

House Vacancy Announcement and Placement Service

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Member and Committee Openings

Week of January 06, 2025

MEM-003-25

Position Title: Caseworker

Position Type: Full-Time

Position Location: Charleston, SC

Position Description:

A Republican Member of Congress from South Carolina is seeking a motivated and organized individual to join their team as a Congressional Caseworker based in Charleston, SC. As a Caseworker, you will act as office liaison for other federal agencies on behalf of the Member in the district, develop familiarity with key individuals across all relevant agencies, and provide exceptional constituent services.

Responsibilities:

- Act as a liaison between our Member of Congress and constituents, when inquiring to various federal agencies.
- For non-federal issues, conduct research and make every effort to redirect constituents to appropriate solutions when possible.
- Conduct status checks on all cases and provide updates to constituents.
- Collaborate with other staff members to ensure effective communication and implementation of our Member of Congress's priorities and initiatives.
- Qualifications:
- Bachelor's degree in political science, public administration, or a related field is preferred but not required.
- Strong communication, interpersonal, and organizational skills.
- Knowledge of local and federal government, policies, and procedures is preferred but not required.
- Ability to work independently, manage multiple projects, and meet deadlines.
- Experience in constituent services, or related fields is preferred but not required.

Benefits:



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The job comes with a competitive benefits package that includes health, dental, and vision insurance; federal student loan repayment (terms apply); retirement plans; transit benefits; and paid time off.

Employment Eligibility:

The U.S. House of Representatives is an equal opportunity employer. **All qualified applicants are encouraged to apply.** All travel-related expenses associated with the interview and hiring process must be paid by the applicant, to include any relocation expenses. Employment may be contingent upon the satisfactory completion of a criminal history records check. Employment with the U.S. House of Representatives is at-will. A qualified applicant must meet one of the following residency requirements within the continental United States for eligibility for a paid position with the U.S. House of Representatives:

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

Qualified candidates please send their resume to the following email address: noah.longest@mail.house.gov. Please include “Caseworker” (First Name) (Last Name) in the subject line.

MEM-002-25

Congressman Michael Rulli (OH-06) has an immediate need to hire a **Staff Assistant** in his Washington, DC office. Interested applicants should submit an email including a resume and cover letter to OH06Jobs@mail.house.gov.

TITLE: Staff Assistant

REPORTS TO: Chief of Staff/Director of Operations

CORE RESPONSIBILITIES:

- to open the office at 9:00AM on normal office days;
- to answer phone calls;
- to greet visitors upon arrival to the office;
- to answer and correctly log constituent requests for general information, tours, and other inquiries;



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- to monitor delivery and pickup of materials (i.e. office supplies, mail, etc.);
- to maintain front lobby area;
- to provide capitol tours to constituents and assist in setting up other various tours (i.e. White House, Washington Monument, etc.)
- to assist with various administrative and legislative duties as assigned.
- to coordinate flag requests.
- to manage the intern program.

QUALIFICATIONS:

- professional telephone manner;
- proficiency in word processing;
- excellent organizational and proofreading skills;
- ability to use photocopier, printer, and other basic office equipment;
- ability to work cooperatively and courteously with others;
- availability to work long hours, if required.

DUTIES:

- answers and screens telephone calls for the Member and other staff members and takes messages;
- greets and screens visitors;
- assists individuals who have appointments with the Member or other staff members. Works closely with the Member's Director of Operations to ensure that the Member's appointments are on time and that the corresponding staff member is aware of the visitors' arrival;
- responds to constituent requests for flags, tours and other information;
- maintains handout literature regarding the district and the House;
- signs for deliveries and forwards all materials delivered to the office to appropriate staff members in a timely manner;
- maintains the office voice mail and forwards messages to correct staff member;
- ensures that all constituent inquiries are directed to the appropriate staff member in a timely manner;
- logs visitor opinions, including full name, address, and all relevant information into IQ;
- logs mail into IQ;
- performs other administrative and legislative duties and/or assists staff members in projects as assigned.

MEM-001-25

Congressman Michael Rulli (OH-06) has an immediate need to hire a **Legislative Correspondent** in his Washington, DC office. Interested applicants should submit an email including a resume and cover letter to OH06Jobs@mail.house.gov.



