new Congress.
14. Archiving – Responsible for ensuring the Committee complies with all archiving requirements, including:



- a. Responsible for maintaining and organizing all legislation referred to the Committee.
 - b. Responsible for maintaining and organizing all bills reported from subcommittees and the full Committee.
 - c. Prepare all committee documents for depositing in the National Archives at the end of each congressional year.
15. Creates and maintains an HVAC Clerks Handbook explaining the clerical duties and procedures.
16. Provides front office support on phones and greeting visitors.
17. Supervises the Staff Assistant and operation of the front office.
18. Performs other duties as assigned

Qualifications:

- Excellent communication skills
- Strong organizational skills
- Attention to detail
- Strong writing, editing, and proofreading skills
- Knowledge of the legislative process
- Knowledge of House record-keeping requirements
- Ability to work cooperatively and courteously with others
- Punctual

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)

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:

Interested candidates should send their cover letter, resume, references, and three writing samples to VAR.Resumes@mail.house.gov with “Chief Clerk” in the subject line. No calls or walk-ins, please.

MEM-142-25

Staff Director, Subcommittee on Oversight and Investigations, 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.
- Plan for and supervise the Subcommittee staff in the organization of, and preparation for, hearings, to include but not limited to, the 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, including Department of Veterans Affairs (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 VA 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
- This is not an entry level position.



- At least five to seven years of relevant policy or oversight experience. Experience on Capitol Hill or knowledge of veteran policy is 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:

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:

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

MEM-140-25

Senior Legislative Assistant, Rep. Tony Gonzales (TX-23)



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CORE RESPONSIBILITIES:

- to develop legislative initiatives relevant to the Member's position on the House Appropriations Committee and the Committee on Homeland Security;
- 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 2 years of legislative experience in a full-time, legislative position
- prior Capitol Hill experience is strongly preferred;
- 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 with position noted in subject line.

MEM-139-25**Press Assistant/Press Secretary, Rep. Tony Gonzales (TX-23)**

The Office of Congressman Tony Gonzales seeks a **Press Secretary or Press Assistant** in his Washington, D.C. office (title and pay commensurate with experience). Applicants must have exceptional writing skills, attention to detail, and an ability to manage competing demands and deadlines.

CORE RESPONSIBILITIES:

- Managing the Congressman's digital media.
- Coordinating the creation of print and digital advertisements;
- Creating and posting social media posts;
- Producing graphics and editing photos and videos;
- Drafting press releases and weekly newsletters;
- Compiling daily press clips; and
- Managing the Member's website.

QUALIFICATIONS:

Candidates with Texas ties are preferred.



This is not an entry-level position; at least 1-2 years of full-time, post-graduation professional experience in press and digital communications or a related field is required (internships do not count toward this requirement).

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

