



U.S. House of Representatives

CAO

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MEMBER AND COMMITTEE VACANCY LISTING

Week of January 30, 2023

MEM-058-23 Rep. Alma S. Adams PH.D. (NC-12) is seeking a motivated and experienced full-time **Legislative Assistant** in the Washington, D.C. office.

The candidate will be responsible for staffing and preparing the Congresswoman for all work and assignments related to the Agriculture Committee. Qualified candidates should have knowledge of agriculture policy, the legislative process, coalition building and be able to maintain relationships with constituent organizations. The Legislative Assistant will work closely with the Legislative Director and Chief of Staff to develop and execute a coordinated legislative strategy for the Member.

The Legislative Assistant will prepare the Member for Committee hearings and markups and attend meetings with constituents, visitors, and other VIPs. Ties to North Carolina are a plus. This is not an entry level position and relevant experience is required, and Hill experience is preferred.

Interested candidates should send a cover letter, resume, and writing sample to NC12.Resume@mail.house.gov with "Legislative Assistant" in the subject line by COB Wednesday, February 15th. The position is full time with federal benefits, including student loan repayment program (if eligible), transit or parking benefits, and an annual salary commensurate with experience. Please no walk-ins, emails, or phone calls.

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

Job Duties:

- Tracks legislation and coordinates co-sponsorship of bills for the Member
- Briefs the Member on bills before the House, provides advice on Committee activity, and assists the district office staff with legislative matters that impact the local community
- Provides input to help the Communications Director to draft speeches, press releases, op-eds, and Congressional Record statements for the Member
- Represents the Member at meetings with constituents and interest groups
- Provides district office staff with targeted information for community events and Town Hall meetings
- Other duties as assigned

Requirements:

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

Preferences:

- Ties to North Carolina strongly preferred
- Bachelor's degree in government, political science, public policy, or related field
- A demonstrated interest in public service

MEM-056-23 SCHEDULER – Congressman Mark Pocan (WI-02), member of the House Appropriations Committee, is seeking a highly motivated, detail-orientated, and energetic individual with excellent oral and written communications skills for a scheduler position in the Washington, DC office.

Daily tasks include managing and maintaining the Member's daily and long-term DC, state and national schedule; coordinating travel, booking flight reservations, and managing logistics for events; evaluating and organizing all incoming meeting and event requests; communicating key information regarding the Member and the Member's schedule to staff; overseeing the DC intern program; and working closely with both DC and District staff to ensure smooth daily office

operations. Candidates must be available to assist the member outside of regular business hours.

This position requires candidates with proven experience in administrative roles, knowledge of the Congressional work setting, and comfort working one-on-one with the Member, Chief of Staff and District Director. Excellent writing, verbal and strong organizational skills are essential along with the ability to be a self-starter while working in a fast paced environment. A sense of humor is greatly appreciated. Previous Capitol Hill or scheduling experience is required; this is not an entry level position and title could also include “Director of Scheduling” if candidate has previous experience in that area.

Qualified candidates should submit a cover letter, resume, and one writing sample to WI02JobOpening@gmail.com with “Scheduler” in the Subject Line. Job opening closes at the end of business on Monday, February 13th. 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, sex, national origin, age, disability, military status, gender identity and expression, marital status, parental status, or sexual orientation.

MEM-055-23 Rep. Kevin Mullin (CA-15) seeks a **Legislative Director** in his Washington, D.C. Office.

RESPONSIBILITIES:

- Leads development and implementation of policy and legislative strategy in close consultation with the Member, Chief of Staff and Deputy Chief of Staff;
- Coordinates closely with the district and communications teams to successfully message on legislative issues and develop legislation in response to constituent concerns and priorities;
- Drafts and edits memos, remarks, background briefs, and committee materials for the Member’s work on the House Natural Resources Committee and House Science, Space, and Technology Committee;
- Manages and supervises legislative staff;
- Monitors activity on the House Floor and committees and provides vote recommendations;
- Manages and advances an individual portfolio of legislative issues;
- Oversees the office’s constituent correspondent system in coordination with the Legislative Correspondent;
- Other special projects and duties as assigned.

PREFERRED EXPERIENCE:

- 4+ years of policy experience, preferably in Congress;
- Deep understanding of the House floor and committee procedures;
- Experience collaborating and forming partnerships to advance a legislative agenda;

- Time management skills and the ability to manage complex workflows under a tight deadline;
- Strong oral and written communication skills.

The annual salary for this position is \$90,000. The position offers health coverage; retirement benefits with an employer match; paid sick, bereavement, and 20 days vacation leave plus federal holidays; 12 weeks of paid parental leave; 6 weeks of paid FMLA leave; transit or parking benefits; access to life insurance coverage. Rep. Mullin's office participates in the student loan repayment program.

The office is an equal opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ identification, family status, or military status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

To apply, please email CA15Employment@gmail.com with "Legislative Director" in the subject line and the following application materials attached as one combined PDF: (1) cover letter, (2) resume, and (3) a brief (1 page) unedited writing sample. No phone calls or drop bys, please.

MEM-052-23 Investigative Counsel (Washington, DC) -- The Committee on Ethics seeks an attorney for an investigative counsel position.

The Committee's investigative counsels are responsible for conducting investigations and adjudicatory and disciplinary proceedings regarding Members and staff of the U.S. House of Representatives. This is a nonpartisan position which requires the ability to conduct impartial investigations and refrain from political or partisan activity.

Candidates must possess outstanding analytical and written/oral communications skills, as well as the sound judgment necessary to evaluate the sensitive matters that arise before the Committee. Experience in one or more of the following areas is desirable: government ethics; campaign finance; criminal law; employment law, including the laws governing sexual harassment in the workplace; civil litigation; administrative investigations and adjudications; depositions; and financial accounting. The salary range for this position is \$130,441 and \$138,856.

Please email resume, cover letter, and short writing sample to ethicsjobs@mail.house.gov. Please include the phrase "Investigative Counsel" in the subject line.

MEM-051-23 Financial Disclosure Counsel (Washington, DC) -- The Committee on Ethics seeks an attorney for the position of counsel in the Financial Disclosure office.

The Committee's financial disclosure counsel are responsible for reviewing financial statements and providing legal advice on a high volume of financial disclosure issues, education and training to Members of Congress and their staff through frequent telephone calls, in-person meetings, and written work product. This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity.