TITLE: Legislative Correspondent
REPORTS TO: Legislative Director

CORE RESPONSIBILITIES:

to provide research for and respond to letters from constituents; and
to provide administrative support to the Legislative Assistants.

QUALIFICATIONS:

- strong research, writing and communication skills;
- knowledge of the legislative process;
- strong organizational skills;
- ability to exercise discretion and independent judgment in the formulation and recommendation of policy positions for the Member;
- ability to work cooperatively and courteously with others;
- thoroughness and attention to detail;
- proficiency in word processing and IQ;
- availability to work long hours and at night if required

DUTIES:

- answers assigned constituent correspondence, conducts any research necessary to formulate an adequate response to the letters;
- answers phone calls;
- develops and maintains a collection of prepared text for use in responding to constituent mail;
- drafts form letters to respond to a large number of letters on the same issue;
- consults with the Legislative Director and Legislative Assistants to keep the form letters up to date;
- supervises the printing and proofreading of form letters;
- drafts responses to constituent mail that cannot be answered with a form letter;
- provides assistance as required, including meeting with constituents and interested parties, and attending committee hearings and markups;
- performs other duties as assigned.

MEM-532-24

Congressman Jared Huffman (CA-02) is seeking a **Press/Digital Assistant** to join his personal Washington, DC office. The ideal candidate will have strong writing, editing, and digital skills including video editing and graphic design.

Responsibilities

- Assist with drafting press releases, talking points, scripts, op-eds/letters to the editor, newsletters, and other written materials as assigned



- Create daily social media content including graphics and videos
- Clip TV appearances and other video content for social media
- Work with the district office to publicize constituent services and events
- Develop and update website content
- Create and maintain press lists
- Other tasks as needed

Qualifications:

- Bachelor's degree in communications, journalism, public relations, graphic design, or related field
- Exceptional writing, editing, and organizational skills
- Experience with social media platforms and tools (e.g., Twitter/X, Facebook, Instagram, Canva, Adobe Creative Suite, or similar tools)
- Ability to create engaging graphics, visuals, and videos
- Strong interest in digital media and trends
- Detail-oriented, with the ability to juggle multiple tasks and meet tight deadlines

Salary: \$60,000, commensurate with experience.

Application Instructions:

Interested applicants should submit a resume, writing sample, and two digital work samples (i.e. graphics or videos) to CA02Jobs@gmail.com. Include "Press/Digital Assistant – (First Name) (Last Name)" in the subject line.

The Office of U.S. Congressman Jared Huffman is an equal opportunity employer; the office does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability. Our office encourages candidates of diverse backgrounds to apply. State and/or district ties are a plus.

MEM-531-24

District Staff Assistant/Scheduler Job Description:

The District Staff Assistant/Scheduler is a dynamic and detail-oriented role that supports the Member and district operations through a variety of administrative and scheduling responsibilities. This role combines the responsibilities of managing district communications, constituent correspondence, administrative and scheduling activities to ensure smooth and efficient office operations.

Key Responsibilities:

District Operations:

-Serve as a rover between fieldwork and casework.



-Support the Member when in the district and coordinate with the Director of Constituent Services, Communications, and Director of Field.

Constituent Correspondence:

- Monitor the district email inbox, answer office phone, and respond to constituent emails, voicemails, and web requests.
- Generate weekly mail reports and sort mail for scheduling and casework.
- Perform data entry of constituent information and maintain accurate records across office platforms.

District Scheduling and Travel Management:

- Manage the Member's schedule, ensuring all calendar entries meet office standards.
- Coordinate weekly scheduling meetings with the Member to review requests.
- Book and manage all Member travel in the district.
- Monitor the shared scheduling inbox and manage requests.

Measurable Objectives:

- Maintain incoming mail through office platforms.
- Execute annual mailing items.
- Ensure timely completion of all scheduling, travel, and reporting tasks.

Reports to: Senior Advisor (Scheduler) & District Supervisor (District Staff Assistant)

This position requires excellent organizational skills, proactive communication, and a commitment to supporting the Member's district and scheduling needs.

Qualified candidates please send their resume to the following email address:

noah.longest@mail.house.gov. Please include "Staff Assistant/Scheduler" (First Name) (Last Name) in the subject line.

