

House Vacancy Announcement and Placement Service

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Member and Committee Openings

Week of December 15, 2025

MEM-381-25

Scheduler/Director of Operations for Midwest Republican Member

The ideal candidate will be exceptionally organized, detail-oriented, responsive, possess the ability to prioritize and manage multiple tasks under tight deadlines, and superior written and oral communication skills.

This person will work closely with the Chief of Staff in the DC office to organize and plan the Member's schedule in DC and district, interact with constituents, track events, and respond to all invitations. Strong preference for applicants with scheduling experience. Midwest ties preferred.

Pay and title will be commensurate with experience.

Any resume, cover letter (not required), and references can be sent to Ashley.Gutwein@mail.house.gov with the subject line: "[Your Full Name] - Scheduler/Director of Operations Application."

MEM-380-25

The Office of Representative Emanuel Cleaver (D-MO) seeks a **Legislative Correspondent/Staff Assistant** for his Washington, D.C. office. This position is responsible for opening and managing the front office each day, greeting visitors, and managing constituent communications, including tour and flag requests. The LC/SA is responsible for maintaining the office's constituent response program and recruiting and managing the DC interns.

This is a customer service focused position. The ideal candidate has superb organizational and problem-solving skills, attention to detail, strong time and project management skills, a good sense of humor, and a desire to be part of a highly-collaborative, high-achieving team. The successful candidate will have strong writing skills, the ability to communicate clearly in a fast-paced environment and can work effectively with teams in both the DC and District offices. Prior Hill internship and familiarity with the IQ system is preferred. Access



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to a car and a license in good standing to help with driving the Congressman is helpful but not required.

This position is full time, and the salary range is \$55,000-57,000, depending on experience. Benefits with this position include health, vision and dental insurance, retirement benefits, paid sick and annual leave, transit or parking benefits, and access to the Student Loan Repayment Program. The office is an equal opportunity employer. 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.

Interested candidates should submit a cover letter, resume, and writing sample (no more than 3 pages), and at least 2 references to Midwest.Jobs@mail.house.gov with the subject line "Last Name – LC/Staff Assistant". Applications will be accepted until January 12th, 2026.

MEM-379-25

The Office of Congressman Johnny Olszewski (MD-02) is seeking an experienced, highly organized, and detailed-oriented **Director of Scheduling and Operations**.

Based in the D.C. office, this position is essential in managing the Congressman's daily schedule, coordinating the office's logistics, and supporting other operational activities. The Director of Scheduling and Operations will act as a liaison between the Congressman, staff, the public, and other Members of Congress. Additionally, the scheduler will work closely with the chief of staff to ensure efficient overall D.C. office/staff operations.

Ideal candidates will remain flexible and calm under pressure, have excellent written and verbal communications skills, strong interpersonal skills, and must be able to navigate competing demands while anticipating the Member's needs.

The position is not an entry level role and requires discretion and sound judgement, excellent relationship management skills. The work requires schedule flexibility, including some non-traditional hours and occasional weekend availability. A valid driver's license and a car is also preferred.

Main responsibilities include:

- Maintaining the Member's daily and long-term schedules for both DC and the District;
- Organizing and evaluating all incoming meeting requests and invitations;
- Keeping the Member on schedule throughout the day;



- Working with legislative and communications staff to ensure the Member is prepared for events/meetings;
- Coordinating travel arrangements;
- Processing and managing expenses and reimbursements for the Member;
- Facilitate weekly scheduling meetings with the Member and Chief of Staff to evaluate meeting requests;
- Communicating with constituents by phone and email to address requests;
- Drive the Member as needed; and
- Additional administrative responsibilities as necessary.

Maryland ties are a plus. Anticipated annual salary range \$75,000-\$85,000, commensurate with experience. The office also provides student loan repayment and other benefits.

Interested candidates should submit their resume and brief cover letter to sean.naron@mail.house.gov.

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

MEM-378-25

The Office of Representative Kat Cammack (FL-03) is seeking an experienced, proactive, and highly strategic **Communications Director** to lead all internal and external communications efforts for a fast-paced, policy-driven congressional office. The ideal candidate is a strong writer, an effective storyteller, and a disciplined manager capable of shaping a clear communications vision while executing at a high level across multiple platforms.

Responsibilities

- Develop and implement a comprehensive communications strategy that advances the Congresswoman's legislative, district, and political priorities.
- Serve as the primary spokesperson for the office and main point of contact for national, state, and local media.
- Draft, edit, and oversee production of all written communications, including press releases, op-eds, speeches, newsletters, talking points, and digital content.
- Manage all social media platforms and digital outreach, ensuring consistent messaging, timely responses, and high-quality content.
- Coordinate press events, interviews, media availabilities, and district communications engagements.
- Monitor news cycles, track relevant issues, and identify proactive media opportunities.