Candidates must possess outstanding analytical and written and oral communication skills, as well as the sound judgment necessary to evaluate the sensitive matters that arise before the Committee. Experience in one or more of the following areas is desirable: government ethics, ethics counseling, accounting, auditing, investment management, taxation, corporate finance, and securities law. The salary range for this position is \$130,441 and \$138,856.

Please email resume, cover letter, and short writing sample to ethicsjobs@mail.house.gov. Please include the phrase "FD Counsel" in the subject line.

MEM-050-23 Congresswoman Lisa Blunt Rochester (DE-At Large) is seeking a highly motivated **Legislative Assistant** to join her team to handle the energy & environment portfolios.

The candidate will be responsible for staffing and preparing the Congresswoman for all energy & environment work as part of her House Energy and Commerce Committee assignment. Qualified candidates should have an excellent knowledge of energy & environment policy, the legislative process, coalition building, and have the ability to maintain strategic relationships with constituent organizations. This position requires the ability to advance the Congresswoman's legislative priorities in their issue portfolio and be creative in spotting new legislative opportunities. Candidates must be self-starters and must be able to meet short deadlines and juggle many priorities in a fast-paced environment. Ties to

Delaware are a plus.

This is not an entry level position and a minimum of two years of relevant experience is required and Hill experience is strongly preferred. This is an Equal Opportunity Employer.

Interested candidates should send a cover letter and resume to lbr.jobposting@gmail.com with "Legislative Assistant" in the subject line by COB Wednesday, February 8th. No phone calls, drop-ins, or emails please.

MEM-048-23 Congressman Gabe Vasquez (NM-02) seeks a **Legislative Assistant** for his Washington, DC, office. This staff member will be responsible for developing and implementing a policy agenda along with staffing weekly Committee hearings and managing Committee priorities.

This Legislative Assistant will cover the Armed Services Committee, immigration, and Judiciary Committee issues and additional areas.

This position reports directly to the Legislative Director, Chief of Staff, and Member. Responsibilities include developing and advancing a policy agenda; drafting legislation and letters to agencies and stakeholders; engaging stakeholders and constituents; and staffing and preparing the Member for hearings, markups, and relevant briefings.

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

- Project Management: Responsible for managing and advancing both long and short-term goals
- Stakeholder Management: Responsible for building coalitions to advance the Member's agenda, and building relationships with relevant stakeholders and constituents.
- Sound Judgment: Must use sound judgment when making recommendations for votes, cosponsorships, and new legislation to ensure actions reflect the interests of all NM-02 constituents.
- Effective Communication: Must be able to communicate policy implications and recommendations effectively and concisely as well as exhibit strong external writing skills.

Qualified candidates will have previous legislative experience, interest/experience armed services and immigration issues, and strong written and interpersonal skills. Salary is commensurate with experience. New Mexico ties and/or Spanish language proficiency is a plus.

The Office of Congressman Gabe Vasquez is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment.

Interested candidates should submit their resume and cover letter to NM02Applications@mail.house.gov by February 1, 2023. Applicants will be considered on a rolling basis.

MEM-045-23 The Office of Congresswoman Summer Lee seeks a highly motivated **Digital/Press Associate** to support the Communications Director in all aspects of the office's fast-paced and dynamic communications operation, including developing social media strategy and branding, drafting and editing social media copy, designing digital content for the Congresswoman, and media monitoring. This role reports to the Communications Director. Progressive values are a must.

SKILLS AND KNOWLEDGE REQUIRED:

- Strong sense of virality on social media; narrative voice
- Ability to perform rapid response based on breaking news, memes and trends

- Proven track record developing and executing multi-platform communications and digital campaigns
- Writing, editing, and proofreading - especially social media posts
- Experience creating content using Adobe Suite (Illustrator, Photoshop and Premiere or Premiere Rush) – or equivalent tools
- Strong organizational skills, and ability to manage multiple tasks at once;
- Knowledge of news cycle and current issues and events in which the Congresswoman is involved;
- Ability to work cooperatively and courteously with others.

ESSENTIAL JOB FUNCTIONS:

- Support implementation of digital communications and public relations strategies for the Congresswoman;
- Compile daily press clips and stay informed about current events in the district and across the country for their impact on the Congresswoman;
- Draft social media content and other written materials, and manage all of the Congresswoman's social media accounts (twitter, Instagram, FB, Tiktok)
- Develop branding guide, create graphics, film and edit photos and videos, including clipping, captioning and branding;
- Manage the Congresswoman's website and set up robust digital archives and analytics trackers for the Congresswoman;
- Staff digital events and video recordings with the Congresswoman;
- Support with logistics for town halls, press conferences, and other public-facing engagements, both virtual and in-person;
- Remain abreast of current legislative and non-legislative issues about which the Congresswoman may be questioned;
- Support on administrative functions of the office as needed, such as constituent calls and data entry;
- Maintain a good working relationship with the Congresswoman, staff, and constituents;
- Work well under pressure, handle stress, and accept performance-based criticism and direction;
- Work flexible schedule including long hours, nights and weekends, and perform other duties as assigned.

WORKING CONDITIONS:

- Work is mainly performed in an office environment. Noise levels are usually moderate;
- COVID-19 precautions and remote work expectations can be discussed during the interview process.
- This role is based in Washington, D.C. or Pittsburgh PA

COMPENSATION: commensurate with experience, along with a competitive benefits package that includes health insurance, dental, federal student loan payments (terms apply)

EDUCATION/EXPERIENCE:

Our office prioritizes building a diverse team committed to advocating for the residents of PA-12. 1-3 years of digital, graphic design, press, organizing, or advocacy experience is strongly recommended. Candidates from BIPOC, LGBTQ+, working class, military, and/or other underrepresented communities are strongly encouraged to apply. As a practice as an office we do not require any pre-requisite degrees. Ties to Pennsylvania preferred, but not required.

HOW TO APPLY: Please submit your resume, cover letter expanding on how your unique set of experiences suits you to excel in this role, 3 digital/creative samples and 3 references to SummerLeeJobs@mail.house.gov with the subject line "Digital/Press Associate" Digital portfolios or websites also accepted for creative samples.

MEM-043-23 Senior California Democrat seeks a **Legislative Director** to oversee the Member's legislative priorities and manage a portfolio centered on healthcare and Social Security.