MEM-530-24

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

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

CORE RESPONSIBILITIES:

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

DUTIES:

- Maintain Subcommittee archives of activities, including Member and stakeholder engagements.
- Travel and conduct oversight visits at agency locations.



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

MINIMUM QUALIFICATIONS:

- Bachelor of Arts or Science.

REQUIRED SKILLS:

- Strong research skills. Legal research skills (e.g., LexisNexis) is a plus.
- Strong writing and editing skills.
- Strong Microsoft Office proficiency, including expertise in Word and the ability to use Excel.
- Strong organizational skills.
- Strong verbal communication.
- Excellent attention to detail.
- Excellent listening skills.
- Strong ability to manage fluctuating workloads and juggle and prioritize tasks, including managing short-, medium-, and long-term tasks.
- Team oriented.
- Excellent ability to work well under pressure and time constraints.
- Problem solving and analytical skills are a plus.



- Potential to work independently.

BENEFITS: Employees may be eligible for the following benefits:

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

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

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

MEM-529-24

Rep. Nanette Barragán (CA-44) seeks a highly talented and motivated **Legislative Assistant** or Senior Policy Advisor in her Washington, DC office – position title dependent on experience. The primary responsibility for this position will be handling the Member’s work on telecommunications issues as a member of the Energy and Commerce Committee. Other priority issues in the legislative portfolio include; housing homelessness, labor, education, and other issues as assigned.

Responsibilities will include drafting legislation, policy letters, memos, and talking points, preparing for and staffing committee hearings, making vote recommendations, meeting and maintaining relationships with constituents and advocacy groups, working closely with the communications team and district staff, advancing a number of the Member’s legislative priorities, and other tasks as required. The position requires strong written and oral communication skills, the ability to manage multiple priorities in a fast-paced work environment, and to work collaboratively in a team environment.

This is NOT an entry-level position. Candidates should have at least 2-3 years of Capitol Hill or relevant policy experience, be highly motivated, detail-oriented professionals with



strong organizational and time-management skills, a positive attitude, and the ability to work under pressure and meet deadlines in a fast-paced work environment.

Candidates with previous experience in telecommunications policy and working knowledge of the FCC and NTIA are preferred. Applicants should also have experience with coalition building and the ability to maintain strategic relationships with constituent organizations.

Previous experience working on housing and homelessness issues, Los Angeles Metro Area|Southern California ties, and Spanish language skills are a plus.

Salary range is \$60-80,000 - commensurate with skills and experience.

Interested candidates should send a cover letter, resume, two references, and two writing samples with “Telecomm Legislative Assistant” in the subject line to CA44Resumes@mail.house.gov.

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-528-24

Congresswoman Nanette Diaz Barragán (CA-44) seeks an experienced **Communications Director** to lead a fast-paced and highly engaged press operation. Applicants must be creative, dynamic, proactive, and energetic.

The Communications Director will serve as the spokesperson and primary communications advisor to the Member. They will be responsible for developing and executing an aggressive strategic communications plan, including social media, that encompasses local, national, and specialty media outlets. The Communications Director will oversee day-to-day press operations, including coordinating and managing the press team; responding to media inquiries; booking the Member for interviews; pitching news opportunities to media outlets; planning press conferences and in-district events; managing the Member’s social media accounts and official website; editing/drafting speeches, talking points, floor statements, press releases, op-eds, and e-newsletters; and creating and distributing e-newsletters and franked mailings.

They are also responsible for working with the Member, Chief of Staff, Legislative Director, and District Director to develop and coordinate core messaging. The Communications Director is responsible for maintaining the Congresswoman’s voice across all communications materials, with an emphasis on clarity, relatability, authenticity, and connecting the Congresswoman’s values and advocacy to a diverse constituent base.



This is NOT an entry level position. Candidates must have previous press-related experience either on or off Capitol Hill. They must be highly organized, proficient in multi-tasking, have strong political judgment and instincts, and possess superior writing, editing, and proofreading skills.

Los Angeles Metro/Southern California ties are a plus.

Fluency in Spanish is a plus.

Experience with video editing and graphic design are a plus.

