



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of April 10, 2023**

**MEM-219-23** Congresswoman Robin Kelly (IL-02) seeks a **District Press/Digital Assistant** for her Hyde Park, IL or Matteson, IL office who is a highly motivated and detail-oriented individual with experience in communications, digital media, and social media.

This position will work closely with and report to the Communications Director to assist with press operations - such as talking points, press events, and direct constituent communications - and produce digital content across social media platforms.

The ideal candidate will be creative, politically astute, have a strong proficiency in crafting social media content across social media platforms, and will be a team player with an ability to handle multiple tasks at once. Excellent writing and strong organizational skills are essential, 1-2 years of relevant experience (including internships) is preferred. Illinois ties are a plus.

**RESPONSIBILITIES:**

- Compiling daily press clips
- Drafting press releases, op-eds, advisories, newsletters, and other written materials
- Creating social media content and website content
- Attending and assisting at District outreach events
- Creating engaging graphics

- Clipping, editing, and captioning videos
- Creating and maintaining press lists
- Staffing the Congresswoman for in-district press opportunities
- Organizing the responsibilities of the communications department to ensure all priorities are given adequate attention
- Other tasks as needed

**PREFERRED QUALIFICATIONS:**

- Excellent oral & written communication skills
- Some photo, video, or web experience
- Ability to manage and prioritize multiple tasks
- Comfortable with a constituent-facing role
- Basic understanding of the Congressional political process

This is a full-time position based in Congresswoman Kelly’s Illinois office. Salary range is \$45,000-\$60,000 commensurate with experience. Employees are expected to work from the office with some work from home flexibilities. 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 an application to [Eliana.locke@mail.house.gov](mailto:Eliana.locke@mail.house.gov) by April 21st, 2023 with the following subject line: “Last Name – Press/Digital Assistant.” Candidates should submit a single PDF saved with LastName.FirstName.PressAssistant and include:

- Cover letter
- Resume
- Two writing samples

**MEM-218-23 Rep. Raul Ruiz M.D. is seeking a Senior Legislative Assistant**

Rep. Raul Ruiz M.D. is seeking an experienced legislative staffer to handle a diverse policy portfolio of issues, primarily focused energy, water, natural resources, and immigration. This position also covers the Congressman’s work on the Energy and Commerce Subcommittee on Environment, Manufacturing, and Critical Materials. Responsibilities include developing legislative initiatives; drafting and tracking legislation and letters; drafting memos and talking points for the Member; coordinating with communications and district staff on press events; meeting with stakeholders; and engaging in proactive outreach. This is not an entry level position.

Candidates should possess in-depth knowledge of the legislative process; excellent writing, verbal, and organizational skills; work well under pressure; have a positive attitude; and thrive in a fast-paced environment. Spanish language skills are preferred, but not required. Successful candidates must possess a proven

track record of developing and implementing legislative strategy to achieve Member priorities.

California ties a plus. We strongly encourage women, people of color, LGBTQIA+ individuals, people with disabilities, veterans, and members of other underrepresented communities 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, or parental status. This is an in-person position in Washington, D.C. with remote work opportunities available, as well as periodic travel to the District may be required. The position is eligible for transit benefits and student loan repayment assistance.

Please submit cover letter and resume to [CARuizJobs@mail.house.gov](mailto:CARuizJobs@mail.house.gov) and please include Sr. Legislative Assistant in the Subject Line. Please no walk-ins or phone calls.

**MEM-217-23** The House Appropriations Committee Minority seeks an experienced **Speechwriter**.

Competitive candidates will possess the ability to write clearly, persuasively, and concisely with strong attention to detail. Candidates should have the flexibility to work under tight deadlines and write about a wide range of topics. In this position, flexibility and collaboration are as vital as attention to voice and creativity.

The ideal candidate has at least two years of prior hill or campaign communications experience, with a preference for candidates with knowledge of the Appropriations process.

Responsibilities include, but are not limited to:

- 1.Managing the production of all oral statements and op-eds for the Ranking Member and other Members of the Committee.
- 2.Collaborating with the Communications Director, committee staff, and the Ranking Member’s personal office to produce robust speeches with approved messaging, as well as well-sourced facts and figures.
- 3.Writing statements, speeches, op-eds, talking points, messaging guidance, fact sheets, newsletters, and social media copy.
- 4.Executing other press responsibilities including compiling the morning clips, sending out press releases in a timely manner, managing the press list, updating the website, and other duties as assigned.

Beyond these duties, there is room for candidates to explore other interests including the creation of graphics, videos, and other digital material. This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

Candidates should submit a cover letter, resume, three professional references, and two relevant writing samples to [AppropsDemJobs@mail.house.gov](mailto:AppropsDemJobs@mail.house.gov) with the following subject line: [Full Name] – Speechwriter

**MEM-216-23** Congresswoman Rosa DeLauro seeks a full-time **press secretary/digital director** or **press assistant/digital assistant** in her New Haven office. Title and salary commensurate with experience.

The press secretary/digital director will manage district and digital communications in a fast-paced congressional office. Responsibilities include responding to daily media inquiries, building relationships with state and local reporters, maintaining the Congresswoman's social media accounts and digital presence, planning and organizing district press events, writing press releases and media advisories, compiling and distributing district press clips, coordinating with district staff on community outreach, photographing and videoing the Congresswoman at press conferences, advocacy engagements, meetings, and hearings, and assisting the communications director as needed.

Candidates must have strong written and verbal communication skills, a self-starting personality, a desire to continually learn in political communications, ability to work in a fast-paced congressional office, and an eagerness to work in a collaborative office environment. This is not an entry-level position.

Candidates should submit a resume, writing sample, and cover letter to [CT03jobs@gmail.com](mailto:CT03jobs@gmail.com). Please no walk-ins or phone calls.

**MEM-215-23** **Staff Assistant** Opening – East Hartford, CT: Rep. John Larson seeks Staff Assistant for East Hartford, CT office. Responsibilities include managing the front office, welcoming office visitors, supervising interns, organizing incoming mail and phone messages, providing general administrative support to the office, and other duties as assigned.

The position requires strong written and oral communication skills, attention to detail, along with the ability to work collaboratively in a team environment. While not required, fluency in Spanish is a plus.

Salary is commensurate with experience. The benefits package includes health, dental, and vision insurance, retirement benefits, transit or parking benefits, 18 days of paid vacation, and 12 weeks of paid FMLA. Student loan repayment is also available.

The office is an equal opportunity employer and encourages women, minorities, and LGBTQ candidates to apply. Please submit resume, cover letter, one short writing sample (one page max), and two references to [ct01SA@mail.house.gov](mailto:ct01SA@mail.house.gov) with "District Staff Assistant – [your last name]" in the subject line. Please send all materials in ONE PDF. No calls or drop-ins,

please. The deadline to apply is April 16, 2023 with applications considered on a rolling basis.

**MEM-214-23** **LEGISLATIVE DIRECTOR** – Congressman Jake Auchincloss (MA-04), member of the House Transportation & Infrastructure Committee and the House Select Committee on Strategic Competition between the U.S. and the Chinese Communist Party, is seeking an experienced Legislative Director to coordinate and oversee the Member’s legislative agenda, along with advising the Member on legislative activities and managing the legislative staff.

