

# House Vacancy Announcement and Placement Service

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## Member and Committee Openings

Week of June 23, 2025

MEM-201-25

**The Committee on Ways and Means, U.S. House of Representatives**, seeks applications to fill a **Trade Counsel** position on the Democratic staff.

The position entails: arranging and staffing hearings; legislative drafting; providing expert legal analysis; negotiating and corresponding with Executive agencies; and conducting oversight and investigative activities.

Candidates for the position must be graduates of an accredited law school and members in good standing of a state or the District of Columbia Bar. Candidates must be a U.S. citizen and have at least five years of direct litigation experience. Exceptional legal research and writing skills are required.

Candidates must be able to obtain and maintain a U.S. security clearance.

Previous federal government experience is preferred with a specific background in customs law, trade remedies, sanctions, investment law, intellectual property rights, labor law, environmental law, or human rights.

Applicants must be able to travel internationally. Candidates with an ability to converse in French or Spanish is highly desirable.

Interested applicants should submit a cover letter, resume, and references to [WMDemTradeSubmissions@mail.house.gov](mailto:WMDemTradeSubmissions@mail.house.gov).

This position closes on July 28, 2025.

MEM-200-25

### **Senior Field Representative & Caseworker Oakland, CA**

The Senior Field Representative and Caseworker serves as a key liaison between the Congresswoman and her constituents, managing casework and ensuring effective communication within the district. This position involves handling constituent inquiries,



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collaborating with local, state, and federal agencies, and assisting in the identification of legislative needs based on constituent concerns. The Senior Field Representative and Caseworker will also participate in district/stakeholder meetings, provide regular updates to the Congresswoman and District Director on casework trends, and work to build and maintain strong relationships with community stakeholders and government officials.

**Key Responsibilities:**

- Act as one of the Congresswoman's primary representatives in the district, managing casework and responding to constituent inquiries.
- Serve as a liaison between constituents and federal, state, and local agencies, ensuring timely resolutions to casework issues.
- Provide regular updates to the Congresswoman, Chief of Staff, and District Director on local developments, media trends, and constituent concerns.
- Organize, attend and monitor district/stakeholder meetings, ensuring efficient coordination and communication between the Congresswoman and constituents.
- Identify legislative issues arising from casework, and collaborate with the District Director to assess and recommend potential actions.
- Foster strong relationships with local, state, and federal officials, community leaders, and organizations to enhance the Congresswoman's outreach efforts.
- Work effectively under pressure, managing competing priorities and maintaining professionalism in a fast-paced environment.
- Maintain a flexible work schedule, including availability for long hours, evening, and weekend events.
- Perform additional duties as assigned by the Congresswoman, Chief of Staff, or District Director.

**Skills and Qualifications:**

- Strong oral and written communication skills, with the ability to effectively communicate with diverse stakeholders.
- At least 3+ years of experience handling Federal casework; Extensive knowledge of local, state, and federal agencies and their processes.
- Understanding of the issues and events affecting the district, particularly those within the Congresswoman's focus areas.
- Ability to manage multiple priorities, demonstrate attention to detail, and maintain confidentiality.
- Strong interpersonal skills and a professional demeanor when engaging with constituents, colleagues, and public officials.
- Ability to work independently and exercise discretion in casework management.
- Proficiency with office practices, procedures, and computer applications.
- Bilingual proficiency (Spanish, Mandarin, or Cantonese) is a plus.

**Working Conditions and Other Job Requirements:**

- Reports directly to District Director.
- Works during business hours (9-5 p.m.), with the ability to work a flexible schedule that may include long hours, nights and weekends as assigned.
- Primary duty station is in the office, with travel throughout the District to perform driving duties and attend events as assigned.
- Due to the nature of constituent services work, telework is limited and provided on a case-by-case basis.