Experience with national media contacts both print and digital, as well as with radio/TV bookers and producers is a plus.

Additionally, the Communications Director must be willing to work extended hours and oftentimes under time constraints, while maintaining a positive attitude.

Salary is commensurate with experience.

Candidates should submit a resume, a cover letter including salary requirements, and two writing samples with the subject line "Communications Director" to CA44Resumes@mail.house.gov.

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 527-24

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

Essential Job Functions Required

1. Develops and implements strategic communications plans for the office, including working closely with the legislative team to develop media strategies to roll out legislation, send letters, and make other major announcements
2. Successfully and consistently pitches the Congresswoman to both local and national TV, radio, and print media
3. Helps plan and staffs DC- and district-based events such as press conferences, tele-townhalls, and roundtables, etc.



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

Qualifications/Skills

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



9. Strategic thinker, politically savvy and comfortable navigating difficult situations with press and staff; and
10. Time management skills, ability to work under pressure, and comfortable balancing multiple responsibilities at once.

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, national origin, sex, gender identity or expression, pregnancy, sexual orientation, age, disability, marital status, parental status, military status, or any other factor or basis prohibited by applicable federal law. Qualified candidates should submit a resume and cover letter.

Working Conditions

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

Education/Experience

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

The Office is accepting resumes until COB Friday, January 17, 2025. We will review them on a rolling basis. Please have them send a resume and cover letter to resumes.hoyle@mail.house.gov with the subject line: Communications Director Opening. No calls or drop-ins please.

MEM-524-24

District Representative for California's 49th Congressional District

Description: The staff member in this position acts as a liaison to federal, district, and local agencies for the Member of Congress and constituents. The District Representative is charged with helping constituents with casework and engaging the residents of the 49th Congressional District, including planning meetings and events with the Member of Congress. This position is based in Oceanside.

Responsibilities: The person in this role is specifically responsible for building and maintaining relationships with a variety of communities throughout CA-49, especially in Encinitas, Solana Beach, and Del Mar. This role involves handling constituent casework with various federal agencies, with a focus on the Department of Homeland Security and the Department of State. Other responsibilities include planning and staffing in-district



events, meetings, and site visits; working closely with the District Office and Washington, DC office staff on local and assigned policy issues and areas; and establishing relationships with local groups, including attendance at key meetings and ensuring the office is tracking events and functions to facilitate the Member's attendance.

Qualifications: Successful applicants should have a thorough knowledge of California's 49th district, familiarity with the communities of Encinitas, Solana Beach, and Del Mar, a service-oriented attitude, strong organizational skills, proficiency at prioritizing and managing multiple projects at one time, a capacity to work both independently and as part of a team, and strong written and oral communications skills. Preference may be given to residents of the 49th District.

The salary for this position is \$50,000 to \$60,000, commensurate with experience.

To Apply: Please send resume, cover letter, and three professional references to ca49.applications@mail.house.gov

Veterans are encouraged to apply.

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 strongly value the diversity of our employees and encourage candidates from diverse backgrounds to apply, including women, people of color, and members of the LGBTQIA community.

MEM-523-24

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

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

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



Salary is commensurate with experience, and the position includes a competitive benefits package.

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

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

MEM -522-24

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

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

Responsibilities include:

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

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

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



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

MEM-521-24

The Office of Congresswoman Alma S. Adams, Ph.D. is seeking a **Communications Director** that can work in Washington D.C. or the Charlotte, N.C. District Office.

The Communications Director is expected to work closely with the Chief of Staff, Deputy Chief of Staff / District Director, and the Legislative Director to develop and execute a comprehensive and aggressive strategic plan to inform constituents and the media about Congresswoman Adams and her work as a member of congress. This includes making media pitches, organizing press events, and reviewing, drafting, and finalizing statements, talking points/speeches, press releases, media advisories, and other messaging (e.g., newsletters and social media). Finally, the Communications Director will oversee all Franked communications, which includes mailers. Successful candidates will be exceptional writers and have strong experience working in fast-paced environments and implementing aggressive communications plans. North Carolina ties strongly preferred.