Candidate must have at least 4 years of legislative experience on the Hill. Candidate should possess a strong understanding of the legislative process, including House organization and procedures, as well as managerial experience. Applicant must also demonstrate an ability to manage and mentor staff, think strategically, and have experience in formulating strategic plans for advancing legislation. Strong prior experience with healthcare policy is required.

Excellent writing, verbal and organizational skills are essential along with the ability to be a self-starter while working in a fast paced environment. A sense of humor is greatly appreciated.

Qualified candidates should submit a cover letter, resume, and writing sample to [AuchinclossJobs@mail.house.gov](mailto:AuchinclossJobs@mail.house.gov) with “LD – First Name Last Name” in the Subject Line. Applications will be accepted on a rolling basis. No phone calls, faxes or drop-ins please.

This office is an equal opportunity employer; 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, or any other characteristic protected by applicable law.

**MEM-213-23** Congressman Ami Bera (CA-06) seeks a **Staff Assistant** for the Washington D.C. office.

The office is looking for a motivated self-starter with outstanding customer service, excellent time-management, and strong organizational skills.

Primary responsibilities include: managing the front office including answering telephone calls and greeting visitors; recruiting and supervising interns; managing flag and tour requests; supporting the legislative and communications staff; assisting with constituent mail responses and other administrative duties.

Ideal candidates will have relevant experience, excellent oral, written, and interpersonal skills, demonstrate the ability to think on their feet to solve problems, and maintain a positive demeanor in a busy and fast-paced environment.

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. Access to a car and a clean driving record are preferred.

Please submit a resume and cover letter in a single PDF document to [jobs.ca06@gmail.com](mailto:jobs.ca06@gmail.com) with “Staff Assistant - DC” in the subject line. No walk-ins or phone calls.

**MEM-211-23** Rep. Josh Gottheimer seeks qualified candidates for the position of **Senior Scheduler** in his DC office.

Ideal candidates will have:

- A Bachelor’s degree or related job experience
- 1-3 years of operations experience in a Congressional office, on a political campaign, or in another fast-paced administrative environment.
- Excellent attention to detail, and strong organizational skills.
- Sound judgment.
- Strong communication skills.
- Capacity to communicate with a wide variety of personalities in a tactful, courteous, and professional manner
- Willingness to accept direction and guidance on performance and process improvements.
- The ability to anticipate challenges and proactively offer solutions.
- The ability to thrive in a fast-paced environment.
- The ability to work flexible hours including long hours, nights, and weekends.

Responsibilities include:

- Ability to perform each of the essential job functions set forth below.
- Helping oversee the Scheduler and DC Staff Assistant.
- Knowledge of and adherence to office policies, procedures, and practices.
- Helping manage the operations and scheduling process:
- Working with a variety of stakeholders to balance the Member’s time between commitments.
- Working to evaluate and schedule incoming requests and invitations in DC and the District.
- Working with the operations team to ensure that briefing materials are provided for each event and meeting and ensuring that staff have appropriate advance notice of needs.
- Helping to ensure office policies are followed.
- Helping to ensure office supplies and routine office purchases are kept up to date.
- Helping to ensure travel arrangements are properly coordinated.
- Other duties as assigned.

Consistent with applicable law, the Office requires all staff to be fully vaccinated against COVID-19 as a term and condition of employment unless a medical or religious exemption is approved.

**Notice:**

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, age, disability, military status, parental status, marital status, sexual orientation, or any other factor or basis prohibited by applicable federal law. Applicants with disabilities who require reasonable accommodation to participate in the application or hiring processes are encouraged to request an accommodation at any time during those processes.

**Applicant Instructions:**

All interested candidates are encouraged to submit a resume and cover letter with "Senior Scheduler - Last Name" as the subject line to [NJ5Jobs@mail.house.gov](mailto:NJ5Jobs@mail.house.gov).

**MEM-210-23**

**Background:**

REP MIKE GARCIA of CA-27 has an immediate need to hire an experienced **Staff Assistant** in his district office.

**Job Expectations:**

The Staff Assistant will be expected to manage the front desk during office hours, support the district office staff with administrative office needs. Staff Assistants often provide the first impression of the office to constituents. The experiences gained in the Staff Assistant role provide a solid foundation to advance into positions of increasing responsibility.

**Job Duties:**

- Provides a welcoming environment and positive first impression of the office to constituents, visitors, and other VIPs
- Handles incoming calls with poise, professionalism, and promptness
- Captures input from constituents on policy matters for the Member office's consideration and response
- Supervise and provide expectations and feedback for office interns
- Works closely with the Congressman's District Director to ensure office operations are managed appropriately
- Ensures constituent casework messages are received to the appropriate district staff in an efficient and effective manner
- Complete certificate requests and coordinate delivery based on individual needs
- Manage incoming and outgoing mail
- Additional duties as assigned

**Requirements:**

- Effective communication skills for verbal and written correspondence
- Effective teamwork skills and the ability to support the needs of multiple team

members and leaders in the office required

- Professional demeanor and an upbeat disposition while interacting with visitors, staff members, and stakeholders in a fast-paced, highly dynamic environment required
- Time management skills including the ability to prioritize, and track work status required
- Attention to detail
- Willingness to learn

Preferences:

- Ties to the district are strongly preferred
- Prior constituent service or customer relationship management
- A demonstrated interest in public service
- Knowledge of the district

Salary Level/Range: Commensurate with Experience

Applicant Instructions:

All interested candidates are encouraged to submit a resume to [Charles.Navarro@mail.house.gov](mailto:Charles.Navarro@mail.house.gov) with the subject Staff Assistant: Last Name, First Name".

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-209-23 STAFF ASSISTANT (NEWTON DISTRICT OFFICE)**  
**OFFICE of CONGRESSMAN JAKE AUCHINCLOSS (MA-04)**  
**SUMMARY:**

The Staff Assistant greets visitors, answers the telephone and answers constituent requests for general information, tours, and other inquiries. When the Congressman is in the district, the Staff Assistant assumes primary responsibility for driving and staffing the Congressman at off-site appointments. This position also monitors delivery and pickup of materials, maintains the front office, and assists with various administrative and constituent service duties. The staff assistant also oversees the district internship program.

**ESSENTIAL JOB FUNCTIONS:**

- \*Drives and staffs the Congressman at all district events;
- \*Records all of the Congressman's remarks and interviews while out in the district and coordinates with the Communications team;
- \*Supports the district casework team by assisting with casework intake, tracking, and follow up with constituents;
- \*Answers and screens telephone calls for the Congressman and other staff members;



- \*G greets and screens visitors;
- \*Assists persons who have appointments with the Congressman or other staff members and works closely with the District Director to ensure that the Congressman's appointments are on time;
- \*Hires and trains all interns in the Newton and Attleboro district offices;
- \*Responds to requests for constituent service information;
- \*Maintains literature regarding the district and House offices for distribution to visitors;
- \*Orders all office supplies and maintains office equipment;
- \*Checks the office voicemail;
- \*Ensures that requests for assistance are directed to the appropriate staff member in a timely manner;
- \*Documents visitor opinions, including full name, address, and all relevant information;
- \*Maintains a good working relationship with the Congressman, staff and constituents;
- \*Accepts performance-based criticism and direction;
- \*Meets attendance requirements as established by the office;
- \*Works well under pressure and handles stress;
- \*Works a flexible schedule including long hours, nights, and weekends; and
- \*Performs other duties as assigned.

