



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of December 19, 2022**

**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](mailto:Kiley.Bidelman@mail.house.gov).

**MEM-610-22** The Republican Staff of the House Judiciary Committee seeks a **Staff Assistant** to perform administrative functions, research projects, and other special assignments.

Ideal candidates will have previous Hill experience and be knowledgeable about or interested in the Judiciary Committee. The ideal candidate will possess strong research and writing skills, a demonstrated attention to detail, the ability to multitask in a fast-paced environment, work well on teams, and be willing to accomplish a variety of assignments quickly and effectively.

Candidates can email their resume to [Kiley.Bidelman@mail.house.gov](mailto:Kiley.Bidelman@mail.house.gov).

**MEM-609-22** The House Armed Services Committee (HASC) is seeking to hire **Research Assistants**. These positions will support both the majority and minority staff.

A successful applicant must have a positive attitude and a genuine desire to serve men and women in uniform. Applicants must possess strong communication, organizational, legislative research, and writing skills.

Job requirements include:

- The ability to work collaboratively with majority and minority staff and Department of Defense officials.
- Assist in committee legislative operations, including monitoring activity in assigned areas, substantive preparation for hearings, and assisting with markups.
- Assist with oversight and investigations.
- Conduct research, draft correspondence and memoranda, and perform similar duties as assigned.
- Perform administrative duties related to assigned work.

Applicants must be eligible to obtain and hold a Top Secret security clearance and comply with all applicable House and Committee security policies.

Application Instructions: Applicants should submit a cover letter and resume in a single pdf to [HASCJobs@mail.house.gov](mailto:HASCJobs@mail.house.gov). No phone calls please.

**MEM-608-22** The House Armed Services Committee (HASC) is seeking to hire an **Office Manager**. This position will support both the majority and minority staff. A successful applicant must have a positive attitude and a genuine desire to serve men and women in uniform. Applicants must possess strong communication, organizational, and managerial skills.

Job requirements include:

- The ability to work collaboratively with majority and minority staff and Department of Defense officials.
- Perform Office Emergency Coordinator duties.
- Manage room schedules and overseeing room setups.
- Filing reports and correspondence.
- Purchase and maintain inventories of office supplies.
- Manage staff assistants and carry out other administrative duties.

Applicants must be eligible to obtain and hold a Top Secret security clearance and comply with all applicable House and Committee security policies.

Application Instructions: Applicants should submit a cover letter and resume in a single pdf to [HASCJobs@mail.house.gov](mailto:HASCJobs@mail.house.gov). No phone calls please

**MEM-607-22** The Office of Congresswoman Kim Schrier seeks an **Outreach Representative** to serve as a community liaison to the 8th Congressional District. This position will be based in Issaquah, WA.

The position will be responsible for managing an outreach portfolio on several legislative topics, updating the Congresswoman and District Director on district issues, coordinating meetings and events relating to the assigned areas, and acting as a public representative for the Congresswoman. Additional responsibilities include staffing the Congresswoman at local events, maintaining robust and effective communication with constituents, stakeholders, elected officials, and staff in the district and Washington, D.C. offices.

Prior experience working for Congress or elected officials is preferred. Candidates should demonstrate a strong commitment to public service; ability to work as a part of a dynamic team; excellent oral and written communication skills; thoroughness and careful attention to detail; ability to exercise discretion and independent judgment; ability to work cooperatively and courteously with others in a fast-paced office; and basic knowledge of federal agencies and the political process.

Knowledge of the Eighth Congressional District is desired. A valid Washington State Driver's License and access to a reliable vehicle is required, as this job will involve travel around the district (with reimbursable mileage). Proficiency in a second language is a plus. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

To be considered, please submit a cover letter and resume with references to [WA08Resumes@gmail.com](mailto:WA08Resumes@gmail.com) with "Outreach Representative" in the subject line. No phone calls or drop-ins, please.

**MEM-606-22** U.S. Rep. Lloyd Doggett (D-Texas) seeks an experienced, detail-oriented, creative individual with excellent writing and communication skills for a **Field Representative** position in his Austin district office.

Bachelor's degree, good interpersonal skills, and strong work ethic required; experience in field work or organizing strongly preferred. Strong Austin ties a plus. Please send cover letter, resume, writing sample, and three references by email to [jocelyn.tau@mail.house.gov](mailto:jocelyn.tau@mail.house.gov).

No calls or walk-ins please.