KEY RESPONSIBILITIES:

- Develop strategic communications plans for all district and DC events/speaking engagements/member appearances, etc. and work closely with the DC and District Offices to implement successful media strategies;
- Produce written and visual content for the office, including but not limited to press releases, statements, social media post and weekly newsletters;
- Manage, mentor, and grow the communications team, focusing on staff professional development, skill building, and efficient workflows;
- Build and sustain strong relationships with North Carolina and national print, online, radio, and broadcast media (reporters, producers, editors, columnists, etc.), and remain ready to identify creative ways to pitch the Member;
- Prepare, brief, and staff the Member for media interviews, press conferences, roundtables, and other engagements;
- Draft and edit office materials, talking points, speeches, press releases, op-eds, and other materials as necessary; and
- Speak on background or on the record with reporters when necessary and act as a media liaison for the Member.

REQUIREMENTS:

- Bachelor's Degree in a relevant field or equivalent professional experience;
- Previous Capitol Hill, campaign or political experience strongly preferred;



- Exceptionally strong writing, editing, and proofreading skills;
- Previous on the record experience;
- Ability to take photographs and write content for social media
- Experience managing others and promoting professional development;
- Deep understanding of print, broadcast, and online media and how to successfully create and leverage opportunities in each;
- Strategic thinker, politically savvy, and ability to manage competing priorities and develop solutions under tight deadlines;
- 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; and
- Works a flexible schedule, including long hours on nights, weekends and holidays.

Rep. Alma S. Adams' office provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Qualified candidates should submit a cover letter, a resume, three references, and three writing samples to NC12.resume@mail.house.gov with "[NAME] –Communications Director" in the subject line.

MEM-520-24

Congresswoman-elect Maxine Dexter is seeking a full-time **Legislative Assistant** in Washington, DC. This is not an entry-level position. The salary range is \$62,000 - \$75,000. Qualified candidates should submit a resume and cover letter to OR3resumes@gmail.com. Oregon ties are strongly preferred.

ESSENTIAL JOB FUNCTIONS:

- Works with the Deputy Chief of Staff & Legislative Director and Chief of Staff to formulate and advance legislative initiatives for assigned issue areas.
- Represents the Congresswoman at meetings with constituents, district stakeholders, committee staff, and federal agencies and staffs the Congresswoman at engagements relevant to assigned issue areas.
- Tracks legislation and coordinates co-sponsorship of bills and co-signing of letters for the Congresswoman.
- Develops briefing materials, talking points, and policy memos for the Congresswoman.
- Briefs the Congresswoman on bills before the House, provides advice on Committee activity, and assists the district office staff with legislative matters that impact the local community.



- Provides input to the Communications Director to draft speeches, press releases, op-eds, and statements for the Congresswoman.
- Provides district office staff with targeted information for community events.

SKILLS AND KNOWLEDGE REQUIRED:

- Strong written and verbal communication skills.
- Thorough knowledge of the legislative process, procedures, and organization of the House.
- Self-starting personality.
- Passion for public service.
- Ability to work well under pressure.
- Willingness to accept performance-based criticism and direction.
- Ability to work cooperatively and courteously with others.

MEM 519-24

The Office of Congressman Jamie Raskin (MD-08) seeks a **Scheduling Director / Operations Manager**.

The Scheduling Director/Operations Manager will work closely with the Member, the Chief of Staff, and District Chief to coordinate the Member's official schedule and provide administrative support to the Member and team to ensure efficient operations. Essential duties include but are not limited to: managing the Member's daily and long-term schedule; organizing and tracking invitations, speaking engagements, meetings, and scheduling requests for the Member; corresponding with outside stakeholders on scheduling matters and keeping the Member on schedule throughout the day; coordinating logistics and strategic planning for events; coordinating official travel of the Member and staff; providing operational support such as overseeing leave requests and staff training; liaising with technology department and managing member's technology and office technology; and other administrative duties as may be assigned.

The successful candidate ideally has experience working on the Hill and experience with scheduling and/or operations. Applicants should be motivated self-starters and highly-collaborative team players who demonstrate scrupulous attention to detail, keen organizational skills, effective time management, excellent oral and written communication skills, and has a professional demeanor. The role regularly interacts with constituents, relevant stakeholders, congressional offices, and federal agencies. The candidate should be responsive and friendly while demonstrating strategic planning and decision-making skills. A discreet approach to these responsibilities is essential. This position may include evening and weekend work as the Congressional and Member schedule requires.



