



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING

Week of December 5, 2022

MEM-582-22 Congresswoman Michelle Steel's District Office has an immediate need to hire a full-time **Field Representative**. We are looking for an enthusiastic and motivated individual to join our high- energy team in Orange County.

Basic Functions

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

Duties

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

The Field Representative will:

- Ensure outreach efforts align with the Member's strategic vision and goals
- Coordinate closely with staff to ensure district priorities are reflective in legislative priorities
- Build and maintain relationships with constituents and key community leaders

- Inform the District Director and Member on up-and-coming issues in the district
- Perform constituent services and casework as assigned

Requirements

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

Position Qualifications/Education

Bachelor's degree or related job experience is required. A demonstrated interest in public

service and familiarity with Orange County is preferred.

Salary and Application Deadline

Salary range is \$49,000-\$57,000. Salary commensurate with experience.

Applications will be accepted until position is filled.

Submit a cover letter and resume to

Stephanie Hu, District Director, Office of Congresswoman

Steel Stephanie.Hu@mail.house.gov

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

MEM-581-22 The Office of Congressman Joaquin Castro seeks a well-organized **scheduler** based in Washington, DC.

Primary responsibilities include:

- Managing the Member's DC and collaborating on district scheduling.
- Coordinating the Member's travel arrangements.
- Working closely with the Member and senior staff to ensure smooth daily operations.

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.

The deadline to apply is Monday, December 12. To apply, please email Castro.Resumes@mail.house.gov with "Scheduler - Name" in the subject line and the following application materials attached as one combined PDF.

- Cover letter
- Resume
- 2 references, including name, title, organization, phone number, email, and a one-sentence description of your relationship to the reference.

MEM-575-22 Senior Legislative Assistant: Congressman Mark DeSaulnier (D-CA), member of the Education and Labor Committee and Transportation and Infrastructure Committee, seeks a Senior Legislative Assistant to handle a diverse legislative portfolio including 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, and constituent correspondence. Title is negotiable based on candidate's experience.

Ideal candidate will be a strategic, detail-oriented thinker with experience formulating and advancing legislation. Successful applicants will have excellent organizational, research, writing, and communication skills, and have working knowledge of House processes and procedures. Candidates should possess the ability to concisely communicate and have strong time management skills and a willingness to work in a team environment. Knowledge of California a plus. This is not an entry level position -- prior legislative experience on Capitol Hill is preferred.

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

Qualified candidates should send resume and cover letter to DeSaulnierResumes@gmail.com.

MEM-573-22 Rep. Sharice Davids' office is seeking to hire a new DC-based **staff assistant**.

The staff assistant is responsible for a number of administrative duties including maintaining the front office, assisting the office manager with coordinating office operations, and helping the communications and legislative staff with various tasks. This position also oversees Rep. Davids' internship program in DC and drives and helps staff the Member at events (car required). The ideal candidate should be detail-oriented, well organized, able to adapt, a team player, and accustomed to a fast-paced work environment.

Rep. Davids' Office is committed to, and benefits from, a diverse staff, and candidates of all backgrounds are highly encouraged to apply. Bachelor's Degree required. Hill experience and Kansas ties preferred.

Qualified candidates should submit a resume and cover letter to ks03.jobs@mail.house.gov by COB December 6, 2022 with the subject line "Staff Assistant – LAST NAME, FIRST NAME". No phone calls, please.

MEM-572-22 Congresswoman Susan Wild (D-PA) seeks a **Legislative Director** to oversee her legislative team and a fast-paced policy agenda.

This is not an entry-level position and previous policy and Capitol Hill experience is required. The person in this role will very likely have a legislative portfolio as well as be responsible for managing the legislative team and potentially other staff.

Required Experience and Qualifications

- Is a leader with strong inter-personal skills who thrives in a collaborative team-first environment;
- Works quickly under pressure and manages time efficiently;
- Is creative and has an entrepreneurial spirit;
- Possesses strong written and verbal communications skills;
- 5+ years of congressional, policy, or political experience (Capitol Hill experience required);
- Domestic policy experience – health care policy experience a plus;
- Existing relationships and experience working with federal agencies; and
- Knowledge of or ties to Pennsylvania a plus.