This position will be tasked with:

- Managing legislative staff and the Member's legislative portfolio in close consultation with the Deputy Chief of Staff.
- Monitoring the House floor and advising the Member on procedure.
- Handling the Member's healthcare priorities as a senior member of the Energy and Commerce Committee and the House Democratic Caucus Task Force on Aging & Families. The legislative portfolio will be focused on mental health, telehealth, rare diseases, the 340B drug discount program, and public health among other issues.

This is not an entry-level position and Hill experience is strongly preferred, but not required. 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. Veterans, women, LGBTQ+ persons, and minority applicants are strongly encouraged to apply.

To apply, please send a resume, cover letter, and references in a single PDF to seniordemresumes@gmail.com. Please use "Legislative Director" as the subject.

MEM-042-23 Congressman David Trone (MD06) is seeking a high-energy, highly-organized, and detail-oriented **Constituent Service Representative** for his office in Frederick, MD.

PRIMARY RESPONSIBILITIES:

- Staffer will work out of the District Office in Frederick, MD.
- Serve as the official representative for the Member in the community.

- Act as liaison with federal, district, and local government agencies, political officials, and other community organizations to form effective relationships for the Member.
- Provide casework assistance to constituents in a timely and efficient manner; proactively follow up on all open cases until a resolution is reached.
- Monitor and update the Member and District Director on local issues of importance.
- Staff and provide logistical support for district meetings and events for the Member.
- Assess local and casework related issues for problems requiring possible legislative action; make recommendations to the District Director.
- Answer correspondence and verbal communications with constituents in a timely manner.
- Office administrative duties as needed.

QUALIFICATIONS:

- Thoroughness and careful attention to detail.
- Ability to work well under pressure while juggling multiple tasks with competing priorities.
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities.
- Availability to work long hours, including nights and weekends, if needed.
- Ability to work cooperatively and courteously with others.
- Strong oral and written communication skills.
- Thorough knowledge of the legislative process.
- Knowledge of all issues in the district in which the Member is involved.
- Maryland ties are a plus.

The Office of Congressman David Trone strongly values the diversity of our employees and strongly encourages candidates from diverse backgrounds to apply.

Ideal candidates will have 1-2 years of work experience in a relevant field. (public service, political campaigns, issue advocacy, community organizing, etc.) Starting salary for this position is \$50,000 plus full benefits.

To apply, please email a resume and cover letter to MD06.jobs@gmail.com with "Constituent Service Representative - Frederick" in the subject line. No phone calls or walk-ins.

MEM-041-23 U.S. Rep. Lloyd Doggett (D-Texas), on the Ways & Means Committee, seeks an experienced **Legislative Assistant** to assist with environmental, health care and other issues to be determined.

Excellent written and oral communication skills required. Hill or other policy or political experience strongly preferred, as well as a law or graduate degree. Texas ties a plus.

Send cover letter, resume, brief writing sample, and three work supervisor references to DoggettJobs@mail.house.gov. Use this title on your email: "Experienced LA Applicant" -- No drop-ins please.

MEM-040-23 Congresswoman Lisa Blunt Rochester (DE-At Large) seeks an experienced, organized, and highly motivated **Scheduler** for her Washington, DC office.

Responsibilities include managing all aspects of the Member's DC schedule; making all travel arrangements; organizing and promptly responding to incoming scheduling requests; managing the Member's time in a productive and timely manner; and coordinating with the District Scheduler and all staff to ensure a smooth operation.

This is not an entry-level position. The ideal candidate will have prior experience as a scheduler, office manager, or executive assistant, whether on Capitol Hill or off. The ideal candidate will also have excellent attention to detail, a strong work ethic, impeccable organizational skills, the ability to stay calm in stressful situations, superb communication skills, and be able to work seamlessly in a team-oriented environment. This position may require flexible hours and availability by phone/email during evenings and weekends.

Ties to Delaware are a plus, but not required. Interested candidates should send a cover letter and resume to lbr.jobposting@gmail.com with "DC Scheduler" in the subject line by COB February 3, 2023. No phone calls, drop-ins, or emails please.

MEM-034-23 **DEPUTY CHIEF OF STAFF / LEGISLATIVE DIRECTOR** – Congressman Mark Pocan (WI-02), member of the House Appropriations Committee, is seeking an experienced and enthusiastic Deputy Chief of Staff / Legislative Director to coordinate and oversee the Member's legislative agenda, along with advising the Member on legislative activities and managing the legislative staff.

Ideal candidate will have at least 5 years of legislative experience on the Hill. Candidate should possess a strong understanding of the legislative process, including House organization and procedures, as well as managerial experience. Applicant must also demonstrate an ability to manage and mentor staff, think strategically, and have experience in formulating strategic plans for advancing legislation. Prior experience with the Appropriations Committee would be a valuable asset.

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

Qualified candidates should submit a cover letter, resume and two writing samples to WI02JobOpening@gmail.com with “Deputy CoS / LD” in the Subject Line. Job opening closes COB on Tuesday, January 31st. No phone calls, faxes or drop-ins please.

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

MEM-017-23 U.S. Congressman Ed Case (Hawai'i - 01) is seeking a **legislative staff member** for his Washington, D.C. office.

Primary responsibilities include the full range of management of a diverse and active portfolio of substantive issues. Specific duties include advising, briefing and staffing the Congressman on assigned issues, preparing and advancing related appropriations requests, monitoring related committee (including the Congressman's Appropriations Committee) and floor activities, drafting, evaluating and advancing legislative initiatives, drafting constituent correspondence, and representing the office in meetings with constituents and others.

Direct report is to the Chief of Staff although the Congressman is routinely involved in all aspects of his office operations and there is routine direct interaction with the Congressman. Preference given to prior federal or state government experience and Hawai'i background. Applicants are asked to detail these attributes.

The position also requires initiative, interpersonal skills, the ability to multitask, work independently and effectively under pressure, make decisions and solve problems, orientation to detail, excellent verbal communication and writing skills, and long hours especially adjusting to changing time zones.

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

MEM-032-23 SUMMARY:

Congresswoman Alma Adams (NC-12) is seeking an organized, detail-oriented individual to serve in the position of **District Liaison** in a fast-paced and highly collaborative Charlotte District office.

Successful candidates will have familiarity with Federal agencies, excellent written and oral communication skills, the ability to exercise discretion and independent judgement, and will be team oriented. Additionally, a strong

knowledge and/or connection to Mecklenburg and Cabarrus Counties is preferred, but not required.