**Notice:**

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

To apply please submit a cover letter and resume to Eden Chan at [eden.chan@mail.house.gov](mailto:eden.chan@mail.house.gov) with the subject line “Application for Senior Field Rep & Caseworker Position”

**MEM-199-25**

**Position Overview:**

The Office of Congresswoman Kelly Morrison (MN-03) is hiring for a **Digital Director** to run our digital communications strategy based out of Washington, DC. We’re looking for a sharp, creative, and deeply online digital strategist who lives at the intersection of culture and politics. This senior-level position will lead on turning traditional media, legislative efforts, and live events into compelling, shareable content – with an emphasis on short-form video and creative rapid-response.

The Digital Director will be responsible for creating and executing digital strategy for the first and only pro-choice OBGYN in Congress. We’re excited to bring on a strategic thinker, a thoughtful writer, and a digital native who thrives on turning creative ideas into content that resonates.

Hill experience is not required. Campaign, firm, and/or video production experience is strongly preferred.

You can check out some of Rep. Morrison’s social media here: Instagram and TikTok

**Responsibilities:**

- Develop and lead a proactive, cross-platform digital strategy aligned with the Congresswoman’s legislative priorities and communications goals
- Oversee all digital platforms and manage the day-to-day content calendar in coordination with the communications director



- Write and produce persuasive video scripts for direct-to-camera, green screen, and influencer-style formats
- Create engaging, accessible content across formats—graphics, videos, infographics, and short-form storytelling
- Work closely with press and legislative teams to translate hearings, speeches, and media hits into digital-first content
- Support rapid response efforts with timely, platform-specific content
- Pitch and execute bold digital ideas that push beyond traditional Hill communications
- Build and manage relationships with content creators, journalists, and digital media partners
- Track analytics and engagement data to assess performance and refine strategy

#### **Qualifications:**

- 3–5+ years of experience in digital communications, social media, video production, or multimedia storytelling (campaign experience strongly preferred)
- Proficiency in design tools like Canva or Adobe Creative Suite
- Strong experience with video editing and captioning tools, as well as photography and graphic design
- Fast, sharp writer with a strong visual and narrative instinct
- Strong political instincts and a habit of consuming a wide range of traditional and digital media, from news to niche internet culture
- Demonstrated experience working with creators or influencer collaborations
- Highly organized, detail-oriented, and comfortable managing multiple projects under pressure
- Self-starter with good judgment, creative instincts, and the ability to work independently

**Compensation:** \$72,000 - \$90,000

#### **Application Instructions:**

Interested candidates should email their resume and digital portfolio or sample to [MorrisonPress@mail.house.gov](mailto:MorrisonPress@mail.house.gov) with the subject line “Digital Director - Full Name.”

We are looking to fill this position as soon as possible and interviews will be conducted on a rolling basis as applications are received. Ideal start date would be in late June or early July 2025.

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



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The office offers a competitive package of benefits (health insurance, retirement match, student loan repayment program – eligibility requirements apply, etc.). Salary is commensurate with experience.

## MEM-198-25

### **Immigration Caseworker – Rep. Dina Titus**

The Office of Congresswoman Dina Titus seeks an organized and detail-oriented caseworker for her Las Vegas office.

An ideal candidate must possess time management skills and the ability to multitask in a fast-paced environment. The caseworker will be responsible for handling immigration casework and correspondence and serving as a liaison with federal, state, and local agencies. This person will process casework assignments and assess casework challenges requiring action from the Office. Additionally, this individual will continuously screen active cases and maintain correspondence with constituents to ensure that their cases are handled in a responsive manner, and maintain up-to-date and detailed files on all cases. Occasionally, the caseworker may be assigned other duties, including administrative or outreach such as mobile office hours in Nevada's First Congressional District.

Candidates should have excellent written and oral communication skills and the ability to work under pressure. The person who fills this role should be a team player while also working independently, and have a strong commitment to public service. This role regularly interacts with constituents and stakeholders and should have a friendly and professional demeanor.

Candidates with a diverse background, Nevada state ties, and Spanish-language proficiency are strongly encouraged to apply. Rep. Titus 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.

Those interested in applying should e-mail a cover letter, resume, and one short writing sample to [NV01Jobs@gmail.com](mailto:NV01Jobs@gmail.com) subject: "Caseworker". Applications will be accepted on a rolling basis and will remain open until the position is filled.