Responsibilities

- Develop a legislative strategy in close consultation with the Member and Chief of Staff;
- Manages a legislative team of 3-4 staff;
- Works closely with the communications team and helps influence the successful messaging of legislative issues;
- Coordinates the preparation of legislative and policy memos and committee hearings;
- Handles a portfolio of legislative issues, which may be tailored to the candidate's expertise;
- Occasionally assists with the creation and execution of events in the District and in DC;
- Regularly monitors activity on the House Floor and the Member's committees;
- Builds relationships with district and national stakeholders and advocacy organizations; and
- Takes constituent and advocacy group meetings regularly.

TO APPLY: Email a cover letter and resume to repwildjobs@gmail.com with the subject line, "Legislative Director".

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 from diverse backgrounds are strongly encouraged to apply.

MEM-566-22 Legislative Assistant

Senior Democratic member of the House Science, Space, and Technology Committee seeks a Legislative Assistant to handle the office's SST committee portfolio.

Ideal candidates will have previous congressional experience and a strong understanding of the legislative process. Excellent writing skills, attention to detail, and the ability to work efficiently in a fast-paced environment are required. Some key responsibilities of the position include:

- staffing and preparing the member for hearings, markups, and relevant briefings
- writing legislative memos, talking points and floor statements
- drafting legislation, agency letters, and supporting materials
- working with the committee staff and stakeholders to advance the member's priorities
- representing the member in meetings and other engagements with constituents, stakeholders, and state/federal government agencies

This is not an entry level-position. Additional legislative responsibilities will be assigned based on a candidate's experience/interest and office needs. This office is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity. Women, people of color, and candidates from diverse backgrounds are strongly encouraged to apply.

Please submit a resume, cover letter, and a writing sample in a single PDF document to ca07jobs@gmail.com with "SST Legislative Assistant - DC" in the subject line. No walk-ins or phone calls.

MEM-560-22 Congressman Raja Krishnamoorthi (D-IL), a member of the House Permanent Select Committee on Intelligence and the House Oversight Committee (Chairman of the Subcommittee on Economic and Consumer Policy and Member of the Coronavirus Subcommittee) seeks a hardworking **Legislative Director** to oversee his policy team and legislative agenda. This is not an entry-level position and previous policy and Capitol Hill experience is required. The person in this role will also have a legislative portfolio of domestic policy issues, including workforce development, tax, finance, small business, and labor.

Required Experience and Qualifications

- Works quickly under pressure and manages time efficiently
- Is creative and has an entrepreneurial spirit
- Possesses strong written and verbal communications skills
- 5+ years of congressional, policy, or political experience (Capitol Hill experience strongly preferred)
- Policy experience in domestic policy issues a plus
- Knowledge of or ties to Illinois a plus

Responsibilities

- Develop a legislative strategy in close consultation with the Member and Chief of Staff
- Manages a legislative team of 4-5 staff
- Works closely with the communications team and helps influence the successful messaging of legislative issues
- Coordinates the preparation of legislative and policy memos, hearings, and Town Halls
- Handles a portfolio of legislative issues, which may be tailored to the candidate's expertise
- Occasionally assists with the creation and execution of events in the District and in DC
- Regularly monitors activity on the House Floor and the Member's committees
- Builds relationships with district and national stakeholders and advocacy organizations
- Takes constituent and advocacy group meetings as necessary

TO APPLY: Email a cover letter and resume to il08careers@gmail.com with the subline, "Legislative Director: [Your Full Name]"

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 from diverse backgrounds are strongly encouraged to apply.

MEM-555-22 Congressman Dan Kildee seeks a full-time **legislative assistant** in Washington, D.C.

The legislative assistant will primarily handle health care and Social Security for an active Member of the Ways and Means Committee and House Democratic Leadership, along with other legislative issues including veterans.

Responsibilities are wide-ranging and include preparing for and staffing committee hearings, drafting legislation and amendments, writing talking points and memorandums, and interacting with key constituent groups and stakeholders. Applicants should have a demonstrated passion for health care policy and

Congress.