- Provide strategic counsel to the Congresswoman and senior staff on messaging, media engagement, and communication planning.
- Oversee communications staff, interns, photographers/videographers, and related vendors.
- Collaborate closely with legislative and district staff to ensure accurate, informed messaging on policy, constituent services, and district initiatives.
- Manage approval processes for all communications materials and ensure compliance with House rules.

Qualifications

- Minimum 3–5 years of communications experience, ideally on Capitol Hill, in public affairs, government, or political communications.
- Exceptional writing and editing skills, with the ability to synthesize complex issues into clear, compelling messages.
- Strong on-the-record experience and comfort engaging with press.
- Demonstrated ability to manage digital media, including content creation and analytics.
- Ability to work under tight deadlines and handle multiple projects in a rapid-response environment.
- Proven judgment, discretion, and professionalism.
- Experience developing long-term communications plans and executing short-term rapid-response messaging.
- Management experience preferred.
- Familiarity with Florida issues and the 3rd Congressional District is a plus.

All interested applicants should send a resume to FL03JOBS@mail.house.gov

MEM-377-25

The Majority staff of the House Committee on Homeland Security is seeking a **Professional Staff Member** to support the Subcommittee on Cybersecurity and Infrastructure Protection (CIP).

The Subcommittee's portfolio includes oversight, policy, and legislative work related to cybersecurity, critical infrastructure protection, intelligence matters, drones, artificial intelligence, and other emerging technologies. This is not an entry-level position. 3–5 years of directly related Hill or policy experience is required.

Primary responsibilities include developing and executing legislative initiatives within the Committee's jurisdiction; conducting policy and legal research; identifying and advancing effective oversight strategies; drafting Committee correspondence; preparing the



Chairman and Members for hearings, briefings, and meetings; engaging with federal agencies, industry, and other stakeholders; and performing other duties as assigned.

Candidates must be exceptionally strong writers, detail-oriented, comfortable working under tight deadlines, and able to manage multiple complex projects simultaneously. An active Top Secret security clearance is strongly preferred.

Candidates who have held a TS/SCI within the past two years and remain eligible for reinstatement are encouraged to apply.

A successful candidate must be able to obtain a TS/SCI clearance after joining the office. Salary will be commensurate with education and experience.

Please e-mail a cover letter, resume, and writing sample to chsjobs@mail.house.gov with "Homeland Security CIP Position" in the subject line.

MEM-376-25

Caseworker / Field Representative

DESCRIPTION:

This position supports constituent casework operations and maintains relationships on behalf of the District Office of the Speaker Emerita in **San Francisco, CA**. Applicants should be highly organized with excellent written and oral communication skills, the ability to multi-task, think creatively and meet deadlines all while maintaining a positive, results-driven demeanor as the constituent-facing representative for the office.

DUTIES:

- Ensures outreach efforts align with the District Director's and Member's strategic vision and goals
- Serves as a representative for the Member at events in the district as determined by the District Director
- Coordinates closely with the District Director and D.C. staff to ensure district priorities are carried out
- Builds and maintains relationships with constituents and key community leaders and stakeholders
- Informs the District Director and the Member on current and up-and-coming issues in the district
- Serves as a liaison with federal governments for individual constituent concerns
- Maintains constituent casework in assigned areas of expertise
- Monitors and updates the Member and District Director on casework trends
- Prepares and manages incoming and outgoing casework in assigned areas of expertise



- Maintains accurate and complete files on all assigned casework matters
- Monitors, screens, and refers cases, when appropriate, to other government entities

Must be willing to work long and irregular hours, including some nights and weekends. Multi-lingual skills, including Spanish/Cantonese/Mandarin, a plus but not necessary. Knowledge of the City & County of San Francisco, California's 11th Congressional District and the State of California is important. An ability to think creatively and meet deadlines is essential.

Congresswoman Pelosi's office is an Equal Opportunity Employer and strongly values the diversity of its employees.

Please send resume, cover letter and writing sample to Resume.CA11@mail.house.gov. Resumes will NOT be reviewed without a cover letter and writing sample. No phone calls or walk-ins please.