## MEM-197-25

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



As a Constituent Advocate for a congressional district office, you will be a liaison between constituents and federal government agencies. You will respond to constituent requests for assistance – from individuals, businesses, and nonprofits – and resolve casework issues through inquiries, facilitation, and problem solving. Additionally, you will represent the Congresswoman in meetings and at events in our congressional district while building and maintaining productive, supportive working relationships with local government, business groups, non-profit, and other stakeholder groups within our community. Constituent Advocates also identify local problems that can be solved by federal action and are knowledgeable of the impact of proposed and enacted federal legislation on stakeholders in our community. Job responsibilities include in-person outreach to relevant stakeholder groups in our community and successful candidates must have their own reliable transportation.

The right candidate will serve as a critical part of a close-knit team. Applicants should have an enthusiastic interest in public service, superior attention to detail, and be motivated to serve our community. Excellent written and oral communication skills are essential, as well as the ability to manage multiple tasks, deadlines, and work well under pressure in a fast-paced environment. Optimistic demeanor and a good sense of humor are a must. Connections to Pennsylvania and the 6th district are advantageous.

Our office hours are 9:00am – 5:00 pm Monday through Friday. Our district staff alternates days in the office and days in a work-from-home/outreach schedule (flex days). You must be able to attend work duties on some evenings and weekends for events as needed. Starting annual salary is \$60,000 and a parking space is provided in the office building lot. Medical benefits, savings and investment planning, tuition loan reimbursement, and 20 days paid time off are available as benefits for full-time staff members. Additionally, as Rep. Houlahan believes in actively giving back to our community, each staff member is allocated 5 additional days of paid leave for volunteer work annually.

Please submit resume, writing sample, and cover letter to [PA06HoulahanJobs@gmail.com](mailto:PA06HoulahanJobs@gmail.com) and indicate “CONSTITUENT ADVOCATE: (your last name)” in the subject line. No walk-ins or drop-bys, please. Incomplete applications will not be considered.

This position is an immediate opening and will report to the District Director.

**THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER:** Women and minorities are strongly encouraged to apply. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

MEM-195-25



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## Office of Congresswoman Janelle Bynum seeking **Caseworker**

The office of Congresswoman Janelle Bynum is seeking a Caseworker to join the district office in Oregon City, Oregon. This position offers a great opportunity to serve as a grass roots representative for the Member and act as a liaison with federal, district, and local agencies.

### **CORE RESPONSIBILITIES:**

- to monitor and update the Member and District Director on district and local issues relevant to casework;
- to answer casework correspondence and verbal communications with constituents; and
- to act as liaison with federal, district, and local agencies for the Member and constituents.

### **QUALIFICATIONS:**

- Bachelor's degree or related job experience;
- strong oral and written communication skills;
- knowledge of all issues and events in the district in which the Member is involved;
- proficiency in word processing;
- strong telephone skills;
- skill in organizing and prioritizing work tasks and activities;
- ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;
- availability to work long hours;
- ability to work well under pressure; and
- ability to work cooperatively and courteously with others.

### **DUTIES:**

- Acts as the grassroots representative for the Member within his or her area of responsibility, including answering casework correspondence, verbal communications with constituents, and acting as liaison with federal, district, and local agencies;
- Handles all casework assignments;
- Assesses casework for problems requiring legislative action and makes recommendations to the District Director and Chief of Staff/Administrative Assistant;
- Screens and refers cases, when appropriate, to other district offices;
- Logs in all incoming and outgoing mail and incoming telephone calls relating to casework;
- Prepares weekly reports on pending cases in his or her assigned issue areas;





- Continually screens active cases and acts as liaison with constituents to ensure that their cases are handled in a responsive manner;
- Maintains up-to-date files on all cases and categories of information of importance to the Office; and
- Performs other duties as assigned.

#### HOW TO APPLY:

- Please send your resume and cover letter to [BynumJobs@mail.house.gov](mailto:BynumJobs@mail.house.gov) by June 27, 2025.

