



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

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MEMBER AND COMMITTEE VACANCY LISTING

Week of August 15, 2022

MEM-440-22 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. 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-437-22 Staff Assistant

Active California House Democrat seeks a Staff Assistant for their Washington D.C. office.

Ideal candidate will be a motivated self-starter with outstanding customer service, excellent time-management, and strong organizational skills.

Primary responsibilities include: managing the front office including answering and logging telephone calls; recruiting and managing interns; managing constituent requests for flags and tours; supporting 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.

Candidates with California ties are preferred but not required.

Please submit a resume and cover letter in a single PDF document to ca07jobs@gmail.com with “Staff Assistant - DC” in the subject line. No walk-ins or phone calls.

MEM-434-22 Congresswoman Rashida Tlaib (MI-13) seeks an experienced and committed Press Secretary for her D.C. Office.

The Press Secretary manages and coordinates Washington, D.C. activities, including media contacts for the Member and the D.C. office in consultation with the Communications Director.

The Press Secretary reports directly to the Communications Director, and acts under the guidance of the of the Communications Director in consultation with the Chief of Staff.

Duties will also include managing social media platform for the office, assisting in briefing the Member for interviews, and writing floor speeches for the Member and collaboration with other office staff.

Additional responsibilities for the position include:

- Remains abreast of current legislative and non-legislative issues about which the Member may be questioned;
- Together with the Communications Director, evaluates current events and media reports in the district and the nation for their impact on the Member;
- Maintains a good working relationship with the Member, staff, media, and constituents;
- Assist with building a robust digital communications apparatus, including social media, multimedia work and a brand strategy;
- Provide support of communications operations as needed for the member and staff

Applicant Qualities:

- Candidates must be proactive, have strong attention to detail, and the ability to multitask effectively in a fast-paced environment;
- A bachelor's degree in journalism, communications, public relations or a closely related field preferred, but not required, including strong academic credentials; and at least two years of congressional experience. Alternatively, a minimum two of years of related experience or training is required;
- The office is an equal opportunity employer and encourages women, people of color, and LGBTQ candidates to apply

This position will often involve evening and weekend work, so a strong candidate will be able to work a flexible schedule with comp time provided. Michigan ties are highly desirable, but not required.

Starting salary for this position is \$58,000.00, with some flexibility based on experience.

Our office is an equal opportunity employer and women, people of color, members of the LGBTQ+ community, and members of other traditionally underrepresented communities are encouraged to apply.

TO APPLY, e-mail a cover letter and detailed resume to Rashida.jobs@mail.house.gov with “Press Secretary” in the subject line along with a digital portfolio, writing sample, and at least two references.

MEM-432-22 Rep. Katie Porter (CA-45), a member of the House Natural Resources Committee, seeks a **Legislative Assistant** to handle environmental issues including natural resources, energy, agriculture, infrastructure, labor, tribal issues, science, and related appropriations.

The ideal candidate must have 2-4 years of Hill or comparable advocacy experience working on the above policy or issues relevant to the legislative portfolio, familiarity with congressional process and procedure, and a demonstrated ability to design and execute legislative projects. This is not an entry level position and reports directly to the Legislative Director.

KEY JOB RESPONSIBILITIES

- Manage the Congresswoman’s work on the Natural Resources Committee, as well as an issue portfolio to include environment, energy, agriculture, infrastructure, labor, tribal issues, science, and related appropriations
- Prepare and staff the Member for constituent meetings, committee hearings and markups, and relevant events, including writing briefing memos
- Represent the Member in meetings with constituents and interest groups relevant to the policy portfolio
- Build and maintain positive relationships with congressional staff, advocacy groups and key stakeholders
- Monitor House floor and relevant committee activity to recommend votes and legislative action
- Identify and pursue legislative opportunities for the Congresswoman, including sponsoring or co-sponsoring bills and drafting and co-signing letters
- Draft constituent correspondence, oversight letters, op-eds, talking points, legislation, and other written material related to issue area portfolio.
- Edit relevant work product produced by other staff and interns
- Communicate with other departments and district staff to help amplify legislative work locally.
- Other duties as assigned by the Legislative Director and Chief of Staff

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.

To apply, send a resume and brief cover letter to ResumesCA45@mail.house.gov with “Legislative Assistant” in the subject line. The deadline for submission is 8/21/2022 at 11:59pm EDT.