Applicants must be willing to work on a team, bring an entrepreneurial spirit to a fast-paced office, previously demonstrated pro-active initiative, and possess a desire to continually learn. Applicants must work well under pressure, have excellent written and oral communication skills and demonstrate leadership capabilities. The position requires strategic thinking and the ability to work independently as well as within a team.

This is not an entry-level position. A minimum of two to three years of experience is required. Applicants with Michigan or Midwest ties are a plus. Compensation is commensurate with experience.

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.

Qualified candidates should submit a resume, cover letter and a writing sample to Michigan05jobs@gmail.com. Please no walk-ins or phone calls.

MEM-554-22 Representative Mike Levin (CA-49) seeks **Communications Director** for a frontline office. This position is responsible for guiding Rep. Levin's communications operation, formulating and delivering his message, and managing a second communications staffer.

Key tasks include:

- Managing local and national press relationships
- Considering newsworthy actions by the Member that should be pitched to local press and executing pitches to strategically chosen reporters
- Responding to all press inquiries and interview requests in a timely manner
- Scheduling print and television interviews for Rep. Levin
- Drafting and sending press releases on Rep. Levin's actions, priorities, and the issues of the day
- Formulating weekly and long-term communications plans
- Overseeing social media post development
- Updating the Member's website with press releases, issue pages, and more
- Managing a comprehensive franked mail program
- Leading the development process of talking points for the Member's speeches, interviews, and events in both DC and California
- Authoring, pitching, and publishing op-eds
- Closely monitoring the news and flagging relevant press and clips for Rep. Levin

Key skills and knowledge include:

- Strong oral and written communication skills
- Thoroughness and careful attention to detail

- Capacity to create strong content on short notice
- Creative communications instincts
- Strong, independent judgment and discretion
- Thorough knowledge of social media accounts and tools including basic graphic design
- Knowledge of legislative process and of House organization and procedures
- Knowledge of local, state, and federal agencies and departments

Interested applicants should send a resume, cover letter, writing sample, and a list of three references to ca49.applications@mail.house.gov.

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

MEM-550-22 Policy Director, Congressional Black Caucus (CBC)

The Congressional Black Caucus (CBC) seeks a Policy Director to manage the Caucus' policy agenda, including crafting and executing effective legislative strategies to advance Caucus policy priorities, representing the Caucus as point of contact on all policy engagements, working with Members' staff to advance legislative proposals, developing materials to support the goals and mission of the Caucus, and promoting the Caucus both internally within the House of Representatives and externally to the public.

The Policy Director's responsibilities will include:

- In conjunction with Members, developing Caucus' policy priorities and strategic objectives
- Executing Caucus' policy agenda through nuanced understanding of community stances
- Working collaboratively with the Executive Director and other Caucus staff to advance CBC's work internally on Capitol Hill and through deep engagement with stakeholder entities to push CBC priorities forward
- Collaborating with CBC Member office staff to further Caucus policy objectives and managing communication with CBC policy councils
- Collaborating with communications staff to convey legislative positions and wins into external messaging through statements, social media, and press engagement
- Organizing policy-focused events for Caucus members and external stakeholder participation

Qualified candidates must have an understanding of CBC policy priorities and familiarity working with the African American community. Outstanding writing and communication skills, sound political judgment, and the ability to work closely and collaboratively with multiple Member offices and key stakeholders

are essential. Top candidates should also be detail-oriented and possess the ability to multi-task, work well in a fast-paced setting, and act as a team player. This is not an entry-level position and candidates should have a demonstrated understanding of House and Senate legislative processes.

To apply, please send a cover letter, resume, and writing sample to vincent.evans@mail.house.gov. No walk-ins or calls please.

MEM-548-22 U.S. Congressman Ed Case (Hawai'i - 01) is seeking a **Staff Assistant** for his Washington, D.C. office.