#### SKILLS AND KNOWLEDGE REQUIRED:

- \*Ability to exercise discretion and independent judgment with respect to prioritization of work flow and fulfillment of responsibilities in a dynamic and fluid work environment;
- \*Excellent organizational, writing, and proofreading skills;
- \*Ability to perform essential job functions above;
- \*Thoroughness and careful attention to detail;
- \*Temperament to communicate with a variety of personalities in a tactful, pleasant and professional manner;
- \*Access to a car and a clean driving record;
- \*Ability to work cooperatively and courteously with others.

#### WORKING CONDITIONS:

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

Candidates should submit a cover letter, resume, and writing sample to [AuchinclossJobs@mail.house.gov](mailto:AuchinclossJobs@mail.house.gov) with "DO Staff Assistant – First Name Last Name" in the Subject Line. Applications will be accepted on a rolling basis. No phone calls, faxes or drop-ins please.

This office is an equal opportunity employer; 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, or any other characteristic protected by applicable law.

**MEM-208-23** The House Committee on Education and the Workforce - Democratic Staff seeks an experienced and motivated **Press Secretary**.

The candidate will have strong writing skills, a keen attention to detail, and the ability to translate complex issues and topics for different audiences across platforms and medias.

Responsibilities include developing and honing a proactive local press strategy; pitching, prepping, and staffing the Ranking Member; drafting press releases and written content; assist with creating talking points and toolkits for the caucus; maintaining and updating the press list; tracking media; and working with the Communications team to identify new ways to engage with press and digital audiences.

This is not an entry level position. Capitol Hill and/or campaign experience is preferred. Ability to work well with others, willingness to take initiative, manage competing priorities, and turn around high-quality products under tight deadlines are a must.

To apply, applicants must submit a cover letter, resume, two work samples, and three professional references to [E&L.Jobs@mail.house.gov](mailto:E&L.Jobs@mail.house.gov) with "Press Secretary" in the subject line. Please apply no later than April 14, 2023.

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

**MEM-207-23** The House Committee on Education and the Workforce - Democratic Staff seeks a highly organized, personable, dependable, and professional **Staff Assistant** for a very busy front office.

Responsibilities include answering telephones; greeting visitors; processing mail; assisting with the tracking and processing of committee correspondence; providing administrative support in setting up committee meetings; assisting with the intern program; and assisting with staff projects. An ability to juggle multiple tasks is critical. Applicants must have excellent communication and interpersonal skills and be able to work well in a team environment.

To apply, applicants must submit a cover letter, resume, a short writing sample, and three references to [E&L.Jobs@mail.house.gov](mailto:E&L.Jobs@mail.house.gov) with "Staff Assistant" in the subject line. Please apply no later than April 14, 2023.

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

**MEM-206-23** **Legislative Assistant** – Congressman Glenn “GT” Thompson  
The Office of Congressman Glenn Thompson (PA-15) seeks a Legislative Assistant in his personal office to manage the natural resources, energy, and interior portfolio, among other issues.

Viable candidates will be current legislative staffers with more than one year of full-time experience and have handled appropriations requests with a proven legislative track record. The ideal candidate will also have experience working with other Member offices, committee staff, advocacy groups, industry associations, and state/federal agencies with the goal of creating a successful coalition to pass bills and amendments.

Candidates should be self-motivated, able to work in a team environment, and are ready to take initiative on assigned policy areas. Pennsylvania ties and a sense of humor are preferred, but not required.

Interested applicants should email a cover letter and resume to [Renee.Gamela@mail.house.gov](mailto:Renee.Gamela@mail.house.gov) with “Legislative Assistant” in the subject line.

**MEM-203-23** The Regional Leadership Council (RLC) seeks a **Grants Director** for Washington, D.C. Office.

Primary duties include: identifying and coordinating various grant processes across government agencies, tracking government funding, and assisting Democratic Member offices with the grants process. Ideal candidates will have prior experience as a grant coordinator/manager in a Congressional Office.

Successful applicants will be detail-oriented problem solvers who thrive in a fast-paced environment, exercise discretion and maintain confidentiality, and display strong organizational skills. Candidates must be able to function well in a team-oriented environment. This position will require flexible working hours and availability by phone and email during evenings and weekends. Prior experience in grant writing or management or working with government agencies preferred.

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. Women, people of color, and candidates from diverse backgrounds are strongly encouraged to apply.

Interested applicants should send a resume, cover letter, writing sample and a list of three references to: [Resume.Inbox@mail.house.gov](mailto:Resume.Inbox@mail.house.gov). Please put “Grants Director” in the subject line.

**MEM-202-23** D'Esposito **Scheduler** Position

Looking for an experienced scheduler to coordinate the member’s schedule and manage day to day logistics. This position will work with the member to manage the calendar and optimize the member’s time. They will act as the member’s liaison with congressional committees and offices. Applicants should have at least 1-2 years of experience.

Please send all qualified candidates to [resume.nyork@gmail.com](mailto:resume.nyork@gmail.com)

**MEM-201-23** Congresswoman Andrea Salinas (OR-6) seeks a **Constituent Services Representative** based in Oregon.

This position serves as a caseworker and facilitator to constituents interacting with federal agencies. The position focuses on veteran and active military casework and serves as the Congresswoman’s veteran and military representative to the public. The position will also have additional casework assignments with other federal agencies.

Primary duties include answering casework correspondence and communications; acting as a liaison with Federal, State, and local agencies; assessing casework and community activities for consideration of legislative action, regular engagement with constituents; preparing correspondence to agency contacts and constituents; building relationships with a range of constituents and stakeholders throughout the district; and handling administrative tasks as assigned.

Qualifications include a service-oriented attitude, strong organizational skills, proficiency at prioritizing and managing multiple tasks at one time, a capacity to work both independently and as part of a team, and strong written and oral communications skills. Bachelor’s degree preferred and/or 2 to 3 years of experience. Spanish-language proficiency is a plus. Some in-district travel will be expected.

This position is currently based in the Salem, Oregon office, with ability to move to the Washington County office once established.

Salary range for this position is \$55,00 to \$65,00 + benefits.

This office is an equal opportunity employer and as such is committed to building and maintaining an inclusive and diverse work environment. All qualified candidates

are encouraged  
to apply.

Please email cover letter and resume to [OR06resumes@mail.house.gov](mailto:OR06resumes@mail.house.gov) with  
subject line:  
Constituent Services Representative. This position will be open until filled.

**MEM-200-23** Rep. Raul Ruiz, M.D., the Ranking Member of the House Select Subcommittee on the Coronavirus Pandemic, is seeking a **Staff Assistant** to join the Democratic staff of the Select Subcommittee.

The ideal candidate will be an enthusiastic, organized, and detail-oriented self-starter with previous experience working or interning on Capitol Hill.

Responsibilities will include editing letters, maintaining correspondence files and other records, monitoring phone lines, hosting meetings, and supporting staff on all aspects of hearings, briefings, and other events. Opportunities to assist investigative and communications staff with research and press projects will be available.

Women, LGBTQI+, and BIPOC candidates are strongly encouraged to apply.

Please send a resume and cover letter as PDFs to [SSCPJobs@mail.house.gov](mailto:SSCPJobs@mail.house.gov), with “Staff Assistant” in the subject line. Please attach the resume and cover letter with the file name using the following format: “LastName.FirstName.Resume” and “LastName.FirstName.Cover Letter.” No unsolicited calls, emails, or drop-ins, please.