MEM-431-22 **Staff Assistant**

OFFICE of REPRESENTATIVE MIKE LEVIN (CA 49th Congressional District)

REPORTS TO: District Director

SUMMARY:

This position is responsible for managing the front desk and all administrative duties of a Congressional district office. The staff member in this role interacts regularly with constituents, responds to correspondence and verbal communications with constituents, and occasionally staffs the Member of Congress. This staff member may be located in the Oceanside or Dana Point office but may be required to travel on occasion to the other office.

ESSENTIAL JOB FUNCTIONS:

- *Manages the front desk
- *Collaborates with other district and Washington, D.C. Staff Assistants to log all incoming mail, telephone calls, and correspondence
- *Tracks office supplies
- *Assists with recruiting, interviewing, training, and management of district interns
- *Oversees production and tracking of certificates and proclamations
- *Screens phone calls and refers cases, when appropriate, to other district office
- *Scans and sends invoices to DC office
- *Maintains records of incoming grants, constituent recognition and thank you letters
- *Meets attendance requirements as established by the office
- *Maintains a good working relationship with the Congressman, staff, and constituents
- *Performs other duties as assigned
- *Takes initiative to identify needs and takes action to complete tasks required
- *Knowledge of office policies, practices, and procedures

SKILLS AND KNOWLEDGE REQUIRED:

- *Strong oral and written communication skills
- *Familiarity with local, state, and federal agencies and departments
- *Familiarity with issues and events in the district in which the Congressman is involved
- *Proficiency with word processing and spreadsheets
- *Professional telephone manner
- *Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner
- *Ability to perform the essential job functions above
- *Ability to work cooperatively and courteously with others
- *Thoroughness and careful attention to detail

To apply: Please send resume, cover letter, and three professional references to: CA49.applications@mail.house.gov

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation. We 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-430-22 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 Dana Point.

Responsibilities:

The person in this role is specifically responsible for building and maintaining relationships with communities in South Orange County, the veteran and military-connected communities throughout CA-49, and more. This role involves handling constituent casework with various federal agencies, with a focus on the Veterans Affairs Administration and the Department of Defense.

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 military and veterans 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 military and veterans communities, 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.

Veterans and applicants with military connections are encouraged to apply.

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

MEM-429-22 LEGISLATIVE DIRECTOR

Congressman Andy Kim (NJ-03), a member of the House Armed Services Committee, House Foreign Affairs Committee, and House Small Business Committee, seeks a hard working, experienced Legislative Director to oversee his policy team and legislative agenda.

This is not an entry-level position and previous policy and managerial experience on Capitol Hill is required.

The ideal applicant will be a team player, have a demonstrated ability to manage and mentor staff, think strategically, and have experience in formulating and advancing legislation. Successful applicants will work quickly under pressure, have good working knowledge of House legislative processes and procedures, excellent organization and communication skills, and work well with others. This senior staff position reports to the Chief of Staff and the Congressman.

Candidates with more than a decade of policy, political and managerial experience that may be interested in a Deputy Chief of Staff role will be considered.

RESPONSIBILITIES

- Executes long-term and short-term strategic planning for the Member's legislative agenda
- Manages the policy team and assigns, monitors, and evaluates legislative staff work-products
- Handles a portfolio of legislative issues, which may be tailored to the candidate's expertise
- Monitors activity on the House Floor and the Member's committees
- Provides the casework team and the district staff with federal updates and guidance on federal matters
- Builds relationships with district and national stakeholders and advocacy organizations
- Takes constituent and advocacy group meetings as necessary
- Coordinates the preparation of legislative memos, policy-related prep, and cosponsorships

PREFERRED EXPERIENCE:

- 5+ years of Capitol Hill / Legislative experience
- 3+ years management experience
- Policy experience in national security, foreign affairs, and/or defense a plus
- Knowledge of or ties to New Jersey a plus

TO APPLY: Email a cover letter, resume, a short writing sample and 2-3 references to NJ03Resumes@mail.house.gov with the subject line, "Legislative Director: [Your Full Name]" Please no unsolicited drop-ins, phone calls, or emails to the office.

APPLICATION DEADLINE: August 26, 2022 at 6pm EST

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. People of all identity groups are encouraged to apply.