Responsibilities run the range of assisting the legislative, constituent services and administrative functions of the office, to include: monitoring, processing and responding to constituent mail and other communications, managing constituent tours and other needs, and coordinating DC and district office issues. As needed and depending on capability, the position also encompasses legislative duties. Direct report is to the Chief of Staff although the Congressman is routinely involved in all aspects of his office operations.

Strong preference given to (1) prior Capitol Hill experience and (2) Hawai'i background, and applicants are asked to detail these attributes. The position also requires initiative, strong interpersonal skills, the ability to multitask, work independently and effectively under pressure, make decisions and solve problems, orientation to detail, excellent verbal communication and writing skills, and long hours especially adjusting to changing time zones.

To apply, please send a resume, cover letter, three references and two short writing samples to HI01resumes@gmail.com with "DC Staff Assistant" in the subject line. Please, no phone calls, faxes or drop-ins.

MEM-547-22 U.S. Congressman Ed Case (Hawai'i - 01) is seeking a community-minded individual with strong Hawai'i roots to serve as **Constituent Services Assistant** for his Honolulu office.

The ideal candidate has diverse experience working in the community to address a wide range of statewide and local issues with a strong track record of advocacy for the people of Hawai'i. The position is responsible for assisting the Congressman to address requests for assistance from individual constituents and organizations, primarily but not exclusively with a wide range of federal government programs and activities.

Duties include but are not limited to dealing directly with constituents and federal state and local agencies and organizations. The position also includes interaction with the Congressman's D.C. office on related legislative and administrative matters, as well as representing the Congressman at community events, such as neighborhood board meetings, and otherwise assisting with the range of activities

in the Congressman's office. Direct report to the Deputy Chief of Staff in the Honolulu office. Although the position may also interact directly with the Congressman and his Washington, D.C. office from time to time. The ideal candidate is an individual who is seeking to live and work in the community that this position is designed to serve.

Strong preference given to: (1) prior experience especially in comparable duties including customer service or social work; (2) Hawai'i background/community involvement; (3) experience evaluating, synthesizing and articulating issues in a thoughtful and respectful manner in support of constituents' needs and the Congressman's initiatives; and (4) extensive knowledge of a broad range of community resources and services from which to draw on when addressing constituent requests. Applicants are asked to detail these attributes in their cover letter and resume.

The position also requires an interest in government and in assisting others, initiative, interpersonal skills, the ability to multitask, work independently and effectively under pressure, make decisions and solve problems, orientation to detail, excellent verbal communication and writing skills, and long and sometimes unpredictable hours.

To apply, please send a resume, cover letter, three references and two short writing samples to HI01resumes@gmail.com with "Constituent Services Assistant" in the subject line. Please, no phone calls, faxes or drop-ins.

MEM-546-22 The Office of U.S. Representative Pramila Jayapal (WA-07) seeks an experienced and well-organized **Scheduler** for the Representative's Washington, D.C. office.

Responsibilities include but are not limited to:

- Developing, coordinating, and managing all aspects of the Representative's daily and long-term schedule in D.C. and in the district, as well as tracking, evaluating, and responding to all invitations and scheduling requests;
- Coordinating all travel for the Representative and her staff and other logistical support tasks as required;
- Working closely with and supporting the Chief of Staff, Deputy Chief of Staff/District Director, Legislative Director and Communications Director to ensure smooth daily schedules and operations.

The ideal candidate will be:

- Passionate about public service and committed to progressive values;
- A hard worker with excellent attention to detail;
- Adept at juggling complex schedules, competing priorities;
- Able to anticipate problems, seek solutions, and effectively communicate them to the Representative and her staff;
- Able to work long hours, including some nights and weekends;
- Eager to learn, grow, and thrive in a dynamic and high-paced environment.

The Office of Congresswoman Pramila Jayapal is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. State and/or district ties are a plus.

Qualified candidates should include in their application: resume, cover letter, and references. Please send applications to jobs.pramila@mail.house.gov with “Scheduler” in the subject line. No calls or drop-ins please.

MEM-543-22 U.S. Rep. Lloyd Doggett (D-Texas), Chair of the Ways & Means Health Subcommittee seeks an experienced **Legislative Assistant** to assist with his health care work and other to be determined issues.