MEM-375-25

Research Assistant, Subcommittee on Economic Opportunity, House Committee on Veterans' Affairs, Majority Staff

REPORTS TO: Majority Staff Director, Subcommittee on Economic Opportunity

CORE RESPONSIBILITIES:

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

DUTIES:

- Maintain Subcommittee archives of activities, including Member and stakeholder engagements.
- Travel and conduct oversight visits at agency locations.
- Draft trip reports, requests to agencies for information (including tracking deadlines), hearing recaps, and other work product relevant to the Subcommittee's jurisdiction.
- Subcommittee casework as assigned.
- Answer telephone and respond to caller inquiries.
- Keep abreast of emails, including Member inquiries and agency notifications.
- Organize and maintain Subcommittee electronic records, including meeting notes, agency reports, and other documents.
- Participate in staff-level discussions on legislation being considered; draft policy memoranda as assigned.
- Assist with due diligence being performed as part of the Subcommittee's oversight duties, including requesting information from agencies on matters within the Subcommittee jurisdiction.



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- Assist with hearing preparation and coordination of hearings, including drafting memoranda and remarks for Chairman.
- Attend meetings with agencies, veteran service organizations, and other parties, and maintain notes on such meetings.
- Assist with the drafting of memoranda for the full Committee and Subcommittee Chairman on matters within the jurisdiction of the Subcommittee.
- Review the Congressional Record, Federal Register, House Calendar, and other publications for matters of interest to Subcommittee Members and staff.
- Assist with developing policy recommendations and serve as a resource for Members both on and off Committee.
- Responsible for all other duties assigned by the full Committee Chairman, Subcommittee Chairman, full Committee Staff Director or Deputy Staff Director, and Subcommittee Staff Director, and assisting other Committee staff, as needed.

MINIMUM QUALIFICATIONS:

- Bachelor of Arts or Science.

REQUIRED SKILLS:

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

BENEFITS: Employees may be eligible for the following benefits:

- Sick and Annual Leave
- Student Loan Repayment Program
- Federal Employees Health Benefits Program
- Thrift Savings Plan
- Federal Employees' Group Life Insurance Program
- Federal Long-Term Care (LTC) Insurance
- Flexible Spending Accounts (FSAFEDS)
- Dental & Vision Insurance Program (FEDVIP)
- Metro or Parking Benefits



- Many other supportive services and benefits offered by the U.S. House of Representatives.

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

How to Apply: Qualified candidates please send their cover letter, resume, and two (2) references to the following e-mail address: VAR.Resumes@mail.house.gov with “EO Republican Research Assistant” in the subject line. In your cover letter, please include one policy within the jurisdiction of the Subcommittee on Economic Opportunity that you believe needs review and your policy recommendation. No calls or walk-ins, please.

MEM-374-25

Congressman Mike Flood, Chair of the Republican Main Street Caucus, is seeking a **Legislative Assistant** to join his Washington, D.C. office. The Legislative Assistant is responsible for managing a portfolio of legislative issues, providing policy recommendations, monitoring floor activity, advising the Congressman, and developing legislative initiatives. The Legislative Assistant will work to advance the Member’s priorities and maintain a strong overview of their assigned portfolio of issues. The legislative Assistant reports to the Legislative Director. The ideal candidate is professional, works well in a fast-paced environment, can quickly digest complex information, is a creative problem solver, engages well with stakeholders, and pays close attention to detail.

The policy portfolio is flexible but generally includes healthcare, education, homeland security, immigration, judiciary and veterans issues.

Typical responsibilities may include, but are not limited to:

- Providing technical analysis of pending legislation, providing legislative developments on specific issues, recommending strategies and tactics on bills and amendments, and maintaining up-to-date status reports on legislation relating to specific issues.
- Crafting vote recommendations for the Member’s consideration
- Drafting memos to the Member and staff on policy topics, relevant issues, and recommended actions
- Acting as a liaison with Committees, House and Senate staff, government agencies, and outside groups.
- Engaging with constituents, stakeholder groups, and other parties. Building and maintaining relationships with constituents, advocacy organizations, federal agencies, and industry stakeholders. Meeting with constituents and outside groups.



- Tracking constituent concerns relevant to the legislative portfolio and integrating feedback into policy strategy.
 - Attending briefings, hearings, and stakeholder events on behalf of the office.

The requirements for this position are:

- Position is based in the Washington, DC official office. Regular, predictable and punctual attendance required for the performance of duties.
- Work requires physical presence at the office during business hours and when working outside business hours, as needed.
- Ability to communicate effectively with the Member and office staff, Members and representatives from other offices, constituents, outside organizations, and others.
- Work is public-facing and requires frequent interaction with members of the Senate and congressional community and the public, including constituents, in a prompt, courteous and tactful manner.
- Work is performed in a front office work station or other commonly traveled areas of the office, meaning that there should be little expectation of privacy.
- Work occasionally requires extended and unscheduled hours.
- Must be able to prioritize and perform duties under pressure in a fast-paced environment.
- Regularly use typical office equipment, software programs, and methods of communication, including, for example, a computer, email, telephone, smartphone, photocopier, fax machine, etc.