MEM-427-22 Congresswoman Jahana Hayes (CT-05) seeks an experienced **Legislative Director** to oversee the legislative team in the Washington, DC office.

This is not an entry-level position and significant Capitol Hill experience is required. The Legislative Director will manage a large and diverse portfolio, while creatively and effectively identifying new policy areas to pursue. The ideal candidate will demonstrate an ability to manage and mentor staff, think strategically, and advance legislation and policy initiatives.

Required Skills:

- Excellent verbal and written communication skills;
- Ability to concisely communicate in real time and under pressure important and often complex policy issues;
- Capability to manage a team of policy professionals and develop communication and analytical skills in that team;
- Clear understanding of the legislative process and ability to execute a legislative strategy; and
- Excellent organization and time management skills and ability to prioritize tasks.

Role and Expectations:

- Manage a legislative team of 4-5 staff;
- Develop a legislative strategy in close consultation with the Member and Chief of Staff;
- Set goals and develop strategic plans to meet those goals;
- Consistently monitor Congressional proceedings and develop strategies for best advancing the Member's goals;
- Work collaboratively as part of a team to accomplish goals;
- In consultation with the communications staff, ensure accomplishments are communicated to constituents and stakeholders in the district.

Women and minority candidates are strongly encouraged to apply. Interested parties should e-mail a concise cover letter including salary requirements, a resume, and two short writing samples (one narrative style and one issue brief) to CT05jobs@mail.house.gov with the following subject line: Full Name – Legislative Director. No phone calls or walk-ins, please.

MEM-425-22 A conservative Member of the Republican Conference on an “A” committee seeks a **Legislative Correspondent** with strong writing skills.

The Staff Assistant/Legislative Correspondent will work with the Legislative Director to respond to constituent inquiries and maintain a legislative portfolio while assisting senior staff with various projects. They will serve as the first point of contact for our office, coordinate constituent arrangements including tours and flag requests, and assist the staff with the daily responsibilities and duties of a Congressional office.

The ideal candidate will be detail-orientated, creative, possess a strong willingness and desire to learn and grow, and have an interest in legislative issues and a strong work ethic.

Capitol Hill experience and Tennessee ties are preferred but not required.

Interested applicants should submit their resume with the subject line “Staff Assistant/Legislative Correspondent—First Name, Last Name” to leah.bane@mail.house.gov

MEM-424-22 A conservative Member of the Republican Conference on an “A” committee is expanding his communications team, and to that end seeks a **Press Assistant/Digital Director**.

The Press Assistant/Digital Director will report directly to the Communications Director and be responsible for managing and creating digital content for all social media channels, including graphics and videos, tracking and analyzing daily press clips and weekly social media traffic, maintaining and updating the press list monthly, and other communications-centric duties as assigned and as their experience grows.

The ideal candidate will be detail-orientated, creative, and have an interest or experience in digital communications and a strong work ethic. This is an excellent opportunity for a current or former Congressional intern (or similar position) or a current or former Staff Assistant interested in pursuing a career in Communications in an office with a growing Communications Department.

Capitol Hill experience and Tennessee ties are preferred but not required.

Interested applicants should submit their resume with the subject line “Press Assistant/Digital Director—First Name, Last Name” to dylan.jones@mail.house.gov

MEM-423-22 Congressman Tom McClintock (CA-04) seeks a **Scheduler** for his Washington, D.C. office. Interested candidates should send resumes and cover letters to gopwesternjobs1776@gmail.com.

The Scheduler will be expected to work closely with the Chief of Staff to coordinate the Member's DC schedule, arrange travel plans, and manage day to day logistics. Additionally, this role will oversee the office's intern program.

Job Duties:

- Works with the Member, Chief of Staff, and District Director to determine and finalize the Member's daily and long-term schedule.
- Manage all incoming meeting requests and invitations.
- Coordinates all travel arrangements.
- Process/schedule all incoming tour requests.
- Manage the office's internship program.

Requirements:

- Able to coordinate and manage several scheduling activities with multiple parties
- Able to manage varying priorities and adapt to rapidly changing situations impacting the schedule
- Experience handling sensitive information and maintaining confidentiality
- Adaptable and organized with a keen attention to detail
- Strong decision-making skills and comfortable navigating challenging situations
- Works well under pressure

MEM-421-22 Congressman Earl Blumenauer is seeking a **Staff Assistant** to serve in his Washington, D.C. Office. The position begins on September 12.

