

House Vacancy Announcement and Placement Service

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Member and Committee Openings

Week of June 9, 2025

MEM-182-25

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

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

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

Key Responsibilities:

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

Qualifications:



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

Application Process:

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

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

To Apply:

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

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

MEM-181-25

The office of Congresswoman Janelle Bynum is seeking a **field representative** to serve in Deschutes County, Oregon. This position offers a unique opportunity to play a key role in the Congresswoman’s efforts and act as a grassroots representative for the office.

POSITION OVERVIEW:

The field representative will act as a liaison for the office to connect with officials at the local, city, state, and federal levels to build relationships and serve our constituents.

DUTIES:

- Attending community meetings and public events to serve as a representative for the Member and develop relationships with community leaders;
- Advising the District Director and the Member on up-and-coming issues in the district;
- Informing the Member and the District Director of all happenings in his or her assigned issue areas by screening district media sources and interacting with constituents;
- Traveling through the district to meet with stakeholders and community leaders;
- Building contacts and connections with communities throughout the district;



- Performing other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree or related job experience;
- A demonstrated interest in public service;
- Familiarity with Oregon's 5th Congressional District
- The ability to handle difficult situations with courtesy, tact and compassion
- Strong writing skills
- Problem-solving abilities
- The ability to exercise a high degree of initiative
- The ability to work independently and use good judgment
- The ability to maintain confidentiality

HOW TO APPLY:

- Please send your resume and cover letter to BynumJobs@mail.house.gov by June 20, 2025.

NOTICE:

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

MEM-180-25**District Press Secretary** – Office of Rep. Angie Craig (MN-02)

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

Responsibilities:

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



Qualifications:

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

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

Application Instructions:

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

The office of Representative Angie Craig is an equal opportunity employer; the office does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability. Our office encourages candidates of diverse backgrounds to apply. Minnesota ties are a plus.

MEM-179-25

The office of Congresswoman Grace Meng (NY-06) seeks a hardworking, collaborative team-player to serve as a **Constituent Liaison & Field Representative** in her district office based in Flushing, Queens. Candidates should have extensive knowledge of and familiarity with Queens. Successful candidates are well-organized, timely, have access to a safe vehicle and a good driving record, and the ability to sometimes work on evenings and weekends.

Responsibilities include:

- Managing and conducting constituent casework related to the federal government, as well as helping constituents with local resources
- Serving as a liaison with the community and local stakeholders
- Identifying federal cases and working with appropriate agencies on behalf of constituents; Connecting constituents with local resources for non-federal cases
- Tracking constituent issues and identifying emerging trends
- Building relationships with local stakeholders, federal, state, and local agencies and staffers
- Building and maintaining relationships with local stakeholders
- Attending and participating in community meetings on behalf of the Congresswoman, including but not limited to monthly community boards.



- Collaborating with district staff to ensure that the Congresswoman and office have an equitable and highly visible presence across all areas of the district
- Staying up to date on local news and issues
- Supporting town hall
- Providing transportation for the Member
- Staffing the Member at events and meetings within the district and across NY area
- Additional duties as needed

Skills and qualifications:

- Successful candidates are highly organized and possess strong oral and written communication skills.
- Successful candidates possess a bachelor's or associate degree and equivalent work experience
- Candidate should be a team-player with a positive attitude.
- Candidate should be collaborative, proactive, and eager to work in a fast-paced environment, in which they are challenged to think creatively and encouraged to grow.
- Candidate should be a proficient problem solver, with a keen ability to ask questions and actively seek assistance when needed.

Compensation and benefits: Competitive salary and benefits package, including health insurance, retirement, and paid leave.

Salary: \$50,000.00 - \$60,000.00 per year

Candidates who reside in NY-06 are highly encouraged. BIPOC, LGBT+, working class, and candidates from other underrepresented communities are strongly encouraged to apply. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

Interested applicants should send a resume and writing sample with the subject line "Constituent Liaison & Field Representative" to Ny06resume@mail.house.gov by Friday, June 20, 2025.

MEM-177-25

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

Job Expectations:



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

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

Job Duties:

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

Required Experience and Skills:

- 3+ years of work experience in relevant digital content programs and social media management.