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

**MEM-199-23** Congressman Raul Ruiz, M.D. seeks an experienced **Communications Director** for his Washington, D.C. office to lead an active press, digital, and communications operation.

Job Expectations:

The Communications Director is expected to work closely with the Chief of Staff, Legislative Director, and District Director to develop and execute a comprehensive and aggressive strategic plan to inform constituents and the media on issues that are important to the Congressman.

This includes making media pitches, organizing press events, and reviewing, drafting, and finalizing statements, remarks/speeches, press releases, media advisories, and other messaging (e.g., newsletters and social media). Finally, the Communications Director will oversee an aggressive Franked communications program, which includes mailers, digital ads, and SMS texting. Successful candidates will be exceptional writers and have strong experience working in fast-paced environments and implementing aggressive communications plans.

**Job Duties:**

- Serve as on-the-record spokesperson
- Develop and implement overall media and communications strategy
- Work with both national and local press to expand reach and presence
- Organize and coordinate events with the media, including working closely with the district staff to organize in-district events
- Draft speeches/remarks, press releases, media advisories, op-eds, and statements
- Oversee the press team in leading a social media strategy across a variety of platforms
- Work with the COS to build out a robust franked communication program

**Requirements:**

- 3-5 years of communications experience
- Exceptional writing skills
- Spanish language skills are preferred but not required
- A successful track record of developing a communication strategy for a Member of Congress, elected official, political campaign, private, and/or non-profit organization

We strongly encourage women, people of color, LGBTQIA+ individuals, people with disabilities, veterans, and members of other underrepresented communities 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, or parental status. This is an in-person position in Washington, D.C. with some remote work opportunities and travel to the District. The position is eligible for transit benefits and student loan repayment assistance.

Please submit cover letter, resume and three writing samples to [CARuizJobs@mail.house.gov](mailto:CARuizJobs@mail.house.gov); and please include Communications Director in the Subject Line.

**MEM-198-23** The House Foreign Affairs Committee Republicans seek an exceptional candidate for a junior **counsel** position.

Ideally the candidate would be a recent law school graduate with 1-2 years of either Hill experience or relevant outside experience working in foreign affairs. The junior counsel will assist the majority's lawyers and professional staff

members with a wide array of oversight, legislative and parliamentary functions related to the Department of State, USAID, and the U.S. Agency for Global Media.

Knowledge of State Department management and operations, is a plus but not a requirement. Responsibilities include supporting the committee on matters of law and policy; writing legislation; coordinating hearings and witnesses; drafting memos and briefing materials; conducting document review and corresponding with relevant agencies regarding oversight requests; and monitoring incoming congressional notifications and reports.

Qualified candidates should submit a resume, cover letter, and writing sample to [joseph.martin@mail.house.gov](mailto:joseph.martin@mail.house.gov).

**MEM-197-23 Senior Advisor / Special Assistant to the Member**  
(District Office)  
Office of Congresswoman Jill Tokuda

**SUMMARY:**

This position staffs the Member on Oahu and manages some district office operations. This position acts as a liaison to federal, state, and local agencies for the Member and constituents and answers casework correspondence and verbal communications with constituents.

**ESSENTIAL JOB FUNCTIONS:**

- \*Staffs the Member while on Oahu and on other islands as needed, including but not limited to:
- \*Driving Member to and from meetings and events.
- \*Taking pictures and collecting corresponding contact information.
- \*Taking notes and ensuring follow up.
- \*Keeping Member on schedule.
- \*Oversees the completion of the Congressional Art and App Competitions.
- \*Acts as the point person for grants outreach and education for the office.
- \*Oversees delegation and completion of proclamations and certificates.
- \*Sets up system to receive requests; draft/proof/finalize text; execute and deliver messages.
- \*Maintains current list of neighborhood board meetings, ensures coverage, and prepares reports and compiles responses.
- \*Completes casework as needed.
- \*Represents the Member at events and meetings as assigned.

Interested candidates are requested to submit a cover letter and resume to [Kendra.Oishi@mail.house.gov](mailto:Kendra.Oishi@mail.house.gov)

**MEM-196-23 Senior Legislative Assistant or Counsel – Financial Services**

Congressman Brad Sherman seeks a Legislative Assistant to staff the House Financial Services Committee including the Capital Markets Subcommittee on which the Congressman serves as ranking Democrat.

The ideal candidate will have significant experience in financial services issues. Experience with issues falling under the jurisdiction of the Capital Markets Subcommittee is a major plus. Job responsibilities include monitoring and drafting legislation, representing the Member in meetings/briefings, preparing materials for committee hearings and markups, maintaining relationships with advocacy groups, interfacing with government agencies, and other tasks and assignments as needed.

The successful candidate will possess excellent written and oral communication skills, a solid understanding of the legislative process, and knowledge of, and experience with, the operations of the SEC and other rules-making entities that govern capital markets and securities-related accounting standards.

This job requires a proven ability to work effectively and independently in a demanding and fast-paced environment. Law degree/bar membership a plus, but not required. This is a mid- to senior-level position in the office.

Please send cover letter and resume to [FSCCapMarketsStaffer@gmail.com](mailto:FSCCapMarketsStaffer@gmail.com)

**MEM-195-23** The Office of Representative Spanberger seeks a motivated, creative self-starter to join the district constituent services team as a **District Coordinator** in the Woodbridge, VA office.

Responsibilities include responding to constituent inquiries, managing constituent casework with federal agencies, working with the legislative team to address constituent concerns, and district outreach to include staffing the Congresswoman at district events, meeting with elected officials and representatives of local groups on behalf of the Congresswoman, listening to district stakeholders, and updating the community at district events. Additional duties as assigned.

Ideal candidates will be motivated self-starters with strong interpersonal, customer service, time-management, and organizational skills and have significant experience interacting with the public.

Additionally, successful candidates will have a positive, solution-driven personality, demonstrate excellent oral and written communication skills, and show keen attention to detail and an ability to multitask effectively in a fast-paced environment.

Bachelor's degree or equivalent work experience required. Must hold a valid driver's license and have access to a vehicle. Spanish fluency preferred.



Please email a resume, cover letter, and three references to [Spanberger.Inquiries@mail.house.gov](mailto:Spanberger.Inquiries@mail.house.gov) with "District Coordinator - Woodbridge" in the subject line.

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. Women, people of color, and candidates from diverse backgrounds are strongly encouraged to apply.

**MEM-194-23** The Office of Rep. Abigail Spanberger seeks a **Legislative Director** to oversee her legislative work and lead her legislative team.