Nebraska ties are strongly preferred but not required for application. Interested applicants may submit their resume to FloodHiring@mail.house.gov.

MEM-373-25

Congresswoman Debbie Dingell (MI-06) seeks a highly motivated and detail-oriented individual to serve as her **District Scheduler** based out of her Ann Arbor District Office.

The District Scheduler serves as an essential member of the team by managing all scheduling and logistical needs for Congresswoman Dingell while she is in Michigan. This role reports to and works closely with the Chief of Staff and District Director, but is expected to be a leader in coordinating closely with the full team regarding the Member's schedule.

Candidates must have excellent organizational, communication, and problem-solving skills; keen attention to detail; a resilient work ethic; and the ability to manage competing priorities in a fast-paced environment.



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Job Duties:

- Collaborates with the Member, Chief of Staff, District Director, and Director of Operations to manage and maintain the Member's district schedule
- Works closely with the Director of Operations to ensure seamless coordination between the DC and in-district schedules
- Compiles the Member's daily in-district schedule and finalizes daily briefing materials (e.g., memos, talking points, and speeches)
- Serves as the main scheduling contact for district stakeholders and evaluates and responds to all incoming meeting and event requests, in coordination with the District Director
- Tracks all scheduling requests, event details, and follow up actions
- Works with district staff to compile in-district events and offer recommendations to the Member
- Maintains a strong familiarity with important annual in-district events
- Oversees the collection of all relevant topical and logistical information for meetings and events the Member is attending
- Communicates key information and scheduling changes to the Member, staff, and stakeholders in a timely and efficient manner
- Coordinates the Member's travel arrangements as well as other staff travel arrangements when necessary
- Other duties as assigned

Qualifications:

- Strong organizational and time-management skills
- Exceptional attention to detail
- Ability to multitask under tight deadlines
- Flexibility to navigate scheduling changes
- Familiarity with the district, local stakeholders, and congressional operations is preferred.

Salary will be commensurate with experience. All interested candidates are encouraged to submit a resume, cover letter, and references to dingell.jobs@mail.house.gov with the subject line "District Scheduler - [Name]" The office will contact the best qualified candidates to begin our interview process on a rolling basis. Please, no phone calls or drop ins.

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



MEM-371-25

The Office of Congressman Darrell Issa (CA-48) is hiring a high-level, full-time, in-office, DC-based **Press Secretary/Digital Director** communications team member.

This position will work principally with the Deputy Chief of Staff and focus on executing press releases, media advisories, Member booking, digital production, op-eds, and e-newsletters.

In partnering with legislative team and senior leadership, this role will also lead proactive and responsive constituent communications and district relations.

Qualified candidates will have advanced writing skills, social/digital media expertise, be detailed-oriented, and the ability to multi-task and work under strict deadlines. Travel to the Southern California District region expected. Previous Hill or communications experience needed.

Email resume and cover letter to: issapressoffice@mail.house.gov with subject line: resume.

MEM-370-25

The Democratic Staff of the Ways and Means Committee seek a creative and detail-oriented **Digital Assistant** to join a fast-paced, committed team. This position requires strong writing skills, familiarity with creative tools, and the desire to develop social media content to connect the Committee's jurisdiction to almost any conversation. The ideal candidate is early in their career and eager to grow in social media content development while delving into the world of policy and politics.

Essential Job Functions:

- Create and publish regular social media posts that lift up and align with the Committee's priorities
- Produce graphics and assets for organic and paid social media
- Assist the team with video creation
- Assist the team with managing press lists, clips, and website

Minimum Qualifications:

- Strong copywriting and editing skills
- Strong graphic design skills with proficiency in Adobe Creative Suite and/or Canva
- Ability to take direction and adapt quickly
- Interest in emerging platforms and trends
- Creative under short deadlines
- Exceptionally Qualified Candidates will have:



- Experience creating content for multiple social media platforms
- Familiarity with brand development and visual identity systems
- Demonstrated understanding of or familiarity with Ways and Means' jurisdiction

Please send a cover letter, resume, and at least 2-3 sample posts and graphics, additional video samples welcome but not required, to dylan.peachey@mail.house.gov with the subject line "Digital Assistant: Last name". We are an equal opportunity employer and do not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability. Diverse applicants encouraged to apply.

Applications will be reviewed on a rolling basis.