Core Responsibilities: (but not limited to)

- To monitor and update Member/Deputy Chief of Staff on district and local issues.
- To answer casework correspondences and verbal communications with constituents
- To act as a liaison with federal, district and local agencies on behalf of the Member and constituents.
- Managing and navigating constituents' casework through federal agencies to ensure fair and timely responses to their problems.
- Referring constituents to appropriate state or local agencies for non-federal issues
- Attending and participating in community meetings and events (including some evenings, weekends, and holidays)
- Assessing casework and community activities for matters warranting legislative action.
- Acts as the representative for the Member and/or District Director within their area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies,
- Acts as a liaison to local, state, and federal officials and other persons or groups to form effective relationships for the Member/office.
- Prepares periodic reports for the Deputy Chief of Staff on pending cases and district activities in their assigned issue areas.
- Maintains up-to-date files on all cases and categories of information of importance to the office.
- Meets attendance requirements as established by the office policy.
- Maintains a good working relationship with the Member, staff, and constituents.
- Accepts performance-based criticism and directions.
- Works well under pressure and handles stress.
- Works a flexible schedule including long hours, nights, weekends, and holidays.
- Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree
- Background in Social Work, preferred, but not required.
- Spanish speaking, preferred, but not required.
- Ability to communicate with diverse populations of individuals.

SKILLS AND KNOWLEDGE REQUIRED:

- Strong oral and written communication skills;
- Working knowledge of legislative process and of House organization and procedures;
- Thorough knowledge of local, state and federal agencies and departments;

- Knowledge of all issues and events in the district in which the Member is involved;
- Professional telephone matter;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.
- Ability to perform the essential job functions above;
- Ability to work cooperatively and courteously with others;
- Positive attitude, willingness to work through tough problems, ability to interact well with the public.
- Thoroughness and careful attention to detail.
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities.
- Knowledge of office policies, practices, and procedures.
- Knowledge of office computer applications, software; and
- Proficiency in word processing.

WORKING CONDITIONS:

- This is a full-time and in-person position.
- Field duties require work during regular office hours and including some evenings, weekends, and holidays). Additionally, employees must hold a valid driver's license.
- Employees must be able to work in a moderately noisy work environment without an expectation of privacy.

To apply, please send an email to NC12DistrictCLT@gmail.com with your cover letter, resume, and three references, with contact information. Please use the following format for the subject line: Your full name -District Liaison.

The deadline to receive resumes is February 8, 2023 by 5 pm (EST).

MEM-031-23 Senior House Democrat seeks a **Senior Legislative Assistant** and/or **Counsel** for the Member's personal office to staff a portfolio of domestic legislative issues and, if the right candidate has a law degree, as counsel. A successful candidate will have excellent communication skills, a solid understanding of the legislative process, and a proven ability to work effectively with a legislative team.

Responsibilities include monitoring and drafting legislation, monitoring the floor, representing the Member in meetings/briefings, collaborating with constituent organizations, preparing materials for committee hearings and markups, and other tasks and assignments as needed. If the successful candidate is a lawyer, the position will also include providing the office with Ethics and other compliance advice.

The ideal candidate will have 3 years+ of experience in a congressional office or similar legislative experience off the Hill.

Salary will range from 70-85k or higher depending on experience and status as an attorney. Applicants should send a resume and cover letter to congressjobhouse@gmail.com

MEM-030-23 Congresswoman Valerie Foushee is seeking an organized, detail-oriented individual to serve in the position of **Staff Assistant** in a fast-paced and highly collaborative District office.

Essential strengths of ideal candidates include exceptional customer service skills, close attention to detail and time management, strong writing and proactive communication skills, an understanding or aptitude for database work, and the ability to prioritize and follow through on multiple competing priorities in a fast-paced environment. North Carolina and/or NC-04 ties are preferred, but not required.

Responsibilities include greeting and engaging visitors and callers, helping them navigate our office, and logging their views and requests in IQ; maintaining an office environment that emphasizes kindness and professionalism; providing administrative support to the constituent services, communication, and operations/administrative teams; recruiting, hiring, and managing district interns; ordering supplies; meticulously and accurately batching correspondence; staffing the Member; and other duties as assigned.

Starting annual salary is \$45,000.

To apply, please send an email to NC04resumes@mail.house.gov with your cover letter, resume, and three references in one combined PDF attachment.

Please use the following format for the subject line: Your full name – Staff Assistant.

MEM-029-23 Congresswoman Andrea Salinas (OR-6) seeks a **District Scheduler/Press Assistant** based in Oregon.

This position is responsible for managing the Congresswoman's district schedule including tracking and responding to scheduling requests, assembling all details of the daily Oregon calendar and coordinating all briefing materials for district meetings. In addition to scheduling responsibilities, this position will assist the Communications Director with social media, press releases and other communications materials.

Other duties consist of office management responsibilities including answering telephones, mail distribution, purchasing supplies, technology and other administrative duties and special projects.

Qualifications include knowledge of Oregon's 6th congressional district, working knowledge of social media platforms, a service-oriented attitude, strong organizational skills, ability to manage and prioritize multiple tasks at one time and a capacity to work both independently and as part of a team. Candidates should also possess strong writing skills with an attention to detail. Spanish-language proficiency is a plus.

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

Salary range for this position is \$55,000 to \$65,000 + benefits.

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

The office will be taking resumes through January 24th, 2023 and they will be reviewed on a rolling basis. The announcement may remain open longer should the position remain unfilled.

Please email cover letter and resume to OR06resumes@mail.house.gov with subject line: District Scheduler/Press Assistant.

MEM-028-23 **DC STAFF ASSISTANT** -- U.S. Rep. Bill Pascrell, Jr. seeks highly-motivated, detail-oriented staff assistant with excellent written and oral communication skills for DC office.

Responsibilities include general reception duty, member scheduling, addressing constituent requests, managing interns, systems management, and otherwise assisting the Congressman and staff in all functions of the office. New Jersey ties are a plus.

To apply, please send a resume, cover letter, and writing sample via email to nj09job@gmail.com. No calls or direct emails please. We will consider applications until the position is filled.

The position is full time with federal benefits, including student loan repayment program (if eligible) and transit or parking benefits. 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.