Responsibilities:

- Manage and guide the work of the legislative team, including Legislative Assistants and Fellows
- Handle a portfolio of policy issues (note: there is flexibility in the portfolio – see Desired Qualifications below for possible portfolio areas)
- Develop, assist other legislative team members with developing, and review/approve original bills to introduce, amendments, memos, letters to the administration, hearing questions, vote recommendations, floor speeches, and talking points for events
- Collaborate with the Communications Director, District Director, and Scheduler to advance the Congresswoman’s agenda through non-legislative avenues
- Ensure the legislative team’s work is responsive to VA-07 constituents and in line with the Congresswoman’s priorities
- Support the Congresswoman in her role of Battleground Leadership Representative by communicating with other Battleground LDs, providing early information and insight on upcoming votes, etc.
- Maintain robust tracking documents to track the Congresswoman’s legislative work and accomplishments
- Other duties as assigned

Desired qualifications:

- At least 3 years of Capitol Hill experience in a legislative role
- At least 5 years of total work experience in government, advocacy, policy analysis, or campaigns
- Experience in a Frontline/Battleground Member office or on a competitive campaign
- Deep policy expertise in one or more of the following sets of issue areas (i.e. expertise in at least one of the three buckets listed below):
  - 1.National Security, Intelligence, Defense, and Foreign Affairs (note: this set of issues would include supporting the Congresswoman’s work on the House Intelligence Committee)
  - 2.Infrastructure, transportation, energy, environment, agriculture, conservation, broadband
  - 3.Healthcare, substance use disorder & recovery, domestic manufacturing &

supply chains, policing, labor, pensions, social security

- Bachelor's degree or equivalent work experience; graduate degree preferred
- Virginia ties and/or knowledge of Virginia's 7th District
- Management experience
- Strong understanding of legislative procedure
- Excellent organizational skills and attention to detail
- A "roll up your sleeves" mentality – a team player who will provide policy advice while also helping to break down tables after an event

To apply, please submit a resume, cover letter, and three references to [Spanberger.Inquiries@mail.house.gov](mailto:Spanberger.Inquiries@mail.house.gov) with "Legislative Director" in the subject line. The salary range for the position is \$95,000-\$105,000.

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

**MEM-193-23** Congressman Maxwell Alejandro Frost (FL-10) seeks a **District Press/Digital Assistant** for his Orlando, Florida office who is a highly motivated and detail-oriented individual with experience in communications, digital media, and social media.

This position will work closely with and report to the Communications Director to assist with press operations as well as the District Director to ensure support for operations in the Orlando office.

The ideal candidate will be plugged into local and national politics, be creative, politically astute, have a strong proficiency in crafting social media content across social media platforms, and will be a team player with an ability to handle multiple tasks at once. Excellent writing and strong organizational skills are essential, 1-2 years of relevant experience (including internships) is preferred.

#### RESPONSIBILITIES:

- Compiling daily press clips
- Drafting press releases, advisories, newsletters, and other written materials
- Creating social media content and website content
- Attending and assisting with District outreach events
- Creating engaging graphics
- Clipping, editing, and captioning videos
- Creating and maintaining press lists
- Maintaining relationships with local media and reporters
- Staffing the Congressman at various in-district events
- Other tasks as needed, including supporting the general operations of the Orlando and DC offices

**PREFERRED QUALIFICATIONS:**

- Excellent oral & written communication skills
- Some photo, video, or web experience
- Ability to manage and prioritize multiple tasks
- Comfortable with interacting with constituents, elected officials, and community leaders
- Basic understanding of the Congressional political process

This is a full-time position based in Congressman Frost's Orlando office. Employees are expected to work from the office with some work from home flexibilities. 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 are asked to submit an application to [FrostHiring@gmail.com](mailto:FrostHiring@gmail.com) by April 15, 2023 with the following subject line: "Full Name – Press/Digital Assistant." Candidates should submit a single PDF which includes a resume and cover letter.

**MEM-192-23** The Office of U.S. Representative Pramila Jayapal (WA-07), Chair of the Congressional Progressive Caucus, seeks a highly organized, passionate, and team-oriented **Staff Assistant/Legislative Correspondent** for the Representative's Washington, D.C. office.

Responsibilities include but are not limited to:

- Executing a robust correspondence program to quickly address constituent requests, concerns, and questions across a range of issues;
- Driving Rep. Jayapal to and from events during regular office hours and after hours and, when needed, staffing her at offsite events;
- Managing Rep. Jayapal's front office, welcoming visitors and groups (post pandemic), setting up tours and other constituent services in DC, and supporting the Chief of Staff with personnel, technology, subscriptions and log-in lists, and financial management duties;
- Managing the Washington, D.C. internship and fellowship program;
- Working across the legislative, district, and communications teams to provide administrative support; and
- Other special projects as required.

The ideal candidate will be:

- Passionate about public service and committed to progressive values;
- Willing and able to work long and often irregular hours, including weekends;
- An expert with spreadsheets, numbers, and forms, with strong attention to detail;
- A strong writer who enjoys breaking down policy for everyday people;

- Poised, no-drama, flexible, collaborative, and level-headed; and
- Eager to learn, grow, and thrive in a dynamic and high-paced environment.

Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. Washington state and/or district ties are a plus. Driver's license, four-door car in good condition and clean driving record are required.

Qualified candidates should include in their application: resume, cover letter, and references. Please send applications to [jobs.pramila@mail.house.gov](mailto:jobs.pramila@mail.house.gov) with "Staff Assistant" in the subject line. No calls or drop-ins please.

Link to website: <https://jayapal.house.gov/staff-assistant-legislative-correspondent/>

**MEM-187-23** The Democratic staff of the House Natural Resources Committee (HNRC) seeks a **Staff Director** (SD) for Indian Affairs to advise Committee Members in the development of legislative initiatives to elevate the interests of Indigenous Peoples of the United States and to uphold the federal trust responsibility.

Candidates should be knowledgeable and passionate about Indian Affairs; have experience in advancing federal legislation; and have relationships with tribal governments, communities, or organizations.

The SD will work directly with the Counsel's Office and Director of Legislative Operations to advance tribal legislation, prepare for Committee meetings, and create legislative memos and reference materials for staff and Members of Congress. The SD also supervises legislative employees, including interviewing, training, assigning work, and appraising performance.

Preferred qualifications: Demonstrates a clear understanding of the unique relationships that the U.S. government maintains with American Indians, Alaska Natives, and Native Hawaiians and the workings of Congress. Demonstrates an awareness of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations. Understands how HNRC issues intersect with racism, economic and social inequality in the U.S. and has a passion for working to dismantle these systems.

Salary is commensurate with experience, plus benefits.

Full job description and instructions on how to apply can be found here: <https://democrats-naturalresources.house.gov/contact/job-postings>

**MEM-182-23** Congresswoman Jahana Hayes (CT-05) seeks a **Caseworker** to join her team in Waterbury, CT.

Ideal candidates will have prior knowledge of federal agencies; excellent written and verbal communication skills; strong organizational and time management

skills; a positive and empathetic attitude; and an ability to work under pressure and meet deadlines in an fast-paced work environment. Bilingual applicants residents of CT-05 are preferred.

Duties include:

- \*Acting as the representative for the Congresswoman within their area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies, persons or groups for effective relationships for the Congresswoman;
- \*Informing the Congresswoman and the District Director of all happenings in their assigned issue areas by screening district media sources and interacting with constituents;
- \*Handling casework assignments and assesses casework for problems requiring legislative action and makes recommendations to the District Director and Chief of Staff;
- \*Monitor scheduled district meetings for the Congresswoman with constituents;
- \*Logging incoming and outgoing mail and incoming telephone calls relating to casework;
- \*Preparing periodic reports for the Congresswoman and District Director on pending cases and district activities in his or her assigned issue areas;
- \*Continually screening active cases and acts as liaison with constituents to ensure that their cases are handled in a responsive manner;
- \*Maintaining up-to-date files on all cases and categories of information of importance to the office; and
- \*Performs other duties as assigned.