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

Preferences:

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

Applicant Instructions:

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

MEM-176-25

Job Title: Press Secretary/ Digital Content Manager

Status: Full Time, In-Person

Location: Washington, D.C.

Reports to: Communications Director

Deadline to Apply: June 12, 5:00 p.m. ET

Summary

Rep. Joe Courtney is hiring a **Press Secretary/ Digital Content Manager** to support a high-performing communications operation. The ideal candidate for this fast-paced, collaborative operation has experience in press and media relations and is energetic, highly motivated, and detailed oriented.

As the Press Secretary/ Digital Content Manager, you are tasked with generating earned media coverage in Connecticut's 2nd Congressional District by developing a close working relationship with local press. Using digital media platforms such as Facebook, Instagram, X (formerly Twitter), Bluesky, and YouTube, you will work to reach a diverse constituency.

Job Responsibilities:

- Oversee the day-to-day digital presence of Rep. Joe Courtney, including content planning, video production and graphic design, publishing, and engagement.



- Manage media relations with local press contacts
- Lead the planning and execution of the weekly email newsletter and proactive emails to constituents.
- Assist with the office's franked digital communications program, ensuring all digital media products are strategic, compliant, and effectively targeted.
- Work with the district office team to draft accurate advisories, releases, and talking points for events.
- Oversee the management of the official website.

Required Qualifications:

- Minimum 2 years of communications experience (Congressional experience preferred).
- Skilled in Canva, Adobe Suite, or similar platforms.
- Familiarity with Intranet Quorum (IQ) is strongly preferred.
- Able to manage a high volume of projects with tight deadlines and shifting priorities.
- Ties to Connecticut or New England are a plus—but not required.

Salary and Benefits

Salary: \$60,000–\$70,000 (Commensurate with experience)

The Office offers excellent benefits, including employer paid health, dental and vision insurance for employees and their family, Student Loan Repayment Benefits, and employer contributions to retirement savings plan.

Equitable/Inclusionary Hiring Practices

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.

How to Apply:

Please submit your resume and cover letter to CT02Job@mail.house.gov with the subject line “Press Secretary/ Digital Content Manager” and your full name.

MEM-174-25

Staff Assistant/Driver — District Office

A senior Democratic Member of Congress is seeking a highly motivated, organized, and proactive individual to join her District Office as a Staff Assistant/Driver. This is a full-time position supporting a dynamic and visible constituent services team.

Responsibilities include:

- Assisting constituents with inquiries and casework involving federal agencies
- Supporting neighborhood and community events



- Monitoring local developments and maintaining strong community engagement
- Driving the Member and staff to meetings and events as needed
- Managing multiple priorities and ensuring timely, effective follow-up on constituent matters

Qualified candidates must:

- Hold a valid driver's license
- Demonstrate excellent written and verbal communication skills
- Exhibit patience, professionalism, and strong problem-solving abilities
- Be able to work independently, adapt to evolving situations, and think creatively
- Have significant experience interacting with the public
- Possess a bachelor's degree
- Be a current resident of the District of Columbia or willing to relocate
- Familiarity with the District of Columbia and its local government is strongly preferred.

Application Instructions:

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

This position will remain open until filled. Salary is commensurate with experience and qualifications.

MEM-173-25

District Director

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

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

The position requires, among other qualities and experience, an extensive knowledge of government and Hawai'i, initiative, interpersonal and management skills, the ability to



multitask, work independently and effectively under pressure, make decisions and solve problems, orientation to detail, verbal communication and writing skills, and long and unpredictable hours.

Applicants should be longtime current or recent residents of Hawai'i with government experience, preferably the federal government generally and the U.S. Congress specifically. Other preferred qualifications include experience developing and implementing community relations strategies for an elected official, federal agency or similar organization; proven ability to manage staff, make sound decisions and prioritize competing demands in a fast-paced environment; familiarity with the key issues and stakeholders in Hawai'i overall and the First Congressional District (Honolulu) specifically; and demonstrated commitment to public service and community engagement.