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

To apply, please email: MD08.Resumes@mail.house.gov by January 9, 2025 with “Scheduling Director/Operations Manager: Last Name” in the subject line and the following applications materials attached as one pdf:

1. Resume
2. Cover letter
3. Two writing samples
4. Three references – including name, current title, phone number, and email address.

MEM 518-24

The office of Congressman Greg Steube is seeking a **District Director** to oversee all in-district operations. This position is based in Sarasota, Florida, and offers a unique opportunity to play a key leadership role in the Congressman’s efforts to serve and represent constituents.

Position Overview:

The District Director will manage all operations of the district office and will be responsible for executing the Member’s priorities in the district. Working closely with the Member, Chief of Staff, Legislative Director, Communications Director, and Director of Operations, the District Director will contribute to the strategic development of initiatives and programs that align with the Member’s goals. This position will also serve as the public face of the office in the district, regularly attending events and representing the Congressman at meetings within the community.

Key responsibilities:

- Oversee the Member’s constituent casework activities with federal departments and agencies
- Align district office strategies and plans with the Member’s broader goals and legislative priorities
- Collaborate with D.C. staff to ensure smooth communication and coordination between the district and D.C. offices
- Facilitate the Member’s visibility and engagement in the district through regular public appearances, meetings, and events



- Manage and lead district office staff, including planning, assigning, and directing work to ensure high performance and efficiency
- Build and maintain strong relationships with local community leaders, stakeholders, and constituents
- Monitor and assess district office operations to improve effectiveness and constituent satisfaction

Preferred Qualifications:

- Experience developing and implementing community relations strategies for an elected official, federal agency, or similar organization
- Proven ability to manage staff, make sound decisions, and prioritize competing demands in a fast-paced environment
- Politically astute with the ability to navigate complex political and community dynamics
- Familiarity with Florida's 17th Congressional district, including its key issues and stakeholders

Additional preferred attributes:

- Bachelor's degree in political science, government, or a related field
- Demonstrated commitment to public service and community engagement

How to Apply:

Interested candidates should submit a resume to floridarepublicanjobs@gmail.com.

MEM-517-24

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

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



pressure, and the flexibility to be responsive to urgent scheduling needs on nights and weekends.

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

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

MEM-516-24

Congresswoman Jennifer McClellan (VA-04) seeks a highly motivated and proactive **Communications Director** in her Washington, DC office.

In close collaboration with the Member and Chief of Staff, the Communications Director will manage all aspects of the Congresswoman's communications strategy, including her earned media, digital media, and franked communications. The Communications Director will report directly to the Chief of Staff.

The Communications Director will cultivate and manage relationships with both national and local press, field all press inquiries, and proactively pitch stories and book the Member for local and national TV; draft press releases, media advisories, and op-eds; collaborate with the Legislative and District teams to coordinate press rollouts for new legislative efforts and in-district events; manage a robust franked communications budget; oversee a rapid social media program; and oversee and manage a communications team.

This position is part of the Member's senior staff – this is not an entry-level position. The ideal candidate should have several years of demonstrated communications experience, including on-the-record experience, strong relationships with bookers and producers, and a broad network of reporter relationships. The candidate should possess strong writing and interpersonal skills and good political instincts. Capitol Hill experience required. Virginia ties are a plus.

The position is full-time with federal benefits, including student loan repayment, transit or parking benefits, generous PTO and FMLA, and work-from-home options. The pay range is \$95,000-\$105,000, commensurate with experience.

To Apply: All interested candidates are encouraged to submit a resume, cover letter, and two writing samples to VA04.Jobs@mail.house.gov.



This full-time position is based in her Washington, D.C. office. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, religious affiliation, national origin, age, or military, marital, or parental status. The office prioritizes building a diverse team: women and candidates from BIPOC, LGBTQ+, and other underrepresented communities are encouraged to apply.