#### NOTICE:

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

### MEM-189-25

Congressman Jason Crow (CO-06) seeks a full-time **Staff Assistant/Legislative Correspondent** for our Washington, D.C. office.

Responsibilities include staffing the front office of a fast-paced congressional office, including greeting visitors, answering incoming phone calls, handling tour and flag requests, and managing the D.C. internship program. This position is also responsible for constituent correspondence duties, including sorting incoming mail, drafting constituent letters and responses, ensuring timely responses to constituents, and sending mail.

The Staff Assistant/Legislative Correspondent will work closely with the Legislative Director and Director of Scheduling and Operations. Successful candidates will have a self-starting personality, strong oral and written communication skills, and a demonstrated willingness and desire to continuously learn. Applicants should be detail-oriented, have strong organizational skills, and be effective in managing their time. Colorado ties are a plus but not required.

Interested candidates are encouraged to submit a resume, cover letter, and a writing sample (not to exceed three pages) as a single PDF to [co06.resumes@mail.house.gov](mailto:co06.resumes@mail.house.gov) with the subject title “[LAST NAME] - Staff Assistant/Legislative Correspondent.” Applications will be considered on a rolling basis. No walk-ins or phone calls, please.

The salary of this position is \$55,000.





This 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-188-25

Congresswoman Susie Lee (NV-03) seeks an experienced **Communications Director** to lead and execute an aggressive communications strategy for a battleground district. In close collaboration with the Member, Chief of Staff, and legislative and district teams, the Communications Director will oversee the Member's communications agenda and manage a fast-paced communications team in the district and D.C. This position reports to the Chief of Staff and is not an entry level position.

Responsibilities include maintaining relationships with national and local reporters, replying to press inquiries, and proactively pitching stories; drafting and editing press releases; developing media strategies to roll out legislative wins; spearheading communications components of district outreach and events; running an aggressive and responsive social media program; writing op-eds, talking points, and speeches; managing and coaching the communications team; and working collaboratively with District Office and legislative staff to amplify the office's work. The Communications Director will also oversee franked communications and a robust 499 program.

Candidates should have a minimum of 3-5 years of political communications experience, strong oral and written communication skills, sharp attention to detail, experience managing a team, and a track record of successfully pitching media outlets. The ideal candidate is politically astute, calm under pressure, collaborative, and willing to work the long, irregular hours required by a communications job in the modern-day news cycle. Nevada ties are a plus.

Candidates of diverse backgrounds are encouraged to apply. The office does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

Qualified candidates should submit a cover letter, resume, three references (including name, title, organization, phone, email, and relationship), and writing sample to [nv03resumes@gmail.com](mailto:nv03resumes@gmail.com) with the following subject line: "Full Name – Communications Director."

## MEM-185-25

Congressman Mike Levin (D-CA-49) is seeking a **Press Assistant** for his Carlsbad district office or Dana Point district office to assist in executing a robust and fast-paced communications strategy and expand his presence online and across all social media platforms.



Responsibilities include but are not limited to supporting and staffing district press conferences and press events, staffing district press interviews, drafting press releases and media advisories, creating social media content for various platforms, designing graphics and print materials, recording and editing videos of the Congressman and constituents, seeking and recording constituents' testimonials, managing the Constituent of the Month program, and more. The individual will work closely with the D.C.-based Communications Director and Press Secretary/Digital Manager on day-to-day operations of the communications team

Candidates should have some experience with social media strategy, strong writing skills, proficiency in graphic design, and experience with both videography and photography. Ability to work well with others, manage competing priorities, and turn around high-quality products under tight deadlines are a must. Professional communications experience (whether through full time employment, internships, or volunteer experience) is required. Prior experience on Capitol Hill or with advocacy campaigns is a plus but not necessary. Salary range is \$45,000-\$50,000, commensurate with experience.

To apply, please send a cover letter, resume, writing sample, references, one to two digital graphic work samples, and one video sample to [ca49.applications@mail.house.gov](mailto:ca49.applications@mail.house.gov) with "Press Assistant" in the subject line.