Women and minority candidates are strongly encouraged to apply.

Interested parties should e-mail a concise cover letter including salary requirements and a resume to [CT05jobs@mail.house.gov](mailto:CT05jobs@mail.house.gov) with the following subject line: Full Name - Caseworker. No phone calls or walk-ins, please.

**MEM-179-23** The Committee on Ethics has an opening for a **Staff Assistant**.

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

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

responding to inquiries and requests; and flexibility in assisting with daily tasks and projects.

Applicants with experience or interest in learning information technology assistance are strongly encouraged to apply. This is an entry level position with a starting salary of \$47,093 per year.

Please email cover letter and resume with “Staff Assistant” in the subject line to [ethicsjobs@mail.house.gov](mailto:ethicsjobs@mail.house.gov)

NO PHONE CALLS PLEASE

**MEM-177-23** Southern California Democratic Office seeks **Staff Assistant** to join front office team.

MUST have a reliable and safe vehicle and driving record. Candidates should be well-organized, hard-working, and detail-oriented. High degree of professionalism required, as well as an ability to work a flexible schedule, including long hours.

Duties include answering telephone calls, greeting visitors, supervising interns, assisting legislative staff, and driving the Member in DC. Capitol Hill experience and California ties preferred. Spanish language skills a plus. Starting salary of \$45,000, plus student loan repayment, and standard House benefits (healthcare, pension, TSP, etc.).

Email cover letter, resume, and references in one PDF document to [Ryan.Viessman@mail.house.gov](mailto:Ryan.Viessman@mail.house.gov) with subject heading “Staff Assistant Position”. Please no walk-ins or phone calls.

**MEM-176-23** **Legislative Director** Role for Representative Alma Adams (NC-12)

The Office of Congressman Alma S. Adams, Ph.D. seeks a Legislative Director. The LD will help drive the proactive legislative agenda for the office, developing and implementing the strategy to push policy priorities and legislative goals; supervise and mentor the legislative staff while advising on the Congresswoman’s legislative portfolio, and manage their own legislative portfolio, which will include work on the Black Maternal Health Caucus.

The LD will work closely in conjunction with the Chief of Staff and senior leadership team to ensure legislative strategy is incorporated into overall operations. The LD will also help ensure coordination between DC and district offices on important legislative updates and district-based events and projects.

This is not an entry level position; extensive Hill experience and knowledge of the legislative process are required. The successful applicant will have crisp and

thorough written and oral communications skills, an entrepreneurial and self-starting attitude, strong attention to detail, creativity, and be a team player. Supervisory experience and expertise on healthcare policy is strongly preferred.

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

Qualified applicants should submit a cover letter, resume, and two writing samples to [nc12.resume@mail.house.gov](mailto:nc12.resume@mail.house.gov).

Candidates from BIPOC, LGBT+, working class, and/or other underrepresented communities are strongly encouraged to apply, as well as candidates with North Carolina ties. Due to the volume of applications, we receive, we will only contact you if we decide to move forward with your application. Please no calls, direct emails, or walk-ins.

**MEM-175-23** The Office of Congresswoman Angie Craig seeks an organized and motivated self-starter to serve as **Scheduler**.

Responsibilities include but are not limited to:

- Managing the member's daily and long-term schedule for her time in Washington, DC and Minnesota
- Organizing and tracking invitations and meeting requests
- Coordinating travel for the member and staff
- Compiling daily briefing materials
- Working closely with the Staff Assistant to provide administrative support to the member and the team
- Transporting the member as needed
- Additional duties as assigned

Ideal candidates should have excellent oral and written communication skills, meticulous attention to detail, strong time management skills, good judgment, and an ability to thrive in a fast-paced environment. Nights and weekends may be required, especially during legislative sessions. A valid driver's license and good driving record are required.

This position is located in the Washington, DC office and reports directly to the Chief of Staff. Previous Capitol Hill experience or Minnesota ties are a plus. The salary range for this position is \$60,000 - \$70,000.

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



Applications will be considered on a rolling basis. To apply please submit your resume and a cover letter to [Repcraigresumebank@gmail.com](mailto:Repcraigresumebank@gmail.com) with your name and "Scheduler Application" in the subject line. No walk-ins or phone calls please.

**MEM-170-23** Background:

REP SHONTEL M. BROWN of OH-11 has an immediate need to hire an experienced **Casework Manager/Field Liaison** in a full-time capacity.

Job Expectations:

The Casework Manager/Field Liaison (CMFL) will manage all casework, outreach, and constituent engagement operations and supervise all caseworkers. In addition, the CMFL is responsible for handling an individual caseload, ensuring outstanding constituent services, and developing innovative and effective outreach and public engagement strategies. The CMFL will be responsible for maintaining excellent relationships with key federal, state, and local agencies and stakeholders within a policy portfolio to be determined. The CMFL will collaborate regularly with the Press Secretary, designated legislative staff, and other relevant staff regarding district-focused policy priorities. Non-traditional work hours occur often including evening and weekends as needed.

This is not an entry-level position. Qualified candidates will excel in the following areas:

- Creativity and Innovation: able to proactively seek creative solutions to pressing problems and help develop effective visual and written products to communicate those solutions to constituents
- Project Management: able to balance short- and long-term priorities, work collaboratively with colleagues and external stakeholders, and anticipate possible obstacles to success
- Stakeholder Management: able to build relationships with diverse stakeholders and find opportunities to collaborate

Job Duties:

- Serves as a lead organizer and/or as a representative for the Congresswoman at events in the district as determined by the District Director
- Ensures outreach efforts align with the Congresswoman's strategic vision and goals
- Collaborates closely with the District Director and designated D.C. staff to ensure district priorities are reflected in legislative priorities
- Monitors and updates the District Director on casework trends
- Builds and maintains relationships with constituents and key community leaders and stakeholders
- Serves as a liaison with federal government agencies for individual constituent concerns
- Handles individual casework portfolio
- Engages in conduct and activities that reinforce the positive impact of the



Congressional office on the community

- Performs other duties as needed

Requirements:

- Bachelor's degree
- Ability to help build, manage, and support strong goal-oriented teams
- Ability to navigate and advise others through challenging situations
- 3-5 years of constituent service experience and/or experience leading outreach or engagement efforts
- Experience building and maintaining constituent and/or customer relationships
- Able to maintain composure and professionalism in every interaction with constituents
- Strong problem-solving and decision-making skills
- Ability to manage competing priorities in high-stress environments
- Strong organizational skills
- Ability to navigate nuanced and complex issues/situations
- Strong written and verbal communication skills, including public speaking
- Proven experience handling sensitive information and maintaining confidentiality

Preferences:

- Experience in agency related casework
- A demonstrated interest in public service
- Knowledge of the district

Salary Level/Range: Commensurate with Experience

Applicant Instructions:

All interested candidates are encouraged to submit a cover letter, resume and writing sample to [Ohio11resumes@mail.house.gov](mailto:Ohio11resumes@mail.house.gov) with the subject "CMFL: Last Name, First Name". Incomplete applications will not be considered.

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-169-23** Background:

REP SHONTEL M. BROWN of OH-11 has an immediate need to hire an experienced **Grants Coordinator/Field Liaison (GCFL)** in a full-time capacity.