**MEM-605-22 STAFF ASSISTANT**  
Rep. Jake Auchincloss has an immediate need to hire a Staff Assistant for the Washington, DC office in a full-time capacity.

The Staff Assistant will be expected to manage the intern program, manage the front desk during office hours, handle all tour requests, fulfill flag requests, support the district office with administrative office needs, and assist the DC office staff with work as assigned. Staff Assistants often provide the first impression of the office to constituents, guests, and other VIPs.

The ideal candidate should have excellent attention to detail, a strong work ethic and communication skills, process driven, an eagerness to learn and grow within the office, and a desire to be part of a highly-collaborative, high-achieving team.

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

**Job Duties:**

- Manages the intern program, including hiring, onboarding, and supervising all DC interns.
- Provides a welcoming environment and positive first impression of the office to constituents, visitors, and other VIPs
- Handles incoming calls with poise, professionalism, and promptness
- Captures input from constituents on policy matters for the Member office's consideration and response
- Works closely with the Member's Director of Operations to ensure appointments are on time
- Organizes and manages tasks for constituents to include flag requests, providing tours of the Capitol, and arranging visits to other national landmarks
- And other duties as assigned

**Requirements:**

- Effective communication skills for verbal and written correspondence
- Effective teamwork skills and the ability to support the needs of multiple team members and leaders in the office required
- Professional demeanor and an upbeat disposition while interacting with visitors, staff members, and stakeholders in a fast-paced, highly dynamic environment required
- Time management skills including the ability to prioritize, and track work status required
- Attention to detail
- Willingness to learn

**Preferences:**

- Ties to the district are strongly preferred
- Prior constituent service or customer relationship management preferred
- A demonstrated interest in public service

**To apply:**

All interested candidates are encouraged to submit a resume, cover letter, writing sample, and references to [AuchinclossJobs@mail.house.gov](mailto:AuchinclossJobs@mail.house.gov) with the subject line

“Staff Assistant- [applicant’s last name]”. Applications will be considered on a rolling basis.

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, sexual orientation, or any other characteristic protected by applicable law. Our office encourages candidates of diverse backgrounds to apply.

## **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](mailto:jobs.pramila@mail.house.gov) with “Communications Director” in the subject line. No calls or drop-ins please.

**MEM-603-22** Congresswoman Judy Chu (CA-27) seeks an organized and creative communications professional to join the Washington, D.C. team.

The **Press Assistant/Digital Manager** will assist the Communications Director in all aspects of the office’s robust communications operation for an active member and CAPAC Chair. The Press Assistant/Digital Manager will be responsible for managing and creating content for member’s social media platforms and website; graphic design; video filming and editing; daily press clips; managing in-district media relations, drafting releases, newsletters, video scripts, talking points and advisories; and organizing and staffing press events.

The ideal candidate will be creative, take initiative, have a strong proficiency in crafting digital content, experience coordinating with media, and be a detail-oriented team player able to solve problems and handle multiple tasks at once. Successful candidates can use Adobe Creative Suite programs like Photoshop, Premiere, and Illustrator; and understand graphic design, video production, and photography (including use of professional equipment).

Qualified candidates will have at least one to two years of political, campaign or advocacy communications experience. California ties are a plus.

Interested applicants should e-mail 1) a resume, 2) a cover letter, 3) two brief writing samples, and 4) a digital portfolio in one PDF document to [CA27jobs@gmail.com](mailto:CA27jobs@gmail.com) with the subject "Press Assistant/Digital Manager: LAST NAME."

This position is based in our Washington D.C. Office with flexible remote work options on non-session days. Salary is \$50,000-60,000, commensurate with experience.

The office prioritizes building a diverse team; women, people of color, LGBTQ+ people, Veterans, and members of other minority or marginalized groups are strongly encouraged to apply. No phone calls or drop-ins

**MEM-602-22** Senior Midwestern Appropriator seeks an experienced and motivated **Communications Director** for their fast-paced, collaborative, Washington, D.C. office. The Communications Director is responsible for leading the development of the Member's message, working closely with local and national media, and devising creative avenues through which to convey the Member's accomplishments and priorities.