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 LGBTQ community.

## MEM-182-25

Job Opportunity: **Communications Director**  
Office of Congressman Don Davis (NC-01)

Congressman Don Davis, representing North Carolina's 1st Congressional District, seeks an experienced Communications Director to lead a comprehensive communications strategy in a highly competitive district. The ideal candidate is a responsive and collaborative professional with strong writing and digital skills, and sharp attention to detail. This role requires close, ongoing coordination with the congressman and staff to shape and carry out a fast-paced, strategic communications plan often balancing multiple priorities under tight deadlines.

This is a Washington, D.C.-based position and is classified as exempt.

### Key Responsibilities:



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- Serve as the principal contact for national and local media; manage incoming press inquiries and proactively pitch stories.
- Draft and edit a wide range of written materials, including press releases, op-eds, talking points, newsletters, speeches, and event messaging.
- Develop and manage digital content across platforms, including drafting social media posts, producing video and graphic materials, and maintaining updates to the official website.
- Lead development and execution of communications plans to highlight the Member's legislative and district activities.
- Oversee official communications, including management of franked content and the 499 program.
- Supervise and mentor communications staff and interns.
- Collaborate across departments to amplify constituent outreach, district initiatives, and policy priorities.

#### **Qualifications:**

- 3–5 years of political or policy communications experience required.
- Strong writing, editing, and strategic messaging skills.
- Demonstrated media relations success and ability to lead communications in a fast-paced environment.
- Experience managing official (franked) mail preferred.
- Track record of producing content on digital platforms, graphic design, or video production.
- Ties to North Carolina and previous Hill experience are strongly preferred.
- Must be a collaborative, high-energy team player committed to advancing the office's mission and responsive to emerging priorities.

#### **Application Process:**

Review of applications will begin immediately, with interviews to follow shortly, aiming for a swift hiring process. Interested applicants are urged to apply promptly.

Our office is an equal opportunity employer, committed to inclusivity and non-discrimination based on race, color, religion, sex, disability, age, or national origin.

#### **To Apply:**

Submit a resume, cover letter, a writing sample of no more than 1,000 words, and three references (including name, title, organization, contact details, and your relationship with them) in a single PDF to [nc01resumes@gmail.com](mailto:nc01resumes@gmail.com).

Use the subject line: "Your Full Name – Communications Director."

**MEM-180-25**

**District Press Secretary** – Office of Rep. Angie Craig (MN-02)



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Rep. Angie Craig (MN-02) is seeking a Press Secretary in her Eagan office to join a fast-paced communications team. The ideal candidate will have excellent writing, editing, and photography skills. Additionally, they will assist the Communications Director in drafting releases, talking points, speeches, and quotes, maintaining press lists and staffing the Member at district-based press events. They will also assist the DC-based Press/Digital Assistant in drafting and posting social content for district events.

**Responsibilities:**

- Assist the Communications Director with drafting press releases, quotes, statements, speeches and talking points
- Help identify and cultivate relationships with local reporters in the district
- Staff and manage reporter interactions with the Member at MN-based press events
- Work with the District Office to publicize constituent services and events
- Manage live-streaming and photography at MN-based press conferences and events

**Qualifications:**

- Exceptional writing, editing, and organizational skills
- Experience with social media platforms and tools
- Strong photography and videography skills
- Detail-oriented, with the ability to juggle multiple tasks and meet tight deadlines
- Experience staffing a principal and working with local reporters

**Salary:** The starting salary for this position is \$65,000.

**Application Instructions:**

Interested applicants should submit a resume, two writing samples, and one digital work sample (i.e. graphic or video) to [RepCraigPress@mail.house.gov](mailto:RepCraigPress@mail.house.gov). Include “Press Secretary – (First Name) (Last Name)” in the subject line. Applications will be accepted on a rolling basis.

The office of Representative Angie Craig 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. Minnesota ties are a plus.