MEM-026-23 The Office of Congressman Andy Harris, M.D. (MD-01) has an immediate opening for an organized, detail-oriented individual to serve in the position of **Staff Assistant** in a fast-paced and highly collaborative Capitol Hill office with a strong commitment to exceptional constituent service.

Responsibilities include staffing and managing the front office, managing mail intake, answering and managing the phone system, greeting visitors, handling tour and flag requests, and providing general office support. Candidates should have excellent oral and written communication skills, great attention to detail, strong time management skills, and an ability to work under pressure.

Maryland ties are a plus.

Our office is an equal opportunity employer. Please send resume, cover letter, and writing sample in one PDF document to: MD01jobopenings@mail.house.gov.
Subject line: 2023 Staff Assistant Opening.

No phone calls please.

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

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

Primary duties include, but are not limited to:

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

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

To apply, please submit a cover letter, resume, and references to hawaii02jobs@gmail.com.

MEM-018-23 SUMMARY:

Congresswoman Valerie Foushee is seeking an organized, detail-oriented individual to serve in the position of **Constituent Services Liaison** (Caseworker) in a fast-paced and highly collaborative District office.

The Constituent Services Liaison (Caseworker) monitors and updates the Member and District Director on district and local issues. This position acts as a liaison to federal, district, and local agencies for the Member and constituents and answers casework correspondence and verbal communications with constituents. North Carolina and/or NC-04 ties are preferred, but not required.

ESSENTIAL JOB FUNCTIONS REQUIRED:

- Acts as the representative for the Member and/or District Director within their area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies;
- Informs the Member and the District Director of all happenings in their assigned issue areas by screening district media sources and interacting with constituents;
- Handles casework assignments, including helping resolve constituents' issues with federal agencies in a timely and effective manner;
- Acts as a liaison to local, state and federal officials and other persons or groups to form effective relationships for the Member;
- Assesses casework for problems requiring legislative action and makes recommendations to the Legislative Director, District Director, and Chief of Staff;
- Monitors scheduled district meetings for the Member with constituents;
- Screens and refers cases, when appropriate, to other district offices;
- Trains and assist with supervising Staff Assistants, including interns, to handle office matters such as logging incoming and outgoing correspondence, handling visitors, telephone calls, and computer operations;
- Logs in all incoming and outgoing mail and incoming telephone calls relating to casework;
- Prepares periodic reports for the District Director on pending cases and district activities in their 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;
- Meets attendance requirements as established by the office;
- Maintains a good working relationship with the Member, staff, and constituents;
- Accepts performance-based criticism and directions;
- Works well under pressure and handles stress;
- Works a flexible schedule including long hours, nights and weekends; and
- Performs other duties as assigned.

EDUCATION (OR EQUIVALENT EXPERIENCE):

At least 2 years of experience; strong academic credentials.

SKILLS AND KNOWLEDGE REQUIRED:

- Strong oral and written communication skills;
- Working knowledge of legislative process and of House organization and procedures;
- Thorough knowledge of local, state and federal agencies and departments;
- Knowledge of all issues and events in the district in which the Member is involved;
- Professional telephone manner;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.
- Ability to perform the essential job functions above;
- Ability to work cooperatively and courteously with others;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Positive attitude, willingness to work through tough problems, ability to interact well with the public;
- Thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;
- Knowledge of office policies, practices, and procedures;
- Knowledge of office computer applications; and
- Proficiency in word processing.

WORKING CONDITIONS:

- This is a full-time and in-person position.
- Field duties require work during regular office hours and some nights and weekends. Additionally, employees must hold a valid driver's license.
- Employees must be able to work in a moderately noisy work environment without an expectation of privacy.

SALARY RANGE:

- \$50,000-\$60,000 (based on experience)

To apply, please send an email to NC04resumes@mail.house.gov with your cover letter, resume, and three references in one combined PDF attachment.

Please use the following format for the subject line: Your full name - Constituent Services Liaison.

MEM-016-23 U.S. Congressman Ed Case (Hawai'i - 01) is seeking a **Staff Assistant** for his Washington, D.C. office.

Responsibilities run the range of assisting the legislative, constituent services and administrative functions of the office, to include: monitoring, processing and responding to constituent mail and other communications, managing constituent tours and other needs, and coordinating DC and district office issues. As needed and depending on capability, the position also encompasses legislative duties. Direct report is to the Chief of Staff although the Congressman is routinely involved in all aspects of his office operations.

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

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

MEM-015-23 Rep. Josh Gottheimer seeks qualified candidates for the position of **Director of Operations** in his DC office.

Ideal candidates will have:

- A Bachelor's degree or related job experience
- 3-5 years of operations experience in a Congressional office, on a political campaign, or in another fast-paced administrative environment.
- At least one year of management experience.
- Excellent attention to detail, and strong organizational skills.
- Sound judgment.
- Strong communication skills.
- Capacity to communicate with a wide variety of personalities in a tactful, courteous, and professional manner
- Willingness to accept direction and guidance on performance and process improvements from the Chief of Staff and Member.
- The ability to anticipate challenges and proactively offer solutions.
- The ability to thrive in a fast-paced environment.
- The ability to work flexible hours including long hours, nights, and weekends.

Responsibilities include:

- Ability to perform each of the essential job functions set forth below.
- Serving as a member of the Congressman's senior staff
- Supervising the Scheduler and DC Staff Assistant including providing feedback and conducting performance reviews.
- Knowledge of and adherence to office policies, procedures, and practices
- Managing the scheduling and operations process end to end with minimal direct involvement from the Chief of Staff and other senior staff including:

- Working with a variety of stakeholders to balance the Member's time between commitments.
- Working with the Scheduler to evaluate and schedule incoming requests and invitations in DC and the District.
- Working with the operations team to ensure that briefing materials are provided for each event and meeting and ensuring that staff have appropriate advance notice of needs.
- Ensuring office policies are followed.
- Ensuring office supplies and routine office purchases are kept up to date.
- Ensuring travel arrangements are properly coordinated.
- Other duties as assigned.

This position reports to the Chief of Staff.

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

Notice:

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

Applicant Instructions:

All interested candidates are encouraged to submit a resume and cover letter with "Director of Operations - Last Name" as the subject line to NJ5Jobs@mail.house.gov.

MEM-014-23 Congressman Clay Higgins (LA-03) is seeking a **Legislative Director** for his Washington, DC office.