Key responsibilities include, but are not limited to:

- 1.Managing local and national media relationships, responding on the record to requests, and coordinating interviews
- 2.Drafting and issuing press releases
- 3.Monitoring the news and flagging relevant press and clips for the Member
- 4.Crafting talking points, speeches, and background memos for events
- 5.Overseeing social media platforms

Key skills and knowledge include:

- 1.Strong oral and written communications skills
- 2.Creativity, good-judgement, and the ability to think quickly and work collaboratively
- 3.Thorough attention to detail and an interest in thinking outside the box
- 4.Understanding of local and national political issues

This is not an entry-level position. Candidates should have at least two years of

relevant communications experience and be well-versed in producing content for print, broadcast, and online media. Qualified candidates will have a strong understanding of the legislative process and congressional issues. Hill experience preferred but not required.

This office is an equal opportunity employer. Diverse candidates are encouraged to apply. Qualified candidates should submit a resume, cover letter and writing sample to [midwestern.resume@mail.house.gov](mailto:midwestern.resume@mail.house.gov).

**MEM-601-22** The Office of Congresswoman Stacey E. Plaskett, member of the Agriculture Committee and Ways and Means Committee is seeking an experienced **Scheduler/Director of Operations** to join a fast paced and dynamic team in the Washington, DC office.

Candidates must have at least 1 year scheduling experience for a Member of Congress exceptional organizational skills, attention to detail, and an ability to manage competing demands. Scheduler will be expected to manage conflicting requests, anticipate Member's needs when balancing multiple tasks and exercise sound judgment when scheduling meetings, events, and travel. Effective and confident communication skills are required. Capitol Hill or other relevant administrative, operations, or scheduling experience is strongly preferred. Start date for successful candidate is within the December/early January timeframe.

Responsibilities include, but are not limited to:

- Maintaining and managing the Member's daily and long-term DC, district, and national schedule.
- Responding to all incoming meeting and scheduling requests.
- Coordinating travel and booking flight and lodging reservations for Member and staff.
- Communicating key information and scheduling changes to the Member, staff, and effected stakeholders in a timely and efficient manner.
- Overseeing coordination with other Member offices, Committee staff, Leadership offices, the White House, and Executive Departments and federal agencies.
- Coordinating with the District Director and district staff on scheduling in-district events.
- Compiling the Congresswoman's daily briefing materials and coordinating with legislative and press staff on materials needed for meetings and events.
- Coordinating with campaign and non-official staff on political scheduling requests and the Congressional Black Caucus Foundation (CBCF).
- Assisting the Chief of Staff, Legislative Correspondent, and Staff Assistant with office operations.
- Other duties, as assigned, including serving as a secondary driver on an as needed basis.
- Transportation not required but preferred to facilitate driving Member in DC.



- The position requires flexible hours and availability by phone as needed.

Salary will be commensurate with experience. The office is an equal opportunity employer and does not discriminate based on race, color, religion, sex, sexual orientation, gender identity and expression, national origin, age, disability, military status, marital or parental status.

Qualified candidates should submit their applications (resume, cover letter, references, and three writing samples) to [VI.Resume@mail.house.gov](mailto:VI.Resume@mail.house.gov) with “Scheduler/Director of Operations” in the subject line.

No calls please. Individuals selected for an interview will be contacted.

**MEM-600-22 IMMIGRATION CASEWORKER (NEW YORK DISTRICT OFFICE)**

Rep. Adriano Espaillat (NY-13) seeks an organized, knowledgeable, and passionate professional to join the District Office team. Successful candidates will be collaborative team players who enjoy taking initiative, solving problems, and thinking creatively. New York City ties are a plus. This is a Full-time position. This is not an entry-level position.

**JOB RESPONSIBILITIES:**

- Works closely with the Congressman, Chief of Staff and District Director to provide constituent services
- Serves as a representative on behalf of the Member to respond to local immigration updates
- Stays informed about relevant immigration issues in the district
- Provides constituent assistance, answer related casework correspondence, and provide regular updated communications with constituents
- Acts as a liaison to federal government entities and immigration agencies on behalf of constituents
- Evaluates casework for problems requiring legislative action and/or Congressional oversight, and advises accordingly

**SKILLS AND KNOWLEDGE REQUIRED:**

- Local, state, or congressional work experience and prior immigration casework and/or immigration related services experience
- Bilingual and speak English and Spanish fluently
- NY-13 District, or NYC ties are a plus
- Thoroughness and careful attention to detail
- Prioritizes and manages multiple tasks under tight deadlines
- Ability to work well under pressure, manage multiple deadlines and accept performance-based criticism and direction

**SALARY & COMPENSATION:** \$60,000+ annually depending on experience plus bonus. Full package includes health insurance, dental, federal student loan payment (terms apply), and paid family leave.