As staff assistant, this person will provide administrative support to the staff, recruit and manage the office interns, greet visitors, answer phones, and check voicemails, and respond to constituent requests for services including tours and flags. Additionally, they will assist the Legislative Correspondent with their duties.

The ideal candidate will be enthusiastic, detail-oriented, an excellent writer, and comfortable in a fast-paced environment.

Salary ranges from \$50,000 - \$60,000, depending on experience. Our 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. People of color and people from underrepresented groups are strongly encouraged to apply, as are candidates with Oregon ties.

To apply, please submit a resume, cover letter, and writing sample to Resume.Blumenauer@mail.house.gov with "Staff Assistant" in the subject line.

MEM-416-22 Senior progressive appropriator and member of House leadership seeks a **Legislative Aide** to help manage constituent casework and manage a small legislative portfolio to include: Fin Serv, Tax and Trade, Veterans, Animals, Postal Services and Sports.

Job Duties:

- Acts as the representative for the Congresswoman within his or her 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;
- Informs the District Director of all happenings in his or her assigned issue areas by screening district media sources and interacting with constituents;
- Assesses casework for problems requiring legislative action and makes recommendations to the District Director and Chief of Staff/Legislative Director
- Works with the Legislative Director and Chief of Staff to formulate and advance legislative initiatives for assigned issue areas
- Tracks legislation and coordinates co-sponsorship of bills for the Member
- Provides input to help the Communications Director to draft speeches, press releases, op-eds, and Congressional Record statements for the Member

Requirements:

- Strong progressive values
- Experience researching public policy and preparing recommendations for a Member of Congress or other executives/leaders (e.g., Federal department/agency, non-profit organization, private sector)
- Strong written and verbal communication skills
- Experience making decisions and advising senior leaders on important issues
- Comfortable navigating challenging situations and being politically savvy
- Prior experience with forming partnerships and advancing legislative priorities for a Member of Congress
- Prioritization and time management skills, with the ability to manage multiple projects at a time
- Knowledge of issues in portfolio

The successful candidate is innovative, extremely well organized, a team player, and a self-starter who pays exceptional attention to details. Spanish language skills and/or CA ties are a plus.

Our 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. People of color and people from underrepresented groups are strongly encouraged to apply.

To apply, send a cover letter, resume and short writing sample to lee.resumes@mail.house.gov with “Legislative Aide” in the subject line.

MEM-412-22 **STAFF ASSISTANT** – Congressman Matt Cartwright (PA-08) seeks Staff Assistant for Capitol Hill front desk duties, including answering phones, greeting visitors, recruiting and managing D.C. interns, processing flag and tour requests, and other office-supporting administrative tasks.

Some communications and constituent correspondence work is also included in the job. Salary: \$45,000.

Candidates should send resume and cover letter to democratic.hilljob@gmail.com.

Office is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment. Women, candidates of color, and LGBTQ+ candidates are encouraged to apply.

MEM-410-22 The Office of Congressman Dwight Evans (D-PA-03) seeks a highly motivated and creative individual to join the Washington, D.C. team as the Congressman's **Digital Media Manager**.

The primary function of this job will be supporting the Congressman's communication platforms to ensure his priorities and message extend to as many constituents as possible. This position reports directly to the Congressman's Communications Director. Candidates must have strong writing and digital media skills, be highly organized, energetic, and be capable of thriving in a fast-paced and rapidly changing environment. The ability to meet deadlines is a must. Proficiency with social media tools and standard Microsoft Office and Adobe software tools is required. District knowledge and familiarity is preferred.

Responsibilities include, and are not limited to: drafting daily social media content on all of the Congressman's official platforms, creating graphics, editing videos, sending daily news clips, drafting op-eds on a variety of issues and e-newsletters, working with district staff to produce regular virtual and tele-town hall meetings, coordinating the draft of the Congressman's annual State of the District report, and consistently monitoring and updating the Congressman's website.

Qualified candidates should send a cover letter, resume and three examples of your work, including at least one writing sample to PA03.Resumes@mail.house.gov.

The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

MEM-409-22 **SUMMARY:**

The **Outreach Manager** monitors and updates the Member and District Director on district and local issues in respective region. This position is responsible for overseeing and executing outreach activities that maintain and strengthen relationships between the Member and community leaders, constituents and organizations as well as helping constituents navigate the services and assistance with the federal government. This position assists with office operations, constituent casework, participates in community projects and events, and actively works to implement the outreach throughout the region. This position reports directly to the District Director.