Job Responsibilities & Related Duties:

- Serve as the primary legislative policy advisor to the Member;
- Develop and implement both short-term and long-term legislative plans to help advance the Member's policy initiatives;
- Prepare the Member for floor activity, including votes, floor speeches, timing and procedural motions;
- Prepare the Member for meetings with constituents, interest groups, and other stakeholders;
- Manage the legislative staff, delegate issue portfolios, and further the

development of junior staffers;

- Coordinate vote recommendations from the legislative staff and present them to the Member;
- Review legislation and congressional letters for potential co-sponsorship;
- Oversee constituent correspondence operations, editing mail and ensuring timely delivery.

Candidates should have at least three years of legislative experience. Qualified candidates should email a cover letter and resume to LA03jobs@gmail.com.

MEM-012-23 The Office of Congresswoman Jennifer Wexton (VA-10) seeks a community-minded individual to serve as a **Constituent Services Representative** in her Manassas, Virginia District Office.

This staff member is responsible for addressing requests for assistance from individual constituents and organizations with primarily federal government resources and programs. The position also includes interaction with the Congresswoman's D.C. office on related legislative and administrative matters, as well as staffing the Congresswoman at various events, including some evening and weekend hours.

Qualified candidates should be hardworking and able to problem solve, possess excellent oral and written communication skills and ability to listen actively, and be able to manage multiple projects and meet deadlines. Characteristics of a successful candidate include initiative, interpersonal skills, an interest in government and assisting others, and the ability to work independently and effectively under pressure.

In particular, applicants will have: (1) prior experience especially in comparable duties including customer service or social work; (2) Virginia background/community involvement; (3) experience evaluating, synthesizing, and articulating issues in a thoughtful and respectful manner in support of constituents' needs and the Congresswoman's initiatives; (4) extensive knowledge of a broad range of community resources and services from which to draw on when addressing constituent; and (5) comfortability with documenting casework progression in a computer database and performing research using online tools.

The position will report to the District Director and Chief of Staff. Spanish language skills are a plus. Although the position interacts directly with the Washington, D.C. office from time to time, the ideal candidate is an individual who is seeking to live and work in the community that this position is designed to serve.

This office is an equal opportunity employer, and minority candidates and candidates of diverse backgrounds are strongly encouraged to apply.

To apply, please send a resume, cover letter, three references and two short writing samples to casework.wexton@mail.house.gov with “Constituent Services Representative” in the subject line. Please, no phone calls, faxes, or drop-ins.

MEM-011-23 Communications Director, Congressional Black Caucus (CBC)

The Congressional Black Caucus (CBC) seeks a Communications Director to lead an active communications operation.

This position manages both the long-term strategic communications strategy and day-to-day press for the Caucus, ranging from drafting statements on news of the day, to responding to press inquiries and pitching stories, to managing the CBC’s social media accounts and website, to setting up press availability opportunities (i.e., press conferences, press calls, or pen/pads), to developing and executing a long-term communications plan.

In addition to managing the communications of the CBC, this position also serves as a resource to all CBC Member offices to provide any communications counsel they may need. The Communications Director’s responsibilities will include:

- Working closely with the Executive Director and Policy Director to raise the policy agenda and platform of the Caucus through strategic messaging, earned media, and public outreach
- Substantial experience with and knowledge of Congressional affairs and the legislative process
- Experience with media pitching, booking television appearances/interviews, prepping a principal for print & television interviews/appearances
- Extensive relationships with DC and National print & television media
- Excellent oral and written communication skills
- Ability to work under pressure and meet quick deadlines
- Experience with communications including, social media, press releases, talking points, etc.
- Demonstrated experience working effectively with diverse coalitions

Qualified candidates must have an understanding of CBC policy priorities and familiarity working with the African American community. Outstanding writing and communication skills, sound political judgment, and the ability to work closely and collaboratively with multiple Member offices and key stakeholders are essential.

Top candidates should also be detail-oriented and possess the ability to multi-task, work well in a fast-paced setting, and act as a team player. This is not an entry-level position and candidates should have a demonstrated understanding of House and Senate legislative processes.

To apply, please send a cover letter, resume, and writing sample/portfolio to Vincent.evans@mail.house.gov. No walk-ins or calls please.

MEM-009-23 Progressive California Democrat and member of the House Ways and Means Committee seeks a **Legislative Assistant** to handle an active portfolio of health, defense, veterans, climate, and other policy issues as assigned.

This position will lead the Member's work on the Ways and Means Subcommittee on Health. Responsibilities include preparing and staffing the Member in hearings and markups, developing and advancing legislation and other policy priorities, researching and advising the Member on policy issues and vote recommendations, drafting talking points and speeches, and representing the Member in meetings and events. The salary range for this position is \$70-85,000, commensurate with experience.

The successful candidate will be an independent worker and self-starter, possess the capacity to produce high quality work in a fast-paced environment, and have strong communication and writing skills. Candidate must be able to synthesize complex technical information under tight deadlines and be able to work well with a variety of competing interest groups and diverse stakeholders. Preferred candidates will have a background in health policy and relevant legislative experience. This is not an entry level position. Must possess a positive attitude, a good sense of humor and thrive in a team environment.

Please e-mail your resume, cover letter, and a short writing sample to ca28.jobs@gmail.com and list "Legislative Assistant" in the subject line. This office is an equal opportunity employer.

Women, people of color, LGBTQ+ individuals, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. A full COVID vaccination course, regardless of recovery from prior coronavirus illness, is a condition of employment.

No phone calls or drop-ins please.

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

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

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

Staff in the Honolulu office, although the position also interacts directly with the Congressman, Chief of Staff, and his Washington, D.C. office.