WORKING CONDITIONS: Our office has been modified to meet COVID-19 facility requirements and constituent meetings are held by appointment only.

HOW TO APPLY: Please submit your resume to [espaillat\\_jobs@mail.house.gov](mailto:espaillat_jobs@mail.house.gov) with the subject line “Immigration Caseworker”.

Our office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status. People of color and people from underrepresented groups are strongly encouraged to apply.

## **MEM-599-22    DIGITAL MEDIA MANAGER**

REPORTS TO: Communications Director

Rep. Adriano Espaillat (NY-13) seeks a Digital Media Manager based in his Washington, D.C. office. Responsibilities include: managing the Congressman’s social media pages, writing engaging social copy, and making creative digital content, including graphics and videos.

Additional responsibilities include maintaining the Congressman’s website, compiling daily press clips, managing the Office’s constituent correspondence program, running virtual discussions and livestreams across social media platforms, and supporting the Communications Director by drafting written materials (press releases, statements, e-Newsletters, etc.) as assigned.

The ideal candidate will also have experience making graphics and videos with Adobe Creative Suite or similar software, be proactive, detail-oriented and possess strong written and verbal communication skills.

SALARY & COMPENSATION: \$65,000+ annually based on experience plus bonus. Full package includes health insurance, dental, federal student loan payment (terms apply), and paid family leave.

WORKING CONDITIONS: Our office has been modified to meet COVID-19 facility requirements and constituent meetings are held by appointment only.

HOW TO APPLY: Interested applicants should submit a cover letter, resume, and a portfolio of writing and digital samples (including graphics) to [Espaillat.Jobs@mail.house.gov](mailto:Espaillat.Jobs@mail.house.gov) with the subject line “Digital Media Manager”.

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. We value diversity, equity and inclusion, and strongly encourages candidates to apply who have relevant lived experience and/or have been directly impacted by the Congressman's policy portfolio. Candidates with New York City ties and Spanish fluency are highly encouraged to apply.

**MEM-598-22 SENIOR ADVISOR/ LEGAL COUNSEL**

Rep. Adriano Espaillat (NY-13) seeks an experienced Senior Advisor/ Legal Counsel to be the primary staff member handling foreign affairs and his work on the House Appropriations Committee Subcommittee on State, Foreign Operations, and Related Programs.

Additional responsibilities could include trade, energy, environment, judiciary, defense, armed services, homeland security, judiciary, agriculture, and LGBTQ issues. This position is based in our Washington, DC office and applicants should have previous experience on Capitol Hill, work well in a fast paced and team-oriented environment, be progressive, organized, creative, self-motivated, work well under pressure, and possess strong verbal and written communication, organizational, and time management skills. Spanish fluency is a plus, though not required.

**Essential Job Functions:**

- Support the Member during the legislative process, including drafting, editing and monitoring legislation, amendments, resolutions, memos and other written work
- Conduct policy and legal research, tracks bills, and identify and monitor specific issues based on portfolio
- Staff the Member at meetings based on portfolio
- Learn and stay up-to-date with ongoing policy matters related to legislative portfolio and issue areas
- Build relationships with federal, state, and local stakeholders
- Work with the district office team to ensure Congressman Espaillat's legislative priorities are communicated effectively in the district

**SALARY & COMPENSATION:** \$75,000+ annually depending on experience plus bonus. Full package includes health insurance, dental, federal student loan payment (terms apply), and paid family leave.

**WORKING CONDITIONS:** Our office has been modified to meet COVID-19 facility requirements and constituent meetings are held by appointment only.

**HOW TO APPLY:** Qualified applicants should send a cover letter, resume, and two writing samples (bill, e-dear colleague, policy memo, etc.) to [Espaillat\\_Jobs@mail.house.gov](mailto:Espaillat_Jobs@mail.house.gov) with subject line "NY13 Legislative Assistant".

This office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and

expression, national origin, disability, military status, age, marital status, or parental status. Women, people of color, and LGBTQ+ candidates are strongly encouraged to apply. Due to the volume of applications we receive, we will only contact you if we decide to move forward with your application. Please no calls, direct emails, or walk-ins.

**DEADLINE:** Applicants should apply by Friday, December 16th for consideration.

**MEM-596-22** The Office of Congressman Tom McClintock (CA-04) seeks an experienced individual to serve as his **Director of Operations**.