ESSENTIAL JOB FUNCTIONS:

Outreach

- Serve as eyes and ears of the Congresswoman in the respective region of District
- Identify, develop and maintain relationships with key stakeholders and constituency groups.
- Create and maintain contact list of community and constituency group leaders for assigned outreach issue areas;
- Recommend strategic outreach planning and the development resulting from Congresswoman's legislative agenda and priorities
- Engage constituent groups and their leadership to identify public policy problems & discuss legislative objectives and foster collaboration through advanced outreach;
- Develop forward looking events, town hall meetings and discussions to convey the office message and engage local residents.
- Attend related meetings and events to listen & learn from constituents and to communicate the status of specific legislation and Congresswoman's priorities;

Constituent Services

- Responsible for the general administrative operations
- Respond and triage constituent calls and mail; respond to walk-in constituents, stakeholders, etc.
- Casework Issues:
- Prepare certificates, proclamations, etc. for local and regional entities in coordination with staff assistant
- Compose letters of support as requested by various stakeholders, recognize constituents for their achievements in the community as well as thank you and follow up notes for meetings/events in region
- Identify casework of significant public interest and assess casework for problems that may require legislative action and make recommendations to District Director, Deputy District Director and Senior Casework Liaison.
- Assist constituents and businesses who have issues or problems interacting with the Federal government and act as a liaison to federal agencies.

Operations

- Work in coordination with the Scheduler and District Director to strategically plan events and activities
- Represent and staff the Congresswoman at meetings/events with advocates /

businesses / organizations / constituents

- Prepare Congresswoman for district meeting/events
- Provide information on upcoming events by scanning newspapers, city/town websites, social media, chamber emails, etc.
- Assist in planning and executing events as well as advancing events

Press

- Work with Communications Team to help publicize major district events in the region
- Recommend and help prepare Congresswoman for press opportunities pertaining to local issues in region

Other

- Drive the Congresswoman to meetings/events when appropriate.
- Other related duties as required

EDUCATION, SKILLS, AND KNOWLEDGE REQUIRED:

- Bachelor's degree in a related field (may be substituted for two or more years of related experience)
- Strong organizational, research, writing and communication skills
- At least a basic knowledge of legislative process;
- Thorough knowledge of local, state and federal agencies and departments;
- Relationships with key stakeholders and knowledge of district issues and events in the district;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.
- Ability to work cooperatively and courteously with others;
- Thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment in fulfillment of casework and outreach responsibilities;
- Knowledge of office computer applications; and proficiency in word processing.

WORKING CONDITIONS:

- Field duties sometimes require work during regular office hours and some nights and weekends. Employee must be able to travel and hold a valid driver's license.
- Employee must be able to work in a moderately noisy and crowded work environment without an expectation of privacy.

Interested applicants should send a resume and cover letter to raul.martinez@mail.house.gov

MEM-405-22 U.S. Congressman Ed Case (Hawai'i - 01) is seeking a **Staff Assistant** for his Washington, D.C. office.

Responsibilities run the range of assisting the legislative, constituent services and administrative functions of the office, to include: monitoring, processing and responding to constituent mail and other communications, managing constituent

tours and other needs, and coordinating DC and district office issues. As needed and depending on capability, the position also encompasses legislative duties. Direct report is to the Chief of Staff although the Congressman is routinely involved in all aspects of his office operations.

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

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

MEM-404-22 U.S. Congressman Ed Case (Hawai'i - 01) is seeking a **Staff Assistant** for his Honolulu district office.

Duties include but are not limited to constituent communications including calls for general information and other inquiries and representing the office at community events.

This position also is responsible for a wide variety of administrative duties, and acts as a liaison to the federal, district and local government agencies on behalf of the Congressman on requests by constituents seeking assistance with individual/group issues. Staff Assistant will report directly to the Deputy Chief of Staff in the Honolulu office, although the position also interacts directly with the Congressman, Chief of Staff, and his Washington, D.C. office.