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

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

MEM-007-23 TITLE: **Benefits Investigator**, Subcommittee on Disability Assistance and Memorial Affairs, U.S. House Committee on Veterans' Affairs, Republican Staff
REPORTS TO: Republican Staff Director, Subcommittee on Disability Assistance and Memorial Affairs

CORE RESPONSIBILITIES:

- Conduct oversight of Subcommittee issue areas, to include Department of Veterans Affairs (VA) implementation of laws, regulations, and programs
- Visit VA Regional Benefits Offices to perform oversight of Subcommittee issue areas locally
- Build relationships with internal and external partners, including contacts within the VA and other government agencies, to promote and enact the legislative and oversight agenda of the Subcommittee
- Under the guidance of Subcommittee Staff Director, provide advice on policy matters within issue areas and help Subcommittee Staff Director develop and implement strategic and policy goals
- Draft hearing, markup and floor statements for the Full Committee leadership and Subcommittee leadership
- Assist in determining Full Committee and Subcommittee hearing topics and prepare for hearings
- Assist the Subcommittee Staff Director in advising the Full Committee leadership and Subcommittee leadership on legislative initiatives
- Perform other duties as assigned by Subcommittee Staff Director, Full Committee Deputy Staff Director, and Full Committee Staff Director

Minimum Qualifications:

- Bachelor of Arts or Sciences
- Congressional, Administration, Government Agency, or relevant industry background experience resulting in direct, working knowledge of the Committee/Subcommittee's substantive jurisdiction is required; at least three years strongly preferred

- May be required to undergo a Public Trust Background Investigation
- Occasional travel may be required

Required Skills:

- Ability to establish working relationships
- Excellent oral communication skills
- Excellent writing, editing, and proofreading skills (writing test may be administered prior to an offer being extended)
- Demonstrate ability to exercise discretion and independent judgment in the formulation and recommendation of policy positions
- Working knowledge of the legislative process
- Ability to work long hours, under pressure, and cooperatively and courteously with others

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

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:

Interested candidates should send their cover letter, resume, three professional references, and three writing samples to VAR.Resumes@mail.house.gov with "DAMA Benefits Investigator" in the subject line. No calls or walk-ins, please.

MEM-006-23 TITLE: Full Committee General Counsel and Subcommittee on Disability Assistance and Memorial Affairs **Professional Staff Member**, U.S. House Committee on Veterans' Affairs, Republican Staff

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

CORE RESPONSIBILITIES:

- Ensures compliance with House Rules, Committee Rules, Republican Caucus Rules, and parliamentary procedure
- Serves as the legal advisor to the Republican Committee Leader and Committee staff
- Monitors legislation outside of the Committee, especially bills going to the House Floor, that are relevant to the Committee's work
- Assist the Subcommittee Staff Director in advising the Full Committee leadership and Subcommittee leadership on legislative initiatives
- Conduct oversight of Subcommittee issue areas, to include Department implementation of laws, regulations, and programs
- Monitor legislative needs and developments within committees and on the House floor within specific issue areas of responsibility
- Under the guidance of Subcommittee Staff Director, provide advice on policy matters within issue areas and help Subcommittee Staff Director develop and implement strategic and policy goals
- Draft hearing, markup and floor statements for the Full Committee leadership and Subcommittee leadership
- Assist in determining Full Committee and Subcommittee hearing topics and prepare for hearings
- Assist in the proposing and drafting of legislation for the Committee
- Meet with congressional staff and internal/external organizations on behalf of the Committee
- Perform other duties as assigned by Subcommittee Staff Director, Full Committee Deputy Staff Director, and Full Committee Staff Director

Minimum Qualifications:

- Juris Doctor from an ABA accredited law school and admitted to practice law in any state or territory
- At least three years of congressional or Administration experience resulting in direct, working knowledge of the Committee/Subcommittee's substantive jurisdiction required; five years strongly preferred
- May be required to undergo a Public Trust Background Investigation
- Occasional travel may be required

Required Skills:

- Excellent writing, editing, and proofreading skills (writing test may be administered prior to an offer being extended)
- Excellent oral communication skills
- Thorough knowledge of legislative process, and understanding of House Rules
- Demonstrate ability to exercise discretion and independent judgment in the formulation and recommendation of policy positions
- Knowledge of current issues and events in which the Full Committee leadership is involved
- Ability to work long hours, under pressure, and cooperatively and courteously with others

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

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:

Interested candidates should send their cover letter, resume, three professional references, and three writing samples to VAR.Resumes@mail.house.gov with “FC General Counsel and DAMA Professional Staff Member” in the subject line.

No calls or walk-ins, please.

MEM-005-23 Title: **Staff Assistant**, House Committee on Veterans’ Affairs, Republican Staff

Reports to: Deputy Staff Director, House Committee on Veterans’ Affairs
Provides general administrative support to staff, staffs front office and phones, processes mail, and assists with other duties as assigned.

CORE RESPONSIBILITIES:

- Provide front office administrative coverage to include greeting visitors, answering phones, and processing mail.
- Maintain files for mail, bills, reports, and public laws, and other legislative papers.
- Prepare binders for full committee events (hearings, markups, floor, etc.).
- Conduct attendance polls for full committee hearings and markups.
- Coordinate floor time requests for Republicans seeking to speak on legislation.
- Review the Congressional Record daily for information that impacts the Committee.
- Maintain contact lists for committee staff and committee member personal office staff.
- Maintain Republican email distribution lists.

- Monitor office supplies to ensure that staff have needed supplies.
- Serve as the secondary Office Safety Coordinator.
- Perform other duties as assigned.

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)

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:

Interested candidates should send their cover letter, resume, references, and three writing samples to VAR.Resumes@mail.house.gov with "Staff Assistant" in the subject line. No calls or walk-ins, please.

MEM-004-23 Committee on Veterans' Affairs
Position Description

Title: Chief Clerk

First Line Supervisor: Deputy Staff Director

Second Line Supervisor: Staff Director

Qualifications:

- Excellent communication skills
- Strong organizational skills
- Attention to detail
- Strong writing, editing, and proofreading skills
- Knowledge of the legislative process
- Knowledge of House record-keeping requirements
- Ability to work cooperatively and courteously with others
- Punctual

Duties/Responsibilities:

- Ensures timely release of accurate, official hearing and markup documents per House and Committee rules
- Prepares hearing room for all Committee hearings, meetings, markups, and GOP roundtables, including preparation of materials for members, the court reporter, and media
- Clerks all committee hearings, meetings, and markups
- Prepare and release official hearing advisories and meeting notices for the Committee using House Committee Repository
- Remains current on House Rules and rule changes relating to the clerk's duties.
- Serves as Office Emergency Coordinator
- Manages the front office, including but not limited to answering phones and greeting visitors.
- Performs other duties as assigned

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)

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:

Interested candidates should send their cover letter, resume, references, and three writing samples to VAR.Resumes@mail.house.gov with "Chief Clerk" in the subject line. No calls or walk-ins, please.