This individual will also serve as the Office Manager and Intern Coordinator. Position duties include, but are not limited to: maintaining Member's Washington, DC calendar, managing all incoming meeting requests and invitations, coordinating travel and logistics, processing office invoices for vendor payment, maintaining stock of office supplies, overseeing the day-to-day operations of the office, processing/scheduling all incoming tour requests, managing the office's internship program, and other duties as required.

Applicants should be well-organized, possess a keen attention to detail, work well in a fast-paced environment, and have strong interpersonal skills. Commensurate with experience. No phone calls or drop-ins, please.

Please submit resume and cover letter to [gopwesternjobs1776@gmail.com](mailto:gopwesternjobs1776@gmail.com)

**MEM-595-22** **Senior Legislative Assistant or Counsel – Financial Services**  
Senior Democratic House Member seeking to hire Legislative Assistant to manage and support the Member's responsibilities for the House Financial Services Committee, which will likely include serving as the top Democrat on a subcommittee of the FSC.

The ideal candidate will have significant experience in financial services issues. Other areas of responsibility may include consumer protection, small business, tax, in addition to supporting the member's assignment to the Committee on Financial Services. Experience with Wall Street regulation a major plus.

Responsibilities include monitoring and drafting legislation, representing the Member in meetings/briefings, preparing materials for committee hearings and markups, maintaining relationships with advocacy groups, interfacing with government agencies, and other tasks and assignments as needed.

The successful candidate will possess excellent writing written and oral communication skills, a solid understanding of the legislative process, and a proven ability to work effectively in a fast-paced office. Law degree/bar

membership a plus, but not required. This is a mid- to senior-level position in the office.

Candidates should send a resume, cover letter, and two writing samples to [congressjob2022@gmail.com](mailto:congressjob2022@gmail.com)

**MEM-591-22** Representative Nanette Diaz Barragán (CA-44) seeks highly-motivated, detail-oriented **Staff Assistant** with excellent written and oral communication skills for DC office.

Responsibilities include: driving the Member, general reception duty, handling tour and flag requests, processing constituent correspondence, addressing constituent matters, assist in managing interns, and assisting the Member and staff in all functions of the office.

Daily access to an automobile preferred – with a valid driver’s license and good driving record.

Previous Hill experience as an intern or staff assistant preferred but not necessary. Southern California ties and Spanish fluency are a plus.

Interested candidates should send a cover letter, resume and two references with “Staff Assistant” in the subject line to [CA44Resumes@mail.house.gov](mailto:CA44Resumes@mail.house.gov).

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

**MEM-590-22** Representative Nanette Diaz Barragán (CA-44) seeks an experienced **Communications Director** to lead a fast-paced and highly engaged press operation. Applicants must be creative, dynamic, proactive, and energetic.

The Communications Director will serve as the spokesperson and primary communications advisor to the Member. They will be responsible for developing and executing an aggressive strategic communications plan, including social media, that encompasses local, national, and specialty media outlets.

The Communications Director will oversee day-to-day press operations, including coordinating and managing the press team; responding to media inquiries; booking the Member for interviews; pitching news opportunities to media outlets; planning press conferences and in-district events; managing the Member’s social media accounts and official website; editing/drafting speeches, talking points, floor statements, press releases, op-eds, and e-newsletters; and creating and distributing e-newsletters and franked mailings.

They are also responsible for working with the Member, Chief of Staff, Legislative Director, and District Director to develop and coordinate core messaging. The Communications Director is responsible for maintaining the Congresswoman's voice across all communications materials, with an emphasis on clarity, relatability, authenticity, and connecting the Congresswoman's values and advocacy to a diverse constituent base.

This is NOT an entry level position. Candidates must have previous press-related experience either on or off Capitol Hill, and fluency in Spanish is preferred. They must be highly organized, proficient in multi-tasking, have strong political judgment and instincts, and possess superior writing, editing, and proofreading skills.

- Los Angeles Metro|Southern California ties are a plus.
- Experience with video editing and graphic design are a plus.
- Experience with national media contacts both print and digital, as well as with radio/TV bookers and producers is a plus.

Additionally, the Communications Director must be willing to work extended hours and oftentimes under time constraints, while maintaining a positive attitude.

Salary is commensurate with experience.

Candidates should submit a resume, cover letter including salary requirements, and two writing samples with the subject line "Communications Director" to [CA44Resumes@mail.house.gov](mailto:CA44Resumes@mail.house.gov).