MEM-369-25

Congressman Jason Crow (D-CO-06) seeks an innovative and forward-thinking **Director of Digital & New Media** to serve in his Washington, DC office. The position will lead the Congressman's digital, video, and new media strategy to help build and expand opportunities for the Congressman to engage online.

Candidates must be willing to travel, work long hours (including nights and weekends), and be part of an office on the front lines of resisting harmful Trump Administration policies. Candidates should be well-versed in photography and videography and should have a background in advanced photo and video editing programs. Because this position will also manage digital platforms and relationships, candidates should be comfortable writing social copy and working with external messaging partners and online content creators.

The ideal candidate will have a background in political communications or campaigns, but any creative and self-starting person should apply. This is not an entry level position. The Director of Digital & New Media will work regularly with the Congressman, report to the Communications Director, and collaborate hand-in-hand with the rest of a four-person communications team.

Responsibilities include:

- Envisioning, drafting, and posting engaging digital content across relevant platforms, including but not limited to Meta (Facebook/Instagram), X, BlueSky, TikTok, and YouTube
- Creating high-quality videos from start to finish, including idea generation, script drafts, film design, film edits, and final posts
- Assisting with rapid response needs as they relate to digital platforms, including clipping/captioning content, boosting posts, and coordinating with external partners on them
- Booking the Congressman on new media platforms—including podcasts, Substacks, and digital content creator livestreams—and coordinating/staffing appearances for them



- Managing relationships with external digital partners and building new partnerships to advance the Congressman's brand
- Maintaining and updating the Congressman's website
- Designing digestible graphics and one-pagers for internal and external partners
- Collaborating with policy staff and the rest of the press team to translate the Congressman's priorities into a digital format
- Supporting other day-to-day needs of the Communications team

The salary range for this position is \$80,000-\$85,000 per year, commensurate with experience. In addition, the Congressman's office offers a competitive package of benefits, including health insurance, transit benefits/parking, 401(k) retirement match, student loan repayment/tuition assistance, paid family leave, and more.

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.

Interested applicants are encouraged to submit a resume, cover letter, and digital portfolio as a single PDF to co06.resumes@mail.house.gov with the subject line “[LAST NAME] – Director of Digital & New Media.” Applications will be considered on a rolling basis. No walk-ins or phone calls, please.

MEM-368-25

Congressman Jim Baird has an immediate need to hire an experienced **Digital Director/Press Secretary** for the Washington, D.C. office in a full-time capacity. Interested candidates are encouraged to submit a resume and cover letter. Interviews will be conducted on a rolling basis.

Job Expectations:

The Digital Director/Press Secretary develops media advisories, press releases, talking points, digital content, and other materials for the Member with a heavy focus on social media and publishing quality content online that highlights the Congressman's legislative work, constituent meetings, and other comparable information. This position also assists the Communications Director with development and implementation of the Member's communications and media strategy.

Job Duties:

- Works with key staff to develop and implement a comprehensive communications and media strategy that promotes the Member's policies and priorities
- Manages all social media channels and web content to ensure all platforms are adequately maintained and up to date



- Works with the Communications team to identify new ways to engage with press and digital audiences
- Oversees the communications schedule to manage the Member's digital media accounts and work with local and national reporters
- Assists the Communications Director to draft news releases, advisories, talking points, op-eds, and other materials
- Stays informed on the current issues impacting the Member and their district and anticipates any inquiries from the press
- Monitors news to determine how the Member and their agenda is portrayed by the media
- Prepares the Member for all interviews (including TV, radio, and print) and other public appearances to maintain a positive public perception
- Builds relationships with local and national reporters to book the member for media spots
- Works with the Communications Director to write press releases, op-eds, speeches, newsletters, and talking points
- Assists with developing materials to communicate with the media, including press releases, talking points, emails, advisories, pitches, media kits, and reports
- Manages the staffing of virtual, D.C., and district-based events such as press conferences and roundtables to ensure adequate staffing
- Oversees the creation of the Member's newsletters and questionnaires to ensure materials are distributed as planned
- Compiles daily press clips to distribute to office staff
- Pitches and fields a high volume of press requests to engage the press in the Member's activities

Featured Skills:

- Attention to detail: Performs work thoroughly and accurately; acts conscientiously when attending to detail.
- Digital Media Expertise: Understands and applies audio, graphics, text, and/or other digital media technology principles, methods, tools, and techniques.
- Media Relations: Works with various media outlets to effectively provide information on the Member's objectives and activities.
- Verbal Communication: Makes clear and convincing oral presentations that are appropriate to listeners and situations. Listens effectively, attends to nonverbal cues, and responds appropriately.
- Written Communication: Writes in a clear, concise, organized, and convincing manner for the intended audience.