MEM-002-23 Rep. Marcy Kaptur (D-OH-09) seeks an experienced **legislative staffer** and **Policy Advisor** to handle a portfolio including energy and environmental issues (both in the personal office and as a liaison to Appropriations Subcommittee staff in her role as Ranking Member), as well as transportation, technology, infrastructure, and judiciary issues.

Candidates must be familiar with the energy and environment portfolio, the Appropriations process, have a deep understanding of the legislative process including crafting and advancing legislation, analyzing and briefing a Senior

Member of Congress on complex policy issues, and drafting a wide array of written materials (including materials for Committee and Floor activities).

Experience with Great Lakes issues and connections to the region are preferred but not required.

Strong written and verbal communication skills and a demonstrated ability to work collaboratively in a fast-paced environment are critical. At least five years of relevant experience is encouraged, and Congressional experience is strongly preferred.

This office is an equal opportunity employer and strongly encourages candidates from diverse backgrounds to apply. Applicants should email a resume, cover letter, two writing samples, and references as individual files in PDF format to Steve.Katich@mail.house.gov “Appropriations Associate/Advisor” in the subject line. No phone calls, faxes, emails, or walk-ins, please.

MEM-611-22 The Republican Staff of the House Judiciary Committee seeks a highly organized and detail-oriented Committee **Clerk**.

Clerks are responsible for the preparation of all committee activities, such as hearings and markups. Clerks ensure the committee is run efficiently by maintaining and organizing all committee records as well as assisting with the administrative functions of the committee. Qualified applicants will have at least one year of Hill experience as well as working knowledge of how Congressional committees operate.

Candidates can email their resume to Kiley.Bidelman@mail.house.gov.

MEM-604-22 Job Description – **Communications Director**

The Office of U.S. Representative Pramila Jayapal (WA-07) seeks an experienced, creative, and highly motivated Communications Director to lead media and strategy efforts for her Washington, D.C. and Seattle, WA offices.

An ideal candidate will:

- Possess strong written and oral communications skills and the ability to multitask while thriving in a fast-paced setting under tight deadlines;
- Have experience working directly with local and national reporters, bookers, and other members of the media to proactively pitch stories and respond to inquiries;
- Think strategically and creatively while designing, implementing, and evaluating both short and long-term communications plans in addition to leading rapid response efforts;
- Have a proven track record of writing in the voice of a principal (op-eds, speeches, statements, messaging, talking points, digital content, etc.) and

explaining policy issues in ways that people can easily understand;

- Know how to operate directly with a principal and collaboratively across departments while demonstrating experience managing a team;
- Understand the digital media landscape and current digital trends, with experience overseeing a digital program;
- Have a strong record of advocating for progressive values;
- Be willing to staff the Congresswoman for press, and work weekends and irregular hours.

Responsibilities include but are not limited to:

- Developing and executing the office's communications strategy for Capitol Hill and WA-07, including national and local press, messaging, writing, events, and digital;
- Working directly with the Congresswoman to prepare and staff her for interviews, speeches, press conferences, public events, roundtables, and other opportunities;
- Building and sustaining strong relationships with local and national reporters (including Capitol Hill reporters, local reporters, and issue-specific reporters at national outlets), editors, columnists, producers, bookers, and advocacy groups;
- Proactively and strategically engaging in media outreach, including pitching reporters while also fielding and responding to press inquiries at the local and national levels;
- Serving as the spokesperson (on the record, on background, and off the record) for the Congresswoman;
- Drafting written materials including press statements, quotes, speeches, remarks, op-eds, press releases and advisories, and talking points;
- Designing creative plans to effectively roll out legislation, letters, and other policy initiatives that include press components, and events;
- Overseeing a robust, aggressive, engaging, and data-driven online communications program;
- Supervising and partnering with the Digital Director, who manages all digital and online content, to maintain strategic messaging across official channels while collaborating with Progressive Caucus staff;
- Working collaboratively with the District Office to ensure a consistently strong local/state media presence while collaborating with the legislative team on a daily basis;
- Participating in the senior team along with the Chief of Staff, Deputy Chief of Staff, District Director and Legislative Director.

This is a senior level position. Applicants must have a proven track record of working with the press, and a minimum of two years of experience as a press secretary or communications director is required. Previous experience on campaigns (political, legislative, or issue-based) and on Capitol Hill is preferred.

Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. State and/or district ties are a plus.

Qualified candidates should include the following in their application:

- Résumé
- Cover letter
- Three writing samples including an op-ed or speech and a statement

Please send applications to jobs.pramila@mail.house.gov with “Communications Director” in the subject line. No calls or drop-ins please.

MEM-582-22 Congresswoman Michelle Steel’s District Office has an immediate need to hire a full-time **Field Representative**. We are looking for an enthusiastic and motivated individual to join our high- energy team in Orange County.

Basic Functions

The Field Representative serves an important role in the Member’s Congressional District, acting as a liaison with federal, district, and local agencies for the Member and constituents. They are responsible for strengthening community relations and assessing casework for problems requiring legislative action and/or Congressional oversight.

Duties

Under the supervision of the Chief of Staff and the District Director, the Field Representative briefs the Member in preparation for district meetings with constituents and acts as the representative for the Member by attending events and meetings. This includes public speaking and certificate presentations.

The Field Representative will:

- Ensure outreach efforts align with the Member’s strategic vision and goals
- Coordinate closely with staff to ensure district priorities are reflective in legislative priorities
- Build and maintain relationships with constituents and key community leaders
- Inform the District Director and Member on up-and-coming issues in the district
- Perform constituent services and casework as assigned

Requirements

- Expertise developing and executing a community relations strategy
- Experience in maintaining relationships with constituents and community leaders
- Political savvy and comfortable navigating complicated situations
- Strong written and verbal communication skills, including public speaking skills
- Ability to multi-task, manage time effectively, and adapt to changing priorities
- Candidates must be able to work a flexible scheduling, including nights and

weekends

- Constituent service oriented; patient empathetic, and desire to help constituents

Position Qualifications/Education

Bachelor's degree or related job experience is required. A demonstrated interest in public

service and familiarity with Orange County is preferred.

Salary and Application Deadline

Salary range is \$49,000-\$57,000. Salary commensurate with experience.

Applications will be accepted until position is filled.

Submit a cover letter and resume to

Stephanie Hu, District Director, Office of Congresswoman

Steel Stephanie.Hu@mail.house.gov

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.