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

MEM-172-25

Professional Staff

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

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

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

Interested applicants should submit a resume and cover letter to Cheryl.vincent@mail.house.gov



MEM-170-25

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

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

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

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

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

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

To apply, please email Yvanna Cancela at Yvanna.Cancela@mail.house.gov, chief of staff, with "Legislative Director" in the subject line and the following application materials



attached as one combined PDF, applications will be considered on a rolling basis:

- Résumé
- Cover letter
- 2-3 professional references

MEM-169-25

The office of Representative Juan Vargas (CA-52), a member of the Financial Services Committee and Ranking Member of the Task Force on Monetary Policy, Treasury Market Resilience, and Economic Prosperity, is seeking candidates to apply for an open **Senior Legislative Assistant or Legislative Assistant** position to handle a portfolio of domestic policy issues including, environment, energy, transportation, agriculture, SNAP, commerce, science, seniors, and social security, among others. This position will report to the Chief of Staff and Deputy Chief of Staff / Legislative Director.

The position will be based in DC and occasionally travel to San Diego, as needed. Qualified candidates will be independent self-starters with a demonstrated ability to generate new ideas and work well as part of a team. They will also have strong writing, research, analytical, and organizational skills. A strong candidate for the “Legislative Assistant” role will have at least two years of policy experience. This policy position will be responsible for:

- advancing the Member’s priorities in the assigned issue areas;
- monitoring pending legislation and current events in assigned issue areas;
- drafting amendments, bills, oversight letters, talking points, and speeches within assigned issue areas;
- reviewing requests for the Member to cosign letters, cosponsor legislation, or attend events;
- recommending and executing legislative strategies within assigned issue areas and identifying leadership opportunities for the Member;
- meeting with constituents and outside groups on behalf of the Member;
- preparing briefing materials and talking points for the Member;
- staffing the member at events and meetings on topics within the assigned issue areas;
- reviewing materials prepared by the communications team on topics within assigned issue areas, including constituent letters, social media posts, and press releases;
- working with the intern coordinator to develop assignments for interns and fellows within assigned issue areas;
- assisting with administrative responsibilities as needed, including staffing the front office and responding to constituent outreach;
- supporting the appropriations process, including by drafting letters, reviewing proposals, and inputting requests



Competitive candidates for a “Senior Legislative Assistant” position should have significant policy experience in a relevant issue area--ideally environmental policy--and more than five years of congressional experience. Someone hired as a “Senior Legislative Assistant” will additionally be responsible for:

- helping to manage the policy team, including by mentoring and supporting junior staff;
- supporting the Deputy Chief of Staff / Legislative Director with preparing vote recommendations;
- developing strategies for achieving the congressman’s priorities through policy; and
- filling in as needed as a member of the management team

The office is an equal opportunity employer and encourages people of all backgrounds to apply. Applicants with congressional experience, Southern California ties, or Spanish proficiency are especially encouraged to apply. Interested applicants should send a cover letter, resume, and writing sample to: cajobs52@gmail.com with “Senior Legislative Assistant or Legislative Assistant - [NAME]” in the subject line. Applications will be considered on a rolling basis. The last day to submit an application is June 15, 2024. The salary range for this position is between **\$55,000-\$80,000, based on experience.**

MEM-168-25

Office of U.S. Congressman Greg Stanton Seeks District Director

Deadline: Friday, June 13 at Noon (Arizona Time)

Position Summary:

Job Title: **District Director**

Reports to: Chief of Staff

Location: Based in the Phoenix Metropolitan Area. Candidates with knowledge of the East Valley are strongly preferred.

The **District Director** serves as the Congressman’s most senior staff member in Arizona and leads all district operations, staff management, and external engagement. This role requires close coordination with the Washington, D.C. office to ensure all district activities align with the Congressman’s legislative and constituent priorities.

The District Director also serves as the Congressman’s surrogate in the community and plays a key role in delivering results for constituents, fostering a strong office culture, and maintaining trusted partnerships with stakeholders across the district. The ideal candidate models professionalism, inclusion, and accountability; sets high expectations for ethical conduct and performance; and is committed to mentoring and supporting staff development.

Core Responsibilities:



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District Leadership & Staff Management

- Directly supervise district office staff, including delegation of responsibilities, performance evaluation, conflict resolution, and professional development.
- Lead weekly staff meetings and ensure district operations follow House policies and office procedures.
- Oversee recruitment, onboarding, and training for new district office hires.