Preferences:

- Bachelor's degree
- Experience on the Hill and/or working in fast-paced media environments is preferred
- On-the record experience is preferred

Applicant Instructions:



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All interested candidates are encouraged to submit a cover letter and resume to Baird.staff.resumes@gmail.com

MEM-367-25

Rep. Jim Baird is looking for an experienced **Legislative Director**. The ideal candidate will be a self-starter with a law degree and 1 to 2 years of relevant professional experience developing and advancing policy on Capitol Hill, in the Administration, or the private sector. Superior written and oral communications skills, legislative drafting experience, a passion for interfacing with and developing junior staffers, and the ability to work as part of a team are critical. 1-2 years of management experience preferred. Salary will be competitive and commensurate with experience.

Duties and responsibilities include:

- Partners with the Member and senior staff to develop the Member's legislative strategy
- Ensures that all legislative staff are positioned to support and implement the Member's legislative strategy
- Works with Committee staff to advance legislation sponsored by the Member
- Builds coalitions with Member offices and key stakeholders to advance the Member's policy priorities through the legislative process
- Drafts legislative memos, talking points, opening statements for committee hearings, and floor speeches for the Member
- Meets with VIPs, and executives from private, government, and non-profit sectors to discuss the Member's legislative priorities and initiatives
- Maintains knowledge of legislation affecting the District and legislation in which the Member is a principal sponsor or cosponsor to provide updates to the Member and Chief of Staff
- Coordinates with staff to ensure all legislative mail is addressed
- Organizes workload to prioritize tasks in accordance with varying deadlines and ensure work is completed in an efficient and effective manner
- Trains and supervises legislative staff to ensure that staff comply with office policies, practices, and procedures
- Schedules and directs legislative staff meetings to ensure all tasks are handled and assigned
- Collaborates with the Chief of Staff to evaluate and manage legislative staff work

Featured Skills:

- Coalition Building: Develops networks and builds alliances; collaborates across groups or organizations to gain cooperation, build strategic relationships, and achieve common goals.
- House Knowledge: Knows the mission and functions of the House of Representatives, and how to operate effectively.



- Legislative Knowledge: Applies understanding of laws, legal codes, precedents, legislative practices and documents, Government regulations, Executive orders, Government organization and functions, and the democratic political process.
- Managing Others: Plans, distributes, and monitors work assignments of others; evaluates work performance and provides ongoing feedback to others on their performance and opportunities to learn through formal and informal methods.
- Written Communication: Writes in a clear, concise, organized, and convincing manner for the intended audience.

Interested individuals should send a resume and cover letter to Baird.staff.resumes@gmail.com with the subject line “<Applicant First and Last Name> - Legislative Director

MEM-365-25

Congressman Donald Norcross (NJ-1), Ranking Member of the Subcommittee on Tactical Air and Land Forces of the House Armed Services Committee, is accepting applications for a **senior Military Legislative Assistant** position on his legislative team. Congressman Norcross also serves on House Armed Services Subcommittees on Seapower and Projection Forces and Strategic Forces and is a member of NATO Parliamentary Assembly, all of which are a part of the MLA legislative portfolio. Competitive applicants should have an extensive knowledge of defense, foreign affairs, and veterans budgets, policies, and programs. Responsibilities are typical of a House legislative assistant with emphasis on: managing related authorization and appropriations requests; staffing committee hearings, briefings, markups, and floor action; developing and advancing legislative and program priorities; making cosponsor and vote recommendations; writing policy and program memos and talking points; and working directly with defense, foreign affairs, and veterans agencies, interest groups, industries, and constituents. This is not an entry-level position, and closer consideration will go to applicants with prior Hill and/or military experience.

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 and encourages candidates from diverse backgrounds to apply.

Interested candidates should submit a resume and two writing samples (one narrative style and one bulleted issue brief, each 1 page max) with the subject line “MLA – [Last Name]” to cd1jobs@mail.house.gov by December 15th 2025. Applications will be considered on a rolling basis.

MEM-363-25



Congresswoman Jennifer McClellan (D-VA-04) seeks a proactive, dependable, and detail-oriented **Staff Assistant** for the Washington, DC office.

This position plays an invaluable role in office operations and reports directly to the Chief of Staff. Responsibilities include serving as the primary point of contact in the front office, managing the office's DC internship program, coordinating tour and flag requests, answering phones, assisting the Chief of Staff and Director of Operations with office operations, driving the Member, and other duties as assigned.