MEM-514-24

The Office of Congresswoman Pramila Jayapal (WA-07) is seeking a **Legislative Counsel** to lead the office's Judiciary portfolio. The Congresswoman is a Member of the House Judiciary Committee and is currently the Ranking Member on the Subcommittee on Immigration Integrity, Security and Enforcement. This position will lead on all issues within the jurisdiction of the Judiciary Committee (except Immigration), which include but are not limited to antitrust, courts, criminal justice, elections, protection of civil rights and civil liberties, and intellectual property.

Responsibilities include but are not limited to:

- Preparing and staffing the Congresswoman for committee hearings and markups including proposing strategic approaches, drafting remarks and questions, preparing amendments and talking points.
- Advancing current and new legislative initiatives including idea generation, building support, legislative drafting and producing accompanying materials, such as speeches, policy memos, and factsheets.
- Developing expertise in new issue areas as they arise.
- Representing the Congresswoman's priorities with external stakeholders.
- Building and maintaining relationships with external and internal stakeholders including advocacy organizations; academics; fellow Congressional and Committee offices; and carrying out additional duties as required.

Job Requirements:

- Passionate about public service and committed to progressive values.
- Excellent writing and time management skills.
- Ability to digest new content with a political and ideological lens that is appropriate for the Office.
- Previous Hill experience strongly preferred.
- Poised, level-headed, flexible, collaborative, team oriented; and
- 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, new Americans, people with disabilities, and members of other
- underrepresented communities are strongly encouraged to apply. State and/or district ties are a plus. Prior
- Hill experience is strongly preferred. Position location is Washington, DC.

Candidates should submit their resume, cover letter, two writing samples, and references in PDF

format to jobs.pramila@mail.house.gov with “Legislative Counsel”: [Applicant’s First and Last Name]” in the subject line. No calls or drop-ins please.

MEM-510-24

COMMUNICATIONS DIRECTOR

Congresswoman Angie Craig (MN-02) is in search of a highly-motivated Communications Director in her Washington, DC office. This position reports to the Chief of Staff. The Communications Director will manage all aspects of the Congresswoman’s communications portfolio – including her earned media strategy, digital media presence, and robust franked communications program – and will oversee a comms team that spans both the DC and District offices.

The ideal candidate should have several years of demonstrated communications experience – including experience working with reporters. The candidate should be a strategic thinker and dynamic writer with strong interpersonal skills, solid political instincts, a good sense of humor, and a keen attention to detail.

The position is full time with federal benefits, including student loan repayment program (if eligible), transit or parking benefits, and an annual salary of between \$85,000 and \$95,000 commensurate with experience.

This position is part of the Congresswoman’s senior staff – this is not an entry level position.

To Apply:

All interested candidates are encouraged to submit a resume and two writing samples to repcraigresumebank@gmail.com with the subject line “Communications Director [applicant’s full name].”

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



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MEM-476-24

Congressman Dan Crenshaw (R-TX-02) seeks a highly motivated, hard-working **Legislative Assistant** (LA), based in our Washington, D.C. office. This position reports to the Legislative Director. The LA will handle an economic facing portfolio, including Budget and Appropriations, Financial Services, and Tax, with other issues to follow.

Key duties include:

- Communicating clearly and consistently with the Member, Legislative Director, and legislative, communications, and district teams on legislative updates
- Preparing and staffing the Member for meetings, and assisting in the drafting of remarks, as needed
- Meeting with constituents, stakeholders, and advocacy groups within the portfolio of issue areas Working with external stakeholders, Congressional Research Service (CRS), Legislative Counsel, and committee staff to draft legislation based on the Member's priorities
- Ideal candidates will have strong written and oral communications skills and be detail-oriented, organized, and creative. They must be able to quickly learn the member's voice and think in a proactive, communications-focused manner.

Other key qualities include:

- Commitment to a collaborative work environment
- Ability to work in a fast-paced environment and manage competing priorities
- Ability to communicate up and down within the team
- Ability to learn the Congressman's voice and legislative priorities
- Interest in identifying and pursuing new opportunities and the ability to anticipate and adapt to challenges

Hill experience is required. Compensation is competitive and commensurate with level of experience. Qualified applicants should submit a resume and writing sample (no more than 3 pages) as one combined PDF to Kenneth.Depew@mail.house.gov. Include "Legislative Assistant – [Full Name]" in the subject line. Applications will be considered on a rolling basis as received. No phone calls or drop-ins please.