Constituent Services & Community Outreach

- Supervise the constituent services program and ensure timely, high-quality response to casework and community concerns.
- Build and maintain relationships with constituents, local officials, nonprofit organizations, business leaders, and advocacy groups.
- Serve as the primary district liaison with federal, state, and local agencies. Ensure that constituent casework is handled with impartiality, professionalism, and a service-oriented mindset regardless of political affiliation.

Strategic Coordination & Scheduling

- Collaborate with the DC office to shape and implement an annual strategic plan for district activities and priorities.
- Manage the Congressman's in-district schedule in coordination with fellow senior staff to maximize visibility and impact.
- Ensure in-district appearances support legislative messaging, communications strategy, and stakeholder engagement.

Representation & External Communications

- Represent the Congressman at pre-approved meetings and events when he is unavailable.
- Deliver remarks on the Congressman's behalf and ensure accurate and consistent messaging aligned with office priorities.
- Monitor district developments and flag key issues to senior staff for follow-up.

District Travel & Relationship Management

- Travel throughout the district regularly to maintain visibility, attend events, and meet with constituents and community leaders.
- Actively maintain a pulse on district concerns and elevate trends or urgent issues to fellow senior staff and the Congressman for response.

Minimum Qualifications (Required):

- Minimum 5 years of professional experience, including team leadership and staff management
- Demonstrated ability to manage complex workflows, multitask under pressure, and drive team performance
- Strong political judgment, discretion, and professionalism



- Proven ability to exercise sound judgment in high-pressure or politically sensitive situations
- Outstanding verbal and written communication skills, including public speaking
- Valid driver's license and access to reliable transportation for in-district travel
- Demonstrated commitment to public service and a passion for helping others

Preferred Qualifications:

- Congressional, political, nonprofit, or public service experience
- Familiarity with the East Valley and Arizona's Fourth Congressional District
- Experience using or demonstrated comfort with constituent management systems (e.g., IQ), scheduling tools, and office productivity software
- A bachelor's degree, advanced degree, or equivalent public service experience

Working Conditions:

- Primarily based in the district office, with frequent travel throughout the district.
- This is a senior-level, public-facing role that occasionally requires work outside of standard business hours, including evenings and weekends, to support events and district priorities.
- Occasional travel to Washington, D.C. may be required.

Compensation & Benefits

Salary & Retirement

- Salary range: \$85,000–\$95,000, commensurate with experience
- Matched retirement contributions through the Federal Employees Retirement System (FERS)
- Eligibility for federal student loan repayment assistance

Health & Insurance

- Employer-paid health, vision, and dental insurance available through the D.C. Health Exchange
- Employer-paid life insurance

Leave & Time Off

- Generous paid leave and sick leave
- Office is closed for all federal holidays

Additional Benefits

- Free on-site parking

How to Apply

To apply, please submit the following materials as a single PDF document (not to exceed 12 pages) to AZ04Resumes@gmail.com with "District Director" in the subject line:

- Cover Letter (one page, with your full name at the top)



- Resume (one page, including your phone number and email address)
- Three Writing Samples (not to exceed ten total pages; should reflect a range of formats and styles)

Applications are due by **Friday, June 13 at 12:00 PM Arizona Time**. Late submissions, incomplete applications, or materials that do not follow these instructions will not be considered.

No calls or drop-ins, please—but you may call to confirm receipt of your application.

Applicants selected for interviews will be required to complete an in-person writing exercise and may be asked to provide professional references. The Office of Congressman Greg Stanton is an equal opportunity employer. We are committed to building a diverse and inclusive team and encourage individuals from all backgrounds to apply.