The ideal candidate is a strong communicator, a collaborative team player, and someone who thrives in a fast-paced environment with professionalism, flexibility, and good humor. Virginia ties and previous Capitol Hill experience are a plus but not required. The position requires availability outside of typical office hours, including some early mornings and late evenings. Candidates do not need to have their own vehicle but a clean driving record is required.

The salary range for this full-time position is \$50,000 - 55,000, commensurate with experience. The office offers a competitive package of benefits, including health insurance, retirement plans with an employer match, generous PTO, paid FMLA, student loan repayment assistance, transit or parking benefits, and flexible work-from-home options.

Interested candidates should email their cover letter, resume, writing sample, and references to VA04.Jobs@mail.house.gov with the subject line “[FIRST INITIAL, LAST NAME] Staff Assistant.” No phone calls or walk-ins please.

Congresswoman McClellan’s office is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, or veteran status. We strongly encourage applicants from diverse backgrounds—including women, people of color, LGBTQ+ individuals, and members of other underrepresented communities—to apply.

Two writing samples (not to exceed two pages each)



MEM-361-25

**PRESS ASSISTANT
OFFICE of CONGRESSMAN AUCHINCLOSS**

SUMMARY:

Congressman Jake Auchincloss (D-MA) is seeking a **Press Assistant** in the Washington, D.C. office to join an aggressive, fast-paced communications team. The Press Assistant will have excellent writing, editing, and digital skills. Strong proofreading and copyediting skills are a must. This role will be heavily focused on digital communications, working with the Communications Director to produce social media content and develop a creative digital strategy.

This role primarily assists the Communications Director with drafting constituent-facing outgoing communications and developing a social media plan. Candidates seeking to join a highly active press team across national, local, and digital media are encouraged to apply.

Videography and video editing skills are a plus. This role requires some work outside of business hours. The salary for this position is \$55,000.

ESSENTIAL JOB FUNCTIONS:

- Drafts, edits or compiles the Congressman's remarks, newsletters, press releases, and other public-facing written materials;
- Designs and executes a robust social media plan that builds engagement and audience growth;
- Posts daily social media content in accordance with the social media plan under quick deadlines and suggests new ideas;
- Runs the office's 499 program;
- Monitors social media and relevant news to produce rapid response tweets;
- Clips the Congressman's TV appearances and public facing events for social media;
- Possesses strong instincts for digital trends and digital media opportunities;
- Provides creative, proactive ideas on social media, press pitches and events;
- Assists the Communications Director with drafting press releases, quotes, statements, floor speeches and talking points;
- Works closely with the Communications Director to produce franked mail, texts, digital ads, telephone surveys, and telephone town halls;
- Conducts research on podcasts and other upcoming press hits;
- Works well under pressure and with quick turnarounds;

Please email a resume, cover letter, writing sample and two digital work samples in a single PDF to AuchinclossJobs@mail.house.gov with "First Name Last Name—Press



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Assistant" in the Subject Line. Applications will be accepted on a rolling basis. No phone calls, faxes or drop-ins please.

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, national origin, sex, gender identity or expression, pregnancy, sexual orientation, age, disability, or military status, or any other characteristic protected by applicable law.

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-355-25

Congresswoman Lizzie Fletcher (TX-7) seeks a positive, well-organized, and outgoing **Field Representative** in her Houston, TX office. Primary duties include attending local events as the Congresswoman's representative; building and maintaining relationships with constituents, community leaders and organizations, and local government offices; assisting with the outreach programs; planning events; and staffing the Congresswoman.

Strong candidates will demonstrate excellent written and oral communication skills and attention to detail, strong organizational skills, ability to manage multiple projects at once, and function well in a team-oriented environment. Candidates should be able to communicate clearly in a fast-paced environment with good humor, and to work effectively with different teams in the office as well as organizations and government offices in the community.

This position requires flexible working hours, including on weekends, and availability by phone and email during evenings and weekends. Previous government experience is highly desirable. Salary is commensurate with experience. Interested candidates should email their resume, writing sample, and references to TX07.hiring@mail.house.gov with the subject line "Field Representative." No phone calls or walk-ins please.

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Job Posting: DC Scheduler for Congresswoman Dexter – District OR-03

About the Position:

Congresswoman Maxine Dexter is seeking a highly organized and detail-oriented individual to serve as a **Scheduler for** her Washington, D.C. office. This position is essential in managing the Congresswoman's daily schedule, travel arrangements, and other related activities. The Scheduler will act as a liaison between the Congresswoman, staff, the public, and other Members of Congress. **A valid driver's license and owning a car is preferred.** Full-time benefited position with a starting salary range of \$65-75K. Additional benefit of student loan repayment.