**MEM-177-25**

The U.S. House Committee on Agriculture has an immediate need to hire an experienced, full-time **Digital Director** in Washington, D.C. Interested candidates are encouraged to submit a resume, cover letter, and portfolio to [HouseAgDemJobs@mail.house.gov](mailto:HouseAgDemJobs@mail.house.gov). Applications will be reviewed on a rolling basis.



**Job Expectations:**

As Digital Director, you will be responsible for recognizing opportunities and building digital communications programs and campaigns in support of the Committee's communications strategy. Your work will focus on building smart, sophisticated, and measurable programs and campaigns that support both short- and long-term goals and meet rapid response needs. This will include outlining content plans, producing digital content, developing editorial calendars, drafting various digital communications products (e.g., social media posts, graphics, video scripts) and working with policy staff to ensure content is timely and accurate. Understanding digital amplification strategies, audience segmentation, and algorithms across platforms is important for this role. This position requires the ability to work outside of normal office hours, including nights and weekends, when needs arise.

**Salary Level/Range:** The salary range for the Digital Director role is \$75,000-\$90,000, commensurate with experience.

**Job Duties:**

- Designs and implements comprehensive digital communications strategies that promote the Committee's policies and priorities.
- Manages all social media channels and web content to ensure all platforms are adequately maintained and up to date.
- Identifies and pitches new ways to engage with digital audiences and content creators.
- Oversees digital editorial calendars to manage the Committee's digital media accounts.
- Educates, trains, and amplifies digital content use among Committee member offices.
- Leads the crafting of compelling digital content that furthers the Committee's short- and long-term goals.
- Stays informed on the social media trends impacting the Committee's communications efforts and strategies.
- Prepares the Ranking Member for all audio and video clips for social platforms.
- Develops digital media kits for Committee member offices.
- Compiles regular reports on digital analytics to distribute to Committee staff.
- Builds connections with Committee member office staff to satisfy digital content requests, earn trust, and identify opportunities for coordinated campaigns across Committee and member office accounts.
- Assists in drafting statements, press releases, and talking points, and performs other duties as needed.

**Required Experience and Skills:**

- 3+ years of work experience in relevant digital content programs and social media management.
- Demonstrated experience in one or more of the following fields: digital content development, social media management, online analytics, graphic design, and video production.
- Self-driven with a proven ability to set strategy.
- Excellent written and verbal communication skills.
- Curiosity about new channels and technology.
- Comfort with tight deadlines and quick-turn projects.

#### **Preferences:**

- Bachelor's degree or equivalent work experience in digital media, mass communications, or similar.
- Agency experience in a digital role.
- Comfort and track record in rapid response and/or crisis scenarios.
- Experience working in fast-paced political environments.

#### **Applicant Instructions:**

All interested candidates are encouraged to submit a cover letter, resume, and digital portfolio including social copy, video, and graphic design (e.g., social media graphic, infographic, factsheet) to [HouseAgDemJobs@mail.house.gov](mailto:HouseAgDemJobs@mail.house.gov). Applications will be reviewed on a rolling basis.

## **MEM-173-25**

### **District Director**

U.S. Representative Ed Case (Hawai'i - 01) is seeking a Hawai'i management professional with federal government experience to serve as his District Director in his Honolulu district office.

This position is a key staff leadership role in assisting the Congressman's representation of Hawai'i in the U.S. House of Representatives. The District Director manages all operations of his district office and district staff. This includes being the primary point of contact and public face of the Member's office in the district, facilitating the Member's visibility and engagement in the district through joining and representing the Member in regular district meetings and events, building and maintaining strong relationships with local community leaders and stakeholders, overseeing the Member's constituent casework activities with federal, state and county departments and agencies, and coordinating with the Member's Washington-based staff, in particular his D.C.-based Chief of Staff, to align district office work with the Member's D.C. and broader priorities.



The position requires, among other qualities and experience, an extensive knowledge of government and Hawai'i, initiative, interpersonal and management skills, the ability to multitask, work independently and effectively under pressure, make decisions and solve problems, orientation to detail, verbal communication and writing skills, and long and unpredictable hours.