Job Expectations:

The Grants Coordinator/Field Liaison (GCFL) will serve as a liaison to federal government agencies on behalf of the Congresswoman's constituents. The GCFL will handle the federal grant portfolio and assigned casework. They will also organize and participate in district outreach activities and workshops. The GCFL

will also collaborate regularly with the District Director, Caseworkers/Field Representatives, and Director of Operations. Non-traditional work hours occur often including evening and weekends as needed.

**Job Duties:**

- Serves as a liaison with federal government agencies for constituents, government entities, community organizations, nonprofits, and other grant applicants
- Researches and identifies federal grant opportunities
- Develops and maintains master files on grants as well as paperwork related to grant announcements for dissemination to constituents
- Monitors grant announcements and updates the District Director of new grant trends
- Creates and maintains a federal grant newsletter/guide for constituents
- Collaborates with the appropriate staff members on grant award announcements, newsletters, and media strategy
- Handles an individual casework portfolio
- Engages in conduct and activities that reinforce the positive impact of the Congressional office on the community

**Requirements:**

- Bachelor's degree
- Experience building and maintaining constituent and/or customer relationships
- Strong written and verbal communication, including public speaking skills
- Ability to navigate nuanced and complex issues/situations
- Ability to effectively manage competing priorities in high-stress environments
- Proven experience handling sensitive information and maintaining confidentiality
- Strong organizational and decision-making skills

**Preferences:**

- Advanced degree or comparable experience
- Previous grant writing and research experience
- A demonstrated interest in public service
- Knowledge of the district

**Salary Level/Range:** Commensurate with Experience

**Applicant Instructions:**

All interested candidates are encouraged to submit a cover letter, resume and writing sample to [Ohiolresumes@mail.house.gov](mailto:Ohiolresumes@mail.house.gov) with the subject "Grant Coordinator/Field Representative: Last Name, First Name". Incomplete applications will not be considered.

**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-168-23** Background:

REP SHONTEL M. BROWN of OH-11 has an immediate need to hire an experienced **Caseworker/Field Representative** (CWFR) in a part-time capacity on the west side of Cleveland.

Job Expectations:

The Caseworker plays a key role by serving as a liaison to the federal government on behalf of the Congresswoman's constituents. The Caseworker will manage a portfolio of issue areas and work collaboratively with the District Director, Director of Operations, and other Field Representatives to deliver exceptional service to constituents. As Field Representative, they will act as a liaison with federal, district, and local agencies for the Congresswoman and constituents. The Field Representative will also be responsible for serving as the Congresswoman's community representative for issues and programs.

Job Duties:

- Serves as a liaison with federal government agencies for individual constituent concerns
- Handles individual casework portfolio
- Monitors and updates the District Director on casework trends
- Maintains accurate and complete files on all assigned casework matters
- Ensures outreach efforts align with the Congresswoman's strategic vision and goals
- Builds and maintains relationships with constituents and key community leaders and stakeholders
- Engages in conduct and activities that reinforce the positive impact of the Congressional office on the community
- Serves as a lead organizer and/or as a representative for the Congresswoman at events in the district as determined by the District Director
- Coordinates closely with the District Director and D.C. staff to ensure district priorities are reflective in legislative priorities
- Informs the Casework Manager and District Director on up-and-coming issues in the district
- Performs other duties as assigned

Requirements:

- Bachelor's degree
- Experience developing and maintaining community leaders and constituent relationships
- Able to maintain composure and professionalism in every interaction with constituents
- Strong problem-solving and decision-making skills
- Strong organization skills

- Ability to manage competing priorities in high stress environments
- Deep commitment to improving constituents' lives
- Strong written and verbal communication skills, including public speaking
- Proven experience handling sensitive information and maintaining confidentiality

Preferences:

- Experience in agency related to casework
- A demonstrated interest in public service
- Knowledge of the district

Salary Level/Range: Commensurate with Experience

Applicant Instructions:

All interested candidates are encouraged to submit a cover letter, resume and writing sample to [Ohiolresumes@mail.house.gov](mailto:Ohiolresumes@mail.house.gov) with the subject PT Caseworker/Field Representative: Last Name, First Name". Incomplete applications will not be considered.

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-167-23**

Background:

REP SHONTEL M. BROWN of OH-11 has an immediate need to hire an experienced **Staff Assistant** in a part-time capacity on the west side of Cleveland.

Job Expectations:

The Staff Assistant will be expected to manage the front desk during office hours, support the district office staff with administrative office needs, and assist the D.C. office staff with work as assigned. Staff Assistants often provide the first impression of the office to constituents. The experiences gained in the Staff Assistant role provide a solid foundation to advance into positions of increasing responsibility.

Job Duties:

- Provides a welcoming environment and positive first impression of the office to constituents, visitors, and other VIPs
- Handles incoming calls with poise, professionalism, and promptness
- Captures input from constituents on policy matters for the Member office's consideration and response
- Supervise and provide expectations and feedback for office interns
- Works closely with the Congresswoman's Executive Assistant to ensure appointments are on time as needed
- Ensures constituent casework messages are received to the appropriate district

staff in an efficient and effective manner

- Complete resolutions and coordinate delivery based on individual needs
- Manage incoming and outgoing mail
- Additional duties as assigned

Requirements:

- Bachelor's degree
- Effective communication skills for verbal and written correspondence
- Effective teamwork skills and the ability to support the needs of multiple team members and leaders in the office required
- Professional demeanor and an upbeat disposition while interacting with visitors, staff members, and stakeholders in a fast-paced, highly dynamic environment required
- Time management skills including the ability to prioritize, and track work status required
- Attention to detail
- Willingness to learn

Preferences:

- Ties to the district are strongly preferred
- Prior constituent service or customer relationship management
- A demonstrated interest in public service
- Knowledge of the district

Salary Level/Range: Commensurate with Experience

Applicant Instructions:

All interested candidates are encouraged to submit a cover letter, resume and writing sample to [Ohiolresumes@mail.house.gov](mailto:Ohiolresumes@mail.house.gov) with the subject PT Staff Assistant: Last Name, First Name".

Incomplete applications will not be considered.

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-164-23** The Office of Congressional Ethics (OCE), an independent, non-partisan investigative entity established by the United States House of Representatives, seeks an **Investigative Support Analyst**, with 2-8 years experience. The Investigative Support Analyst will be responsible for the analysis and support of sensitive inquiries into allegations of possible violations of federal law and ethical standards of conduct by current Members, Officers and Staff of the House of Representatives, as well as other administrative functions.

The OCE is seeking candidates interested in the OCE's work supporting ethics and transparency within the House of Representatives. The Investigative Support Analyst would join a small, Washington, DC-based, investigative team, and would be eligible to apply for hybrid work accommodations combining in-person core days and remote work.

**Core Responsibilities:**

- Assume primary responsibility for managing documentary evidence submitted to the OCE in the course of its investigations and managing office e-Discovery platform;
- Perform legal and other research and analysis to support OCE investigations; and
- Support OCE investigative staff and administrative operations as required.