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

**MEM-587-22** The Office of Congressman Alma S. Adams, Ph.D. seeks a **Legislative Director**.

The LD will help drive the proactive legislative agenda for the office, developing and implementing the strategy to push policy priorities and legislative goals; supervise and mentor the legislative staff while advising on the Congresswoman's legislative portfolio, and manage their own legislative portfolio, which will include work on the Black Maternal Health Caucus.

The LD will work closely in conjunction with the Chief of Staff and senior leadership team to ensure legislative strategy is incorporated into overall operations. The LD will also help ensure coordination between DC and district offices on important legislative updates and district-based events and projects.

This is not an entry level position; extensive Hill experience and knowledge of the legislative process are required. The successful applicant will have crisp and thorough written and oral communications skills, an entrepreneurial and self-starting attitude, strong attention to detail, creativity, and be a team player.

Supervisory experience and expertise on healthcare policy is strongly preferred. This office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation.

Qualified applicants should submit a cover letter, resume, and two writing samples to [nc12.resume@mail.house.gov](mailto:nc12.resume@mail.house.gov).

Candidates from BIPOC, LGBT+, working class, and/or other underrepresented communities are strongly encouraged to apply, as well as candidates with North Carolina ties. Due to the volume of applications, we receive, we will only contact you if we decide to move forward with your application. Please no calls, direct emails, or walk-ins.

**MEM-586-22 Legislative Assistant**

Congresswoman Susie Lee (NV-03) seeks an experienced Legislative Assistant to join her Washington, D.C.-based legislative team. The Legislative Assistant will help implement the Member's agenda within the Appropriations Committee and across authorizing committees, and manage a portfolio including but not limited to health care, transportation, and infrastructure issues.

This is not an entry-level position and sound policy judgement is required.

Candidate should have a strong track record of translating policy priorities into successful legislative outcomes and developing proactive relationships with on- and off-Hill stakeholders. Candidate will be expected to frequently brief and staff the Member and demonstrate strong verbal communication skills.

Candidate should also be coachable, responsive to feedback, and enjoy working in a team-first, collaborative work environment. Candidate will work directly with the Congresswoman, Chief of Staff, Legislative Director, and intra- and inter-departmental peers to advance the Congresswoman's authorizing and appropriations priorities. Nevada ties are a plus.

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

To apply send in PDF format a resume, cover letter, writing sample of 1,000 words or fewer, and three references (including name, current title and organization, phone number, email, and relationship to the reference)



to [nv03resumes@gmail.com](mailto:nv03resumes@gmail.com) with the following subject line: “Full Name – Legislative Assistant.”

**MEM-585-22 DC Scheduler**

Congresswoman Susie Lee (D-NV) seeks a highly organized, good-humored, hard-working Scheduler to develop, coordinate, and manage all aspects of the Member’s daily and long-term schedule and logistics in DC.

The DC Scheduler will report to the Chief of Staff and work closely with the Member, DC staff, and District staff, including a District-based scheduler responsible for in-district scheduling. The ideal candidate will have prior scheduling experience on the Hill, and salary is commensurate with experience.

This is not an entry-level position.

Responsibilities also include tracking, evaluating, and responding to all invitations and scheduling requests, coordinating travel for the Member, compiling the Congresswoman’s nightly briefing materials, and providing operational support for the office, including but not limited to facilitating Member to Member and stakeholder outreach, coordinating internal and external events, and assisting with onboarding process for staff and interns.

Strong candidates will have excellent attention to detail, communicate quickly and effectively both internally and externally, strong conflict-resolution skills, and thrive in a fast-paced work environment. The position requires the ability to multi-task, work well under pressure, and the flexibility to be responsive to urgent scheduling needs on nights and weekends.

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

Candidates should submit in PDF format a resume, cover letter, writing sample of 1,000 words or fewer, and three references (including name, title and organization, phone number, email, and relationship to the candidate) to [nv03resumes@gmail.com](mailto:nv03resumes@gmail.com) with the following subject line: “Full Name – DC Scheduler.”

**MEM-583-22 The Office of Congressman Rob Wittman (VA-01) is seeking an experienced Legislative Assistant to manage his telecommunication, transportation, and Natural Resources Committee issue portfolio.**

The ideal candidate is a current Legislative Assistant who has been a full-time LA for 2+ years, and has handled appropriations requests, staffed committee assignments, and has a proven legislative track record for their Member.



Experience working with other Member offices, advocacy groups, industry associations, etc., with the goal of creating a successful coalition to pass a bill/amendment, is preferable. Given that this position works closely with district issues and district stakeholders, the person who fills this position must have a self-starter mentality and strong interpersonal skills. This position will be highly involved in the telecommunications policy area, including managing the Member's responsibilities on the Rural Broadband Caucus and Rural Broadband Task Force.