Very strong preference given to (1) prior experience, especially in comparable duties and (2) Hawai'i background/community involvement and applicants are asked to detail these attributes. The position also requires initiative, strong interpersonal skills, the ability to multitask, work independently and effectively under pressure, make decisions, and solve problems, orientation to detail, excellent verbal communication and writing skills, and unpredictable hours as necessary.

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

MEM-402-22 The DC Office of Congressman Andrew Clyde (GA-09) seeks a **Staff Assistant** to serve as support staff to maintain the regular daily functions and operations of the official Washington, D.C. office.

SUMMARY

The primary responsibility of the staff assistant is to support the whole staff by maintaining the regular daily functions and operations of the Washington, DC office.

Typical responsibilities may include, but are not limited to:

- Maintaining the DC office internship program – including managing an intern’s daily tasks, projects, and the hiring process
- Facilitating the DC office’s tour and flag programs
- Answering and screening telephone calls for constituent messages, staff requests, and more
- Greeting and screening visitors
- Assisting individuals who have appointments with the Member or other staff members
- Signing for deliveries and forwarding deliveries to appropriate staff members
- Handling the office voicemails and fax inbox
- Ensuring that staff requests for assistance are directed to appropriate staff member or House auxiliary office
- Recording constituents’ opinions, names, addresses, and other relevant information from phone calls or mail and log them into our CRM system
- Batching incoming correspondence and drafting constituent letters in coordination with the Legislative Correspondent
- Performing general administrative assignments for the staff and Member

To Apply: Qualified applicants should send a resume and cover letter to chase.starr@mail.house.gov with the subject line “Staff Assistant Application”.

Failure to follow these directions will result in immediate disqualification of your application.

MEM-398-22 U.S. Representative Gregory W. Meeks seeks an experienced **Communications Director/Press Secretary** to lead an active, press operation for his DC & District office.

Candidate must have experience pitching and placing stories in traditional and digital media and booking the Member on national TV. Responsibilities include but are not limited to: maintaining relationships with New York City and national reporters; developing and implementing weekly and long-term strategic communications plans; briefing and preparing the Member for interviews; writing press releases, talking points, and speeches; managing a digital fellow; developing social media content; and assisting on other issues as needed.

The ideal candidate will thrive have strong oral and written communications skills, thrive in a fast-paced environment, and be a creative and strategic thinker.

This is not an entry level position and candidates must have previous press-related experience either on or off Capitol Hill. Salary commensurate with experience.

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

TO APPLY, e-mail a resume to NY05Resumes@mail.house.gov with “Communications Director” in the subject line along with a digital portfolio, writing sample, and at least two references.

MEM-393-22 Indiana Republican is seeking a **Staff Assistant** to join our Washington D.C. office.

The successful candidate will work closely with the D.C. and district staff on a variety of tasks including communications, legislative and administrative work.

Essential Duties:

- Answering constituent phone calls
- Overseeing internship program
- Greeting and escorting guests
- Coordinating and leading tours of the Capitol Building
- Sorting and drafting responses to constituent concerns
- Attending briefings/hearings and conducting research for staff
- Driving the Member to and from events
- Handling a variety of administrative and office tasks

Skills and Qualifications:

- Works a flexible schedule
- Excellent communication skills and strong attention to detail
- Indiana ties are required

Interested applicants should email a resume and writing sample to MidwestHouseJobs@gmail.com with subject “LASTNAME, FIRSTNAME Staff Assistant Application”.

MEM-391-22 The office of Representative Sean Casten (D, IL-06) seeks a **District Outreach Coordinator** for their Glen Ellyn, Illinois district office.

The District Outreach Coordinator supports the District Office by coordinating the various community outreach activities for Representative Sean Casten.

Responsibilities include managing an outreach plan for the team, building strategic relationships with community leaders and constituent groups, and executing various outreach activities.

The starting salary for this position is \$60,000.

Specific duties include but are not limited to:

- Organize, attend, and present at business, community, and neighborhood group meetings.
- Oversee the District Staff Assistant's managing of school education outreach and the Casten STEM scholars' program.
- Execute public events, meetings, town halls, informational listening sessions, etc.
- Respond to public and community inquiries and brief staff on matters of public interest and concern.
- Work with the Intern Coordinator to oversee the maintenance of a community database of interested parties and issues.
- Coordinate initiatives designed to promote the office and constituent services and any other assigned duties.
- Work with District Director to strategically staff Rep. Casten at meetings/events.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and experience in working with diverse communities of Illinois' 6th Congressional District
- Exceptional interpersonal skills
- Strong writing and oral presentation skills
- Experience in facilitating public meetings and other public forums
- Exceptional organizational and planning skills.
- Available to attend evening and weekend community events and meetings.