Applicants should be longtime current or recent residents of Hawai'i with government experience, preferably the federal government generally and the U.S. Congress specifically. Other preferred qualifications include 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; familiarity with the key issues and stakeholders in Hawai'i overall and the First Congressional District (Honolulu) specifically; and demonstrated commitment to public service and community engagement.

To apply, please send a resume and cover letter detailing these qualifications together with three references to [HI01resumes@gmail.com](mailto:HI01resumes@gmail.com) with "Honolulu Director Vacancy" in the subject line. Please, no phone calls, faxes or drop-ins.

## MEM-172-25

### **Professional Staff - Committee on Ways and Means, Subcommittee on Work and Welfare – Majority**

Assist Subcommittee Staff Director as designated expert in primary social safety net programs within the Subcommittee's jurisdiction, including Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), child support enforcement, Social Services Block Grant (SSBG), work requirements, poverty measurement, and welfare reform policy.

Independently organize hearings, conduct in-depth research and develop policy proposals, track, draft and manage legislation for the Committee, prepare for marks-ups, manage relationships and federal agency implementation of programs, act as primary liaison and brief legislative assistants and Member office staff, prepare weekly memos for the Chairman, develop strategic relationships with stakeholders, draft letters and requests for GAO and OIG, manage scheduling, supervise interns, proactively develop creative policy proposals to assist low-income children and families.

Qualifications include B.A., prior experience with specific programs areas mentioned above, understanding of legislative process, adept at drafting legislation and policy proposals, independently driven to grow expertise in programs and areas included in portfolio, must be task-oriented and organized, requires excellent writing and





communication skills. Interested applicants should submit a resume and cover letter to [Cheryl.vincent@mail.house.gov](mailto:Cheryl.vincent@mail.house.gov)

## MEM-170-25

The Washington, D.C. Office of Rep. Steven Horsford (D-NV), Member of the Committee on Ways and Means Committee is hiring a **Legislative Director**.

The Legislative Director works with the Member and other senior staff to lead development and implementation of her policy, legislative, and appropriations strategy, managing a legislative team of 4-5 staff and fellows while also covering a small individual portfolio of legislative issues. Primary responsibilities for this role include:

- Developing and advancing the Member's policy priorities through the legislative and appropriations processes.
- Managing the operations of the legislative team and serving as a member of the office's senior leadership team.
- Developing memos, remarks, committee materials, and other briefing materials for the Member/office.
- Supporting the press team on policy-related communications.
- Working with the district team to support their work and address constituents' policy concerns.
- Monitoring activity on the House Floor and the Member's committee and working with the legislative team to develop vote recommendations.
- Building and maintaining positive and effective relationships with district, D.C., and national stakeholders and advocacy organizations.
- Overseeing the office's constituent correspondence program; and
- Other duties and special projects as assigned.

This is not an entry-level role. Candidates should have deep expertise in policy, legislative drafting and procedure, and congressional appropriations. Nevada ties are a plus. Candidates with previous Ways and Means experience are encouraged to apply.

Essential skills include an expert-level working knowledge of Congress; strong oral and written communication skills, including rigorous editing and fact-checking; excellent attention to detail; the ability to execute on multiple deadlines and tasks in a fast-paced environment; strong interpersonal and relationship-building skills; the ability to make quick decisions when advising a principal; a proven track record navigating complex constituent and political situations; and the responsiveness and professional demeanor to represent the office well to a wide range of communities.

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, age, disability, military status, marital or parental status.



To apply, please email Yvanna Cancela at [Yvanna.Cancela@mail.house.gov](mailto:Yvanna.Cancela@mail.house.gov), chief of staff, with “Legislative Director” in the subject line and the following application materials attached as one combined PDF, applications will be considered on a rolling basis:

- Résumé
- Cover letter
- 2-3 professional references

## MEM-167-25

The Congressional Black Caucus (CBC) seeks an experienced, strategic, and highly organized **Director of Operations** to lead core administrative functions and deepen engagement across Member offices and external stakeholders. This role serves as a chief integrator of operations and member services—managing internal systems, supporting CBC leadership, and advancing the Caucus’ institutional effectiveness and mission.