The position will also be expected to work routinely with state and federal transportation stakeholders to address the unique transportation issues of the district, which require an independent approach to addressing the issues and curating solutions. The ideal candidate needs to be self-motivated and possess the ability to take proactive and creative initiative on assigned policy areas.

Interested applicants should email a cover letter and resume to [Carolyn.King@mail.house.gov](mailto:Carolyn.King@mail.house.gov) with "Legislative Assistant" in the subject line.

**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](mailto: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.

**MEM-575-22 Senior Legislative Assistant:** Congressman Mark DeSaulnier (D-CA), member of the Education and Labor Committee and Transportation and Infrastructure Committee, seeks a Senior Legislative Assistant to handle a diverse legislative portfolio including committee work.

Duties include identifying and advancing policy proposals, committee hearing and mark-up preparation and staffing, building relationships with district and federal stakeholders and advocacy organizations as well as agency and congressional staff, briefing the Congressman and drafting legislative memos, policy background, and constituent correspondence. Title is negotiable based on candidate's experience.

Ideal candidate will be a strategic, detail-oriented thinker with experience formulating and advancing legislation. Successful applicants will have excellent organizational, research, writing, and communication skills, and have working knowledge of House processes and procedures.

Candidates should possess the ability to concisely communicate and have strong time management skills and a willingness to work in a team environment.

Knowledge of California a plus. This is not an entry level position -- prior legislative experience on Capitol Hill is preferred.

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

Qualified candidates should send resume and cover letter to [DeSaulnierResumes@gmail.com](mailto:DeSaulnierResumes@gmail.com).

**MEM-572-22** Congresswoman Susan Wild (D-PA) seeks a **Legislative Director** to oversee her legislative team and a fast-paced policy agenda.

This is not an entry-level position and previous policy and Capitol Hill experience is required. The person in this role will very likely have a legislative portfolio as well as be responsible for managing the legislative team and potentially other staff.

#### Required Experience and Qualifications

- Is a leader with strong inter-personal skills who thrives in a collaborative team-first environment;
- Works quickly under pressure and manages time efficiently;
- Is creative and has an entrepreneurial spirit;
- Possesses strong written and verbal communications skills;
- 5+ years of congressional, policy, or political experience (Capitol Hill experience required);
- Domestic policy experience – health care policy experience a plus;
- Existing relationships and experience working with federal agencies; and
- Knowledge of or ties to Pennsylvania a plus.

#### Responsibilities

- Develop a legislative strategy in close consultation with the Member and Chief of Staff;
- Manages a legislative team of 3-4 staff;
- Works closely with the communications team and helps influence the successful messaging of legislative issues;
- Coordinates the preparation of legislative and policy memos and committee hearings;
- Handles a portfolio of legislative issues, which may be tailored to the candidate's expertise;
- Occasionally assists with the creation and execution of events in the District and in DC;
- Regularly monitors activity on the House Floor and the Member's committees;
- Builds relationships with district and national stakeholders and advocacy organizations; and
- Takes constituent and advocacy group meetings regularly.

TO APPLY: Email a cover letter and resume to [repwildjobs@gmail.com](mailto:repwildjobs@gmail.com) with the subject line, “Legislative Director”.

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. Candidates from diverse backgrounds are strongly encouraged to apply.

**MEM-566-22 Legislative Assistant**

Senior Democratic member of the House Science, Space, and Technology Committee seeks a Legislative Assistant to handle the office’s SST committee portfolio.

Ideal candidates will have previous congressional experience and a strong understanding of the legislative process. Excellent writing skills, attention to detail, and the ability to work efficiently in a fast-paced environment are required. Some key responsibilities of the position include:

- staffing and preparing the member for hearings, markups, and relevant briefings
- writing legislative memos, talking points and floor statements
- drafting legislation, agency letters, and supporting materials
- working with the committee staff and stakeholders to advance the member’s priorities
- representing the member in meetings and other engagements with constituents, stakeholders, and state/federal government agencies

This is not an entry level-position. Additional legislative responsibilities will be assigned based on a candidate’s experience/interest and office needs. This office is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity. Women, people of color, and candidates from diverse backgrounds are strongly encouraged to apply.