EDUCATION AND EXPERIENCE Ties to IL-06, a proven management record, and a minimum of three years of related experience are required. The position reports directly to the District Director.

PHYSICAL DEMANDS S/he must hold a valid driver's license to attend community meetings and transport Rep. Casten when staffing.

Representative Casten's Office is an affirmative action/equal opportunity employer dedicated to building a community of excellence, equity, and diversity. It welcomes applications from women, underrepresented minorities, individuals with disabilities, protected veterans, sexual minority groups and other candidates who will lead and contribute to the diversification and enrichment of ideas and perspectives.

To apply please submit a cover letter, resume, and a short statement of no more than 300 words about why you're a good fit for this role to Constituent.ServicesIL06@mail.house.gov.

Subject Line: District Outreach Coordinator

MEM-388-22 District Staff Assistant

The Office of Congressman Tom Malinowski seeks a Staff Assistant based in his Somerville NJ Office location. The Staff Assistant will act as the first point of contact for the front office.

Responsibilities include but are not limited to:

- Greet and provide direction to visitors
- Track office inventory
- Process mail
- Oversee office internship program
- Field constituent phone calls
- Log incoming and outgoing correspondence
- Draft responses to constituent correspondence
- Staff the Member in meetings and at public events
- Process and schedule Capitol and White House tour requests
- Liaise with Congressman's DC office staff

Candidates will have an outgoing and positive demeanor, be natural problem solvers with meticulous attention to detail, can remain calm in high stakes situations, and work well as part of a team.

A standard work week is 40 hours with some limited evening and weekend availability required. Applicants must have access to a car. Starting salary for this position is \$50,000 annually. Healthcare and retirement benefits provided with 20 days paid vacation and 10 days paid sick leave annually. Recent graduates are encouraged to apply. This is an entry level position.

This office is an equal opportunity employer. Veterans, LGBTQ individuals, women, and diverse candidates are encouraged to apply.

Interested candidates should send a resume, cover letter, writing sample and three references in a single PDF to NJ07Resumes@mail.house.gov with the subject line DO Staff Assistant.

MEM-380-22 U.S. Representative Norma J. Torres (CA-35) seeks an experienced Communications Director to lead an active, bilingual press operation for her Washington, DC office.

Candidate must have experience pitching and placing stories in traditional and digital media and booking the Member on national TV.

Responsibilities include but are not limited to: maintaining relationships with California, national, and international reporters; developing and implementing weekly and long-term strategic communications plans; briefing and preparing the Member for interviews; writing press releases, talking points, and speeches;

developing social media content; helping the Chief of Staff implement the Franked communications plan; and assisting on other issues as needed.

The ideal candidate will thrive have strong oral and written communications skills, thrive in a fast paced environment, and be a creative and strategic thinker.

This is not an entry level position and candidates must have previous press-related experience either on or off Capitol Hill. Fluency in Spanish is a big plus. Salary commensurate with experience.

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

Interested candidates should send an email to CA35.OfficeStaff@mail.house.gov with “Comms Director/Press Secretary” in the subject line and include a cover letter, resume, and two writing samples.

MEM-379-22 Scheduler/Office Manager:

Rep. Norma J. Torres seeks an experienced Scheduler/Office Manager for her Washington, D.C. office. Duties will include:

- *Manage and maintain all aspects of the Member’s daily and long-term DC and national schedule;
- *Making all air travel and ground transportation arrangements to and from the district and other locations;
- *Responds to all incoming meeting and scheduling requests;
- *Briefs the Member on all scheduling activities and requests of the Washington, D.C. and district offices;
- *Ensures that the Member has briefing materials for each event by coordinating with event participants and the appropriate legislative and/or district staff;
- *Coordinating the scheduling of press, interviews, radio and television time with the communications team;
- *Submits vouchers for travel and expense reimbursement to the staff member responsible for submitting office bills for payment;
- *Work with other congressional offices, committee staff, leadership office, and the Executive Branch agencies on events and scheduling requests;
- *Assists with office operations, including orientation and training for new staff, assisting departing employees, administering parking space assignments, managing leave and time record for staff, scheduling of rooms for outside group functions, maintaining emergency information for staff, ordering office supplies;
- *Other duties as assigned;

This person will also serve the Congresswoman's drivers; driver's license, good driving record, and access to a vehicle is required. Candidate must be highly organized, detail oriented, work well under pressure, and an efficient self-starter.