MEM-167-25

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

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

Key Responsibilities:

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

Member Services & Engagement



- Serve as the primary liaison to CBC Member offices, building proactive relationships and identifying opportunities for collaboration, engagement, and strategic alignment.
- Conduct regular outreach to Member offices to share event participation opportunities, coordinate messaging, and support shared policy initiatives.
- Draft and distribute newsletters to internal and external audiences highlighting Member engagement, upcoming events, and legislative priorities.
- Develop in coordination with other teammates, briefing materials, resources, and toolkits for use by CBC Member offices and staff.
- Builds and maintains databases of internal and external stakeholders

Program & Event Management

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

Personnel & Administrative Oversight

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

Qualifications:

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

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

MEM-166-25



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The office of Congresswoman Maggie Goodlander is seeking a creative, experienced, and motivated **Communications Manager/Digital Director** to play a key role in shaping the congresswoman's presence and message across platforms. This is not an entry-level position. The ideal applicant will have experience managing a digital presence across platforms and a strong understanding of best practices for online growth.

This position reports to the Director of Communications and will be based in the congresswoman's office in Concord, N.H., or Washington, D.C. This role will require availability on some nights and weekends to support the Member's communications plan and events. Previous Hill experience is recommended. Ties to New Hampshire are encouraged but not required.

Responsibilities for this role include:

- Working closely with the Communications Director and the member to build and execute an ambitious strategic and proactive communications and digital plan to reach more constituents and increase engagement.
- Developing digital content for the congresswoman from start to finish, including social media posts, videos and graphics, newsletters, emails, and website content.
- Tracking the congresswoman's digital growth and metrics, and suggesting adjustments to the communications plan based on data and performance.
- Serving as photographer and videographer at meetings and events.
- Managing live-streaming and video-recording as necessary.
- Managing the photo archive for the office.
- Developing and updating website content.

This position requires attention to detail, a can-do attitude, experience in photography, graphic design, and video editing, and the ability to handle multiple projects at a time in a fast-paced team environment. The salary range for this position is \$55,000-\$85,000, depending on experience.

The office is an equal-opportunity employer. Please submit a resume, cover letter, one writing sample, one digital media example, and a list with two references in one PDF document to nh02jobs603@gmail.com with "Communications Manager / Digital Director Application – FIRST NAME LAST NAME" in the subject line by Friday, June 13th. No calls or drop-ins.

MEM-165-25

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



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

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

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

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

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

MEM-163-25

Congresswoman Jill Tokuda is seeking an experienced, organized and highly motivated **Legislative Director** to lead our office's legislative work and strategy. The Legislative Director provides strategic planning on legislative priorities in addition to managing their own active issue portfolio which will include the House Armed Services Committee and/or the Select Committee on China. The Legislative Director will also be responsible for managing and mentoring the legislative team, coordinating with the district and communications teams, fostering collaboration among staff members, and overseeing the constituent correspondence program.

Preferred candidates will have Hill or policy experience, strong knowledge of the legislative process, and management experience. The successful candidate will be an excellent writer and communicator and able to juggle multiple priorities under extremely tight deadlines.

Resumes will be reviewed on a rolling basis. To apply, please email Hawaii02jobs@gmail.com (SUBJECT: Legislative Director, YOUR NAME) with a cover letter, resume, and 2-3 references, all in one document. The starting salary for this position is \$95,000 and will be commensurate with experience. Hawaii ties are highly desirable but not required.



MEM-161-25

COMMUNICATIONS DIRECTOR - The Office of Congressman Rob Wittman (VA-01) is seeking a dynamic and experienced Communications Director to lead our communications efforts. The ideal candidate will be an exceptional writer and manager with a proven track record in media relations and strategic communication. Most importantly, the Communications Director should have a genuine commitment to public service and advocate for the best interests of Virginia's First District.

Key Responsibilities:

- Oversee a two-person communications team, providing leadership and guidance to ensure effective messaging and outreach.
- Collaborate closely with legislative staff to articulate the Member's policy priorities in a timely, efficient, and relevant manner.
- Draft press releases, Member statements, and other communications materials that effectively convey the Congressman's positions.
- Pitch op-eds to local and national media outlets, securing coverage that enhances the Congressman's profile.
- Proactively seek opportunities for the Member's appearances on local and national radio, television, and podcasts.
- Create timely and relevant talking points for the Member and staff to use in various communication settings.
- Manage the communications budget, ensuring resources are allocated effectively to support outreach efforts.
- Develop and oversee the overall communications and messaging strategy for Congressman Wittman.