Please submit a resume, cover letter, and a writing sample in a single PDF document to [ca07jobs@gmail.com](mailto:ca07jobs@gmail.com) with “SST Legislative Assistant - DC” in the subject line. No walk-ins or phone calls.

**MEM-560-22** Congressman Raja Krishnamoorthi (D-IL), a member of the House Permanent Select Committee on Intelligence and the House Oversight Committee (Chairman of the Subcommittee on Economic and Consumer Policy and Member of the Coronavirus Subcommittee) seeks a hardworking **Legislative Director** to oversee his policy team and legislative agenda.

This is not an entry-level position and previous policy and Capitol Hill experience is required. The person in this role will also have a legislative

portfolio of domestic policy issues, including workforce development, tax, finance, small business, and labor.

#### Required Experience and Qualifications

- Works quickly under pressure and manages time efficiently
- Is creative and has an entrepreneurial spirit
- Possesses strong written and verbal communications skills
- 5+ years of congressional, policy, or political experience (Capitol Hill experience strongly preferred)
- Policy experience in domestic policy issues a plus
- Knowledge of or ties to Illinois a plus

#### Responsibilities

- Develop a legislative strategy in close consultation with the Member and Chief of Staff
- Manages a legislative team of 4-5 staff
- Works closely with the communications team and helps influence the successful messaging of legislative issues
- Coordinates the preparation of legislative and policy memos, hearings, and Town Halls
- Handles a portfolio of legislative issues, which may be tailored to the candidate's expertise
- Occasionally assists with the creation and execution of events in the District and in DC
- Regularly monitors activity on the House Floor and the Member's committees
- Builds relationships with district and national stakeholders and advocacy organizations
- Takes constituent and advocacy group meetings as necessary

TO APPLY: Email a cover letter and resume to [il08careers@gmail.com](mailto:il08careers@gmail.com) with the subline, "Legislative Director: [Your Full Name]"

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. Candidates from diverse backgrounds are strongly encouraged to apply.

#### **MEM-550-22 Policy Director, Congressional Black Caucus (CBC)**

The Congressional Black Caucus (CBC) seeks a Policy Director to manage the Caucus' policy agenda, including crafting and executing effective legislative strategies to advance Caucus policy priorities, representing the Caucus as point of contact on all policy engagements, working with Members' staff to advance legislative proposals, developing materials to support the goals and mission of the

Caucus, and promoting the Caucus both internally within the House of Representatives and externally to the public.

The Policy Director's responsibilities will include:

- In conjunction with Members, developing Caucus' policy priorities and strategic objectives
- Executing Caucus' policy agenda through nuanced understanding of community stances
- Working collaboratively with the Executive Director and other Caucus staff to advance CBC's work internally on Capitol Hill and through deep engagement with stakeholder entities to push CBC priorities forward
- Collaborating with CBC Member office staff to further Caucus policy objectives and managing communication with CBC policy councils
- Collaborating with communications staff to convey legislative positions and wins into external messaging through statements, social media, and press engagement
- Organizing policy-focused events for Caucus members and external stakeholder participation

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 to [vincent.evans@mail.house.gov](mailto:vincent.evans@mail.house.gov). No walk-ins or calls please.

**MEM-546-22** The Office of U.S. Representative Pramila Jayapal (WA-07) seeks an experienced and well-organized **Scheduler** for the Representative's Washington, D.C. office.

Responsibilities include but are not limited to:

- Developing, coordinating, and managing all aspects of the Representative's daily and long-term schedule in D.C. and in the district, as well as tracking, evaluating, and responding to all invitations and scheduling requests;
- Coordinating all travel for the Representative and her staff and other logistical support tasks as required;
- Working closely with and supporting the Chief of Staff, Deputy Chief of Staff/District Director, Legislative Director and Communications Director to ensure smooth daily schedules and operations.

The ideal candidate will be:

- Passionate about public service and committed to progressive values;

- A hard worker with excellent attention to detail;
- Adept at juggling complex schedules, competing priorities;
- Able to anticipate problems, seek solutions, and effectively communicate them to the Representative and her staff;
- Able to work long hours, including some nights and weekends;
- Eager to learn, grow, and thrive in a dynamic and high-paced environment.

The Office of Congresswoman Pramila Jayapal 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. State and/or district ties are a plus.

Qualified candidates should include in their application: resume, cover letter, and references. Please send applications to [jobs.pramila@mail.house.gov](mailto:jobs.pramila@mail.house.gov) with “Scheduler” in the subject line. No calls or drop-ins please.