Work may include some long hours, nights, and weekends.

Salary is commensurate with experience.

To apply, please email a cover letter and resume to CA35.OfficeStaff@mail.house.gov.

The office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, genetic information, national origin, uniformed service, sexual orientation, or gender identity or expression.

MEM-231-22 **Constituent Liaison:** Senior Democratic Member of Congress seeks an energetic, organized, creative, self-starter to join the District Office of her very active and visible constituent services staff.

Constituent Services staff assists the Member in responding to constituent issues and problems with federal agencies, staying on top of everyday events in the Member's district, and keeping the community connected to the Member's work.

In addition, constituent services staff also help with neighborhood events. Candidate must be able to work with patience and skill in resolving the problems of constituents and handle multiple tasks and issues effectively while making sure agencies respond in a timely manner and assuring our office responds to constituent requests and concerns while meeting deadlines.

A successful candidate will be able to work independently and think outside the box about various constituent issues and community events. Prior community or casework experience is helpful.

The ideal candidate will have significant experience interacting with the public, excellent writing and communication skills and a working knowledge or strong interest in the District of Columbia and its local government. Candidate must possess a bachelor's degree and be, or be willing to become, a resident of the District of Columbia.

Interested applicants should send a cover letter, resume, two writing samples and references to: dc00.nortonresume@mail.house.gov.

This position is open until filled. Salary: based on skill and experience level.

MEM-069-22 The Office of Congressman Steven Horsford (D-NV-04) seeks a **Press Media Secretary** based in the DC office to work closely with the Communications Director, based in the district office to develop and execute the Congressman's communications strategy as a member of the House Ways and Means, Armed Services, and Budget committees.

The Press Media Secretary must be and stay up to date with the latest digital, technical, and social media trends. Able to express the Congressman's voice creatively and promote social media presence, ensuring high web traffic and constituent engagement.

Applicants must be creative, detail-oriented, and comfortable working long hours and producing high-quality work under tight deadlines. This position serves as a part of the Communications team and reports directly to the Director of Communications based in the district, however, this person will be the main point of contact in the D.C. office.

Responsibilities include but are not limited to

- Acts as a formal spokesperson and media liaison for the Member;
- Managing the Congressman's social media platforms, developing a weekly content calendar, and drafting rapid response content during breaking news moments.
- Maintaining the Congressman's website and drafting new website content covering key policy issues.
- Preparing daily press clip summaries and monitoring the Congressman's media mentions.
- Writing a weekly newsletter, creating digital ads, and participating in other efforts to keep constituents of Nevada's Fourth District informed about the work of a busy Congressional office.
- Helping to plan and staff communications-focused events for the Congressman, both in-district and in Washington D.C.
- Writing short-form speeches and video scripts and preparing video clips of the Congressman for public distribution.
- Building relationships with allies and online influencers to amplify Congressman Horsford's digital message and expand his online reach.
- Perform all other duties as required

The candidate will report to the Communications Director and work closely with legislative and district staff. The ideal candidate will have experience in or interest in learning about aspects of the office's traditional press operations, including writing press releases, drafting talking points and speeches, forming relationships with members of the media, and pitching stories.

This is an ideal position for someone with 1-2 years of communications or digital experience. Applicants must be passionate about public service, well-organized, and have the ability to work on weekends and holidays when necessary.

Individuals who can fluently read and write Spanish, Mandarin, Tagalog, or other languages beside English are strongly encouraged to apply.

Women, people of color, LGBTQ+ individuals, people with disabilities and members of other underrepresented communities are strongly encouraged to apply. Individuals who can fluently read and write Spanish, Mandarin, Tagalog, or other languages beside English are strongly encouraged to apply. Experience with video editing and graphic design is also a plus. Nevada ties are a plus, but not required.

Salary is commensurate with experience. Candidates should submit a cover letter, resume, three writing samples, and three professional references to NV04Resume@mail.house.gov with “Press/Media Secretary” in the subject line. All submissions must be in a single PDF file.