Qualifications:

- Previous experience in a communications role, preferably in a congressional office, political campaign, or related field.
- Strong understanding of policy issues and legislative processes.
- Exceptional writing, editing, and verbal communication skills.
- Proven ability to build relationships with media and stakeholders.
- Experience managing a team and coordinating multiple projects.

Application Instructions:

Interested applicants should email a resume and a brief cover letter to Nicolle.Miranda@mail.house.gov with "Communications Director" in the subject line.

MEM-159-25

Senior Florida Democrat seeks a **Staff Assistant & Driver** in the Washington, D.C. office. Responsibilities include transporting the Member (including evenings), providing general assistance to the Member, managing the D.C. Intern Program, answering phones,



processing mail and packages, welcoming office visitors, processing flag requests, general office administration, assisting with scheduling/operations, and working with staff on other duties as assigned.

Successful candidates will have professional experience and familiarity working in a legislative environment, have proficiency in professional writing, customer service, time-management, and good organizational skills. A positive, solution-oriented personality who has an ability to multitask effectively in a fast-paced environment is ideal.

South Florida/Florida ties are required and prior work in a Congressional or Senate office is a major plus.

A safe car and a good driving record are required for this position.

Interested parties should e-mail a cover letter and resume to FL25Resume@mail.house.gov with the subject line “Staff Assistant – Last Name.” Please save cover letter and resume in a single file (pdf preferred) and name the file “Last name, First name.” This office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity or expression.

MEM-158- 25

Midwest Conservative Republican is seeking a **Legislative Assistant/Senior Legislative Assistant**.

The Legislative Assistant/Senior Legislative Assistant is responsible for developing and advancing proactive policy proposals, monitoring legislative developments in assigned issue areas, drafting vote recommendations, agency correspondence, representing the member in meetings with constituents and key stakeholders, and other duties as assigned. This person will be responsible for handling the Agriculture Committee portfolio, in addition to other policy areas as well.

Applicants should have previous Capitol Hill, legislative, or policy experience, excellent research, writing, and verbal communication skills, strong attention to detail, and the ability to handle multiple responsibilities simultaneously in a fast-paced environment. Ties to the Midwest are preferred but not required.

Interested candidates should submit a resume midwesternrepublicanoffice@gmail.com with “Legislative Assistant” in the subject line. This is not an entry level position.

MEM-152-25



The Office of Congressman Gabe Vasquez seeks a full-time **Staff Assistant/Legislative Correspondent** in the Washington, D.C. office.

Responsibilities include answering phones, handling tour and flag requests, greeting constituents, driving the Member (including evenings), and other administrative tasks as needed. This position will also be responsible for managing the correspondence system, including sorting and drafting responses to constituent mail, and other duties as assigned. Candidates must have exceptional oral and written communication skills, meticulous attention to detail, expertise prioritizing and managing multiple tasks under tight deadlines, a commitment to public service, and the ability to work under pressure in a fast-paced environment for a battleground Member. Familiarity with IQ and prior Hill experience (including internships) is also helpful.

Possession of a driver's license, a good driving record, and safe vehicle are required for this position. New Mexico ties and Spanish-language proficiency are also a plus. The starting salary for this position is \$52,000.

To apply, please send a cover letter and resume as a single document to NM02applications@mail.house.gov with "SA/LC: [Your Name]" as the subject line. Please no walk-ins or phone calls.

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

MEM-150-25

Congressman Ryan Mackenzie (PA-07) is seeking to hire a **Legislative Assistant**

The Office of Congressman Ryan Mackenzie (PA-07) is hiring a Legislative Assistant to manage the Congressman's Committee on Education and Workforce assignment and several other issues, including healthcare, tax, and small business. Responsibilities for this role include advancing the Member's priorities and monitoring key developments within assigned legislative areas, drafting vote recommendations and preparing materials for Committee activity, and conducting meetings with constituent groups and key stakeholders. Qualified applicants will have a strong work ethic, strong interpersonal and communication skills (both written and verbal), attention to detail, and the ability to handle competing priorities in a fast-paced environment effectively. Prior experience with Education or Labor policy is preferred but not required.

Interested applicant should submit their resumes to Julia.Hearthway@mail.house.gov.