Essential Job Functions:

- Prepare the Congresswoman's daily schedule.
- Organize monthly projected schedules and brief the Congresswoman on all scheduling activities.
- Coordinate staff meetings, briefings, and events involving the Congresswoman.
- Schedule press, interview, radio, and television engagements in coordination with the Communications Director.
- Manage reservations for air travel, ground transportation, and lodging.
- Submit vouchers for travel and expense reimbursement.
- Ensure the Congresswoman receives briefing materials for each event by coordinating with participants and staff.
- Maintain files related to travel, correspondence, and event materials.
- Assist with preparing documentation for the Congresswoman's annual financial disclosure report.
- Act as a liaison between the Congresswoman, constituents, and government offices.
- Maintain positive working relationships with staff and other stakeholders.
- Work a flexible schedule including long hours, nights, and weekends, and perform other duties as assigned.

Education & Experience:

- At least one year of experience working in a congressional office is preferred.

Skills & Knowledge Required:

- Strong telephone, oral, and written communication skills.
- Ability to prioritize and manage appointments with discretion and independent judgment.
- Excellent organizational skills with keen attention to detail.
- Ability to work cooperatively and maintain professional relationships with diverse personalities.
- Knowledge of office administration, policies, and procedures.



- Ability to work under pressure and handle stress in a fast-paced environment.
- Must be adaptable to a flexible work schedule.

How to Apply:

Please send a resume and cover letter
to Grace.Banfield@mail.house.gov and Kari.Williamson@mail.house.gov.

MEM-350-25

Job Opening: District Representative

The office of Congresswoman Susie Lee (NV-03) is hiring a **District Representative** based out of her district office in Las Vegas. The ideal candidate is enthusiastic, team-oriented, self-motivated, good-humored, and resourceful. Qualified applicants will have strong oral and written communication skills, astute attention to detail, work efficiently under pressure, and be creative, proactive, and strategic. This position requires flexibility to work some nights and weekends, especially when the Congresswoman is in southern Nevada. The District Representative will report to the District Director.

Responsibilities include but are not limited to organizing and hosting events, tracking and attending community events, supporting and staffing the Congresswoman, preparing briefing memos, staying informed with assigned issue areas in the community, conducting casework and other constituent services, and acting as a liaison for the Congresswoman in the community. The District Representative will also assist with various tasks to support the Congresswoman while in district, including driving the Congresswoman. Applicants must possess a valid drivers' license, strong driving skills, and own a registered vehicle.

The preferred candidate will have experience working with elected officials and community groups, ability to exercise discretion and independent judgment, ability to work cooperatively and courteously with others in a fast-paced office, and basic knowledge of government affairs and constituent services. Knowledge of Nevada's Third Congressional District is desired. Compensation will be commensurate with experience.

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

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



MEM-349-25

Location: Washington, DC

Salary Range: \$60-70,000 based on experience

Congresswoman Nanette Barragán (CA-44) is seeking a **Press Secretary /Digital Director** to join our communications team. The Press Secretary Digital/ Director will work under the office's Communications Director to carry out the Congresswoman's communications and outreach strategy. Ideal candidates are motivated self-starters, detail-oriented, highly organized, possess problem solving skills, thrive in a very fast-paced environment - and be willing to work extended

hours and oftentimes under tight time constraints. **Interested applicants are encouraged to apply by 15 December 2025.**

Key Responsibilities

- Work with the Communications Director to build and maintain the Congresswoman 's brand.
- Develop and manage digital content across platforms (Facebook, Instagram, X, Bluesky, and YouTube). Support the office's social media strategy by drafting social media posts and producing video and graphic materials.
- Update and manage the official website.
- Monitor national and local media coverage, as well as social media trends.
- Clip and caption TV appearances, floor speeches, long and short form videos, and more.
- Draft and edit press releases, advisories, franked communications, and other communications materials as assigned
- Help plan and execute press events, interviews, and digital outreach.
- Maintain press contact lists and support external communications efforts.

Qualifications

- Strong writing, editing, and strategic messaging skills
- Skilled in Canva, Adobe Suite, or similar platforms
- Media relations success and ability to assist with communications in a fast-paced environment
- Los Angeles Metro|Southern California ties are a plus
- Fluency in Spanish is a plus
- Must be a collaborative, high-energy team player committed to advancing the office's mission and responsive to emerging priorities.

TO APPLY: Send (1) Cover Letter, (2) Resume, (3) 2 writing samples of 500 words or less, (4) digital/photographic portfolio, and (5) and three references (including name, title, organization,

contact details, and your relationship. Please send all materials to CA44Resumes@mail.house.gov With "CA44 Press Secretary" in the Subject Line.



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