The Director of Operations, under the direction of the Executive Director, will be responsible for overseeing day-to-day administration, technology systems, and office logistics, while simultaneously leading member services strategy to strengthen communication, coordination, and shared policy goals across CBC offices. The ideal candidate is a dynamic team leader with a strong understanding of congressional operations, excellent judgment, and a deep commitment to Black communities.

### Key Responsibilities:

- Strategic Operations & Administration
- Coordinate all core operational functions of the CBC, including finance, human resources, information technology and office logistics.
- Collaborate with the CBC staff to develop and manage long-term and daily schedules, briefing books, and institutional materials.
- Deploy and manage communications, project management, cybersecurity, and information-sharing technologies to safeguard and streamline operations.
- Maintain administrative policies, procedures, and records, and oversee compliance with House standards and protocols.
- Maintain staff contact information and distribution lists .

### Member Services & Engagement

- Serve as the primary liaison to CBC Member offices, building proactive relationships and identifying opportunities for collaboration, engagement, and strategic alignment.
- Conduct regular outreach to Member offices to share event participation opportunities, coordinate messaging, and support shared policy initiatives.



- Draft and distribute newsletters to internal and external audiences highlighting Member engagement, upcoming events, and legislative priorities.
- Develop in coordination with other teammates, briefing materials, resources, and toolkits for use by CBC Member offices and staff.
- Builds and maintains databases of internal and external stakeholders

### **Program & Event Management**

- Oversee logistics for weekly Caucus meetings, briefings, retreats, and special convenings.
- Coordinate scheduling of House and Capitol rooms for CBC-hosted events, stakeholder meetings, and external collaborations.

### **Personnel & Administrative Oversight**

- Support staff onboarding, orientation, and exit procedures; maintain personnel records and staff contact systems.
- Supervise interns and manage internal workflows and team coordination.

### **Qualifications:**

- Deep understanding of CBC policy priorities and experience working with the African American community.
- Strong grasp of congressional operations, House and Senate procedures, and legislative processes.
- Significant experience in operations, member services, congressional administration, or a related field.
- Exceptional writing, communication, and interpersonal skills; highly organized with keen attention to detail.
- Experience with office management protocols.
- Demonstrated ability to manage multiple priorities in a fast-paced, politically sensitive environment.
- Discretion, professionalism, and sound political judgment are essential.

To apply, please send a cover letter and resume to [vincent.evans@mail.house.gov](mailto:vincent.evans@mail.house.gov). No walk-ins or calls please.

### **MEM-165-25**

Congressman Rob Menendez (NJ-08) is seeking a hardworking and collaborative **Legislative Correspondent** to manage the office's active mail program. Additional issue areas may be assigned as needed. Responsibilities include but are not limited to batching incoming constituent outreach, drafting timely responses to constituent letters, proofreading letters, tracking trends in constituent correspondence, and other duties as



assigned. This individual will also have the opportunity to assist on the health and education portfolios.

Ideal candidates will have exceptional research and writing skills, strong attention to detail, display good judgement, be effective at time management, and be a motivated team player. This individual will often interact with constituents and must have a friendly and professional demeanor.

Interested candidates are encouraged to submit a cover letter, resume, and two writing samples in one PDF document to [NJ08hiring@gmail.com](mailto:NJ08hiring@gmail.com) with the following subject line: "Full Name – Legislative Correspondent."

This is a full-time position. This office offers benefits including competitive options for health, dental, vision, and life insurance; retirement match; student loan repayment; and transit/parking benefits. The base salary range for this position is \$53,000-\$56,000.

This office is an equal opportunity employer and does not discriminate on the basis of race, sex (including marital or parental status), color, age, religion, national origin, sexual orientation, gender identity, or disability. Applicants with disabilities who require reasonable accommodation to participate in the application or hiring processes are encouraged to request an accommodation at any time during those processes.

is \$95,000 and will be commensurate with experience. Hawaii ties are highly desirable but not required.