Excellent written and oral communication skills required. Hill or other policy or political experience strongly preferred, as well as a law or graduate degree. Texas ties a plus.

Send cover letter, resume, brief writing sample, and three work supervisor references to DoggettJobs@mail.house.gov. Use this title on your email: “Experienced LA Applicant” -- No drop-ins please.

MEM-541-22 Senior House Democrat seeks a **Senior Legislative Assistant** and **Counsel** for the Member’s personal office to staff a portfolio of legislative issues and to serve as council for the office. The duties include providing legal or equivalent service in an agency or private sector employer, advice concerning the full range of legislative issues and with compliance issues.

The ideal applicant will have a law degree, bar membership and a strong policy background. Previous Capitol Hill legislative experience strongly preferred. The position requires clear, concise legal analysis as well as the political acumen to work closely and collaboratively with constituent, labor and public interest organizations.

Applicants should send a resume and cover letter to Legalcongress24@yahoo.com

MEM-540-22 **Legislative Assistant:**

Democratic House Member seeks to hire mid-level to senior Legislative Assistant for the Washington D.C. office.

The office seeks an experienced staffer that can manage a portfolio of domestic issues.

A successful candidate will have excellent writing and communication skills, a solid understanding of the legislative process, and a proven ability to work

effectively with a congressional legislative team. Press and communications experience is also a plus, but not required.

Responsibilities include monitoring and drafting legislation, representing the Member in meetings/briefings, collaborating with constituent organizations, preparing materials for committee hearings and markups, and other tasks and assignments as needed.

Candidates should send a resume, cover letter, and two writing samples to congressjob2022@gmail.com

MEM-531-22 California Democrat seeks **Communications Director** to develop and implement a strategic and aggressive communications plan involving local, national, and specialty media.

Responsibilities include managing day-to-day press operations, working closely with legislative and district staff in planning press conferences and in-district events, and drafting and editing speeches, press advisories, releases, op-eds, e-newsletters and franked mailings. Additional duties include managing the Member's social media accounts and official website, and responding to press inquiries.

Ideal candidates have strong political and messaging instincts, and are proactive, detailed-oriented storytellers who work well under tight deadlines in a fast-paced environment. They have a deep interest and enthusiasm for closely following the local and national news cycles, have a deep sense of duty to public service, and are available to work long hours and weekends when necessary.

Interested candidates should send a cover letter, resume, three writing samples of one page or less, samples of digital media and graphic design projects, and three references with "COMMUNICATIONS DIRECTOR" in the subject line to ca20.jobs@mail.house.gov

The office offers student loan repayment, paid vacation, and sick leave, in addition to other benefits that include health care and retirement.

This office is committed to, and benefits from, a diverse staff, and candidates of all 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.

MEM-530-22 The Raleigh District Office of Congresswoman Deborah Ross is hiring a full-time **Staff Assistant**.

The position is available to qualified candidates with an undergraduate degree. The position starts December 1, 2022 (negotiable). Employees are expected to work from 9:00am to 5:30pm with evenings and weekends assigned as needed. An ideal candidate will have strong written and oral communication skills, be organized with strong attention to detail, will exercise emotional and social intelligence at all times, and will take initiative. Employees regularly deal with sensitive information and must exercise discretion. A valid driver's license and available car are required for the position. Candidates are subject to a background check and online presence check.

Duties include:

- Constituent services (assisting with casework, communicating with constituents as a representative of the office)
- Office administration (answering phones, processing mail, greeting guests in the office)
- Staffing duties (driving and accompanying Congresswoman Ross to various events)
- Other duties as assigned

This opportunity is without regard to race, gender, religion, sexual orientation, national origin, ethnicity, age, physical or mental disability, veteran status, or any other characteristic prohibited by state or local law.

Salary: Based on experience

Location: Raleigh District Office of Congresswoman Deborah Ross 300
Fayetteville Street
Raleigh, NC 27602

How to Apply: Please submit your resume and a cover letter to Ross.Applications@mail.house.gov.