**Qualifications:**

- Two years of analyst, legal support, or other investigative experience;
- Strong research skills;
- Strong organizational skills;
- Strong writing and oral presentation ability;
- Ability to:
  - work independently or as part of an investigative team;
  - manage multiple tasks and projects; and
  - work well under pressure and tight time deadlines; and exercise discretion and independent judgment.
- Desirable but not required:
  - Investigative experience with high-profile and sensitive matters;
  - Experience with eDiscovery or litigation support platforms (eg. Casepoint);
  - Experience drafting and reviewing legal documents, preparing exhibits, or other published materials;
  - Experience with investigations involving public officials;
  - Experience with record or document management;
  - Experiencing maintaining or updating websites and other internet-based platforms;
  - Knowledge of current information technology tools related to investigations;
  - Experience with campaign finance or ethics law;
  - Experience conducting interviews or depositions; and
  - Experience writing reports or legal documents

**Duties:**

- Gather publicly available information/records related to potential new matters and/or ongoing matters;
- Conduct ongoing research and case development projects;
- Work with investigative staff on cases to support investigations;
- Assist attorney's in reviewing documentary evidence;
- Assist in reviewing reports, correspondence, and transcripts for errors and redactions;

- Participate in reviewing attorney's written work product;
- Database management to include:
- Import/export evidence to e-discovery platform for internal review purposes and for transmittal;
- Support incorporation of evidence in reports and exhibits; and
- Oversee maintenance of evidentiary records.
- Prepare exhibits for final reports;
- Case file maintenance;
- Supporting administrative functions directly related to investigations and serve as backup for other administrative functions as needed; and
- Other duties as required.

Requirements:

- Ability to pass Security Background Investigation to obtain Top Secret clearance; and
- Bachelor's degree.

Applicant Instructions:

Please send cover letter and resume (electronic submissions preferred) to:

Omar S. Ashmawy  
Staff Director and Chief Counsel  
Office of Congressional Ethics  
United States House of Representatives  
P.O. Box 895  
Washington, DC 20515-0895  
[OCEJOB@mail.house.gov](mailto:OCEJOB@mail.house.gov)

**MEM-162-23** Rep. Raul Ruiz, M.D., the Ranking Member of the House Select Subcommittee on the Coronavirus Pandemic, is seeking a **Counsel or Professional Staff Member** to join the Democratic staff of the Select Subcommittee.

Responsibilities include drafting letters, negotiating with counsel, preparing for depositions and transcribed interviews, drafting reports and memoranda, and preparing for congressional hearings. Candidates must have superior attention to detail, work well under pressure, be self-motivated, and enjoy collaborative work environments. Prior experience in congressional oversight and direct investigations is strongly preferred, as is a demonstrated interest in public health, economics, and/or international affairs.

Women, LGBTQI+, and BIPOC candidates are strongly encouraged to apply. Please send a resume and cover letter as PDFs to [SSCPJobs@mail.house.gov](mailto:SSCPJobs@mail.house.gov), with "Counsel" or "Professional Staff Member" in the subject line. Please attach the resume and cover letter with the file name using the following format: "LastName.FirstName.Resume" and "LastName.FirstName.Cover Letter." No unsolicited calls, emails, or drop-ins, please.

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

**MEM-161-23** Senior Democratic Midwest Appropriator seeks a DC-based **scheduler/office manager** to coordinate the Representative’s schedule and manage the DC office’s overall operating procedures.

Candidates must have exceptional organizational skills, high attention to detail, ability to manage competing demands and deadlines, and a clean driving record. Candidates must handle conflicting requests, anticipate the Member’s needs, and exercise sound judgement when scheduling meetings, events, and travel. Hill and scheduling experience are strongly preferred. Ohio ties preferred but not required.

Responsibilities include, but are not limited to:

- Maintaining and managing the Member’s daily and long-term schedule while coordinating with District staff.
- Responding to all incoming meeting and scheduling requests.
- Organizing travel and booking flights for Member and staff.
- Communicating scheduling changes to the Member, staff, and outside stakeholders.
- Oversee and manage the Staff Assistant, Internship Program, and ensure Member and staff needs are met.
- Provide operational support to the office, including time-off requests, office supply needs, tech management, and other duties, to ensure staff are supported.
- Work closely with Chief of Staff and Financial Admin to ensure compliance with annual budget.

Qualified candidates should submit a resume, cover letter to [Steve.Katich@mail.house.gov](mailto:Steve.Katich@mail.house.gov) with the subject line “Scheduler – LAST NAME, FIRST NAME.” The 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.

**MEM-160-23** **Constituent Advocate:** The Office of U.S. Representative Chrissy Houlahan, PA-06 is seeking a customer service oriented, high performing individual to serve as a Constituent Advocate in our satellite office in Reading, Pennsylvania.

As a Constituent Advocate for a congressional district office, you will be a liaison between constituents and federal government agencies. You will respond to constituent requests for assistance – from individuals, businesses, and nonprofits – and resolve casework issues through inquiries, facilitation, and problem solving.



You will represent the Congresswoman in meetings and at events in the district while building and maintaining productive, supportive working relationships with local government, business groups, non-profit, and other stakeholder groups within our community of PA-06. Constituent Advocates also identify local problems that can be solved by federal action and are knowledgeable of the impact of proposed and enacted federal legislation on stakeholders in our community.

The right candidate will serve as a critical part of a close-knit team. Applicants should have an enthusiastic interest in public service, superior attention to detail, and motivated to serve our community. Excellent written and oral communication skills are essential in English and Spanish, as well as the ability to manage multiple tasks, deadlines, and work well under pressure. Job responsibilities include outreach to relevant stakeholder groups in our community and successful candidates must have their own reliable transportation. Optimistic demeanor and a good sense of humor are a must. Connections to Pennsylvania and the 6th district are advantageous.

Our office hours are 9:00am – 5:00 pm Monday through Friday. Our district staff alternates days in the office and days in a work-from-home/outreach schedule. You must be able to attend work duties on some evenings and weekends for events as needed. Starting annual salary is \$58,000. Medical benefits, savings and investment planning, tuition loan reimbursement, and 20 days paid leave are available as benefits for full-time staff members. Additionally, as Rep. Houlahan believes in actively giving back to our community, each staff member is allocated 5 additional days of paid leave for volunteer work.

Please submit resume, writing sample, and cover letter to [PA06HoulahanJobs@gmail.com](mailto:PA06HoulahanJobs@gmail.com) and indicate “CONSTITUENT ADVOCATE: (your last name)” in the subject line. No walk-ins or drop-bys, please. This position will report to the District Director and begin on April 24, 2023.

THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER: Women and minorities 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.

**MEM-024-23** The Freshman Democrat from Hawai‘i is seeking a **Scheduler** with strong judgment, communication skills, and attention to detail to build and oversee all aspects of scheduling operations for the Member.

This position requires consistent and effective collaboration with all components of the Member's office. The Scheduler will work directly with the Chief of Staff, District Chief, and other senior staff.

Primary duties include, but are not limited to:

- Building the Member's daily and long-term schedule for DC and the district and managing this system;
- Responding to all incoming scheduling requests;
- Booking and coordinating travel back to Hawai'i and within Hawai'i;
- Ensuring the Member, staff, and external stakeholders have key information about the schedule;
- Compiling daily briefing materials for the Member and coordinating the collection of information from staff and other sources;
- Supporting the team with special events and ad hoc projects; and
- Other duties as assigned.

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or gender identity. Candidates from diverse backgrounds, especially with ties to Hawai'i, are encouraged to apply. Being able to serve as a secondary driver when needed is preferred, but not required.

Salary will be commensurate with experience.

To apply, please submit a cover letter, resume, and references to [hawaii02jobs@gmail.com](mailto:hawaii02jobs@gmail.com).