



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING

Week of July 25, 2022

MEM-393-22 Indiana Republican is seeking a **Staff Assistant** to join our Washington D.C. office.

The successful candidate will work closely with the D.C. and district staff on a variety of tasks including communications, legislative and administrative work.

Essential Duties:

- Answering constituent phone calls
- Overseeing internship program
- Greeting and escorting guests
- Coordinating and leading tours of the Capitol Building
- Sorting and drafting responses to constituent concerns
- Attending briefings/hearings and conducting research for staff
- Driving the Member to and from events
- Handling a variety of administrative and office tasks

Skills and Qualifications:

- Works a flexible schedule
- Excellent communication skills and strong attention to detail
- Indiana ties are required

Interested applicants should email a resume and writing sample to MidwestHouseJobs@gmail.com with subject "LASTNAME, FIRSTNAME Staff Assistant Application".

MEM-391-22 The office of Representative Sean Casten (D, IL-06) seeks a **District Outreach Coordinator** for their Glen Ellyn, Illinois district office.

The District Outreach Coordinator supports the District Office by coordinating the various community outreach activities for Representative Sean Casten.

Responsibilities include managing an outreach plan for the team, building strategic relationships with community leaders and constituent groups, and executing various outreach activities.

The starting salary for this position is \$60,000.

Specific duties include but are not limited to:

- Organize, attend, and present at business, community, and neighborhood group meetings.
- Oversee the District Staff Assistant's managing of school education outreach and the Casten STEM scholars' program.
- Execute public events, meetings, town halls, informational listening sessions, etc.
- Respond to public and community inquiries and brief staff on matters of public interest and concern.
- Work with the Intern Coordinator to oversee the maintenance of a community database of interested parties and issues.
- Coordinate initiatives designed to promote the office and constituent services and any other assigned duties.
- Work with District Director to strategically staff Rep. Casten at meetings/events.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and experience in working with diverse communities of Illinois' 6th Congressional District
- Exceptional interpersonal skills
- Strong writing and oral presentation skills
- Experience in facilitating public meetings and other public forums
- Exceptional organizational and planning skills.
- Available to attend evening and weekend community events and meetings.

EDUCATION AND EXPERIENCE Ties to IL-06, a proven management record, and a minimum of three years of related experience are required. The position reports directly to the District Director.

PHYSICAL DEMANDS S/he must hold a valid driver's license to attend community meetings and transport Rep. Casten when staffing. Representative Casten's Office is an affirmative action/equal opportunity

employer dedicated to building a community of excellence, equity, and diversity. It welcomes applications from women, underrepresented minorities, individuals with disabilities, protected veterans, sexual minority groups and other candidates who will lead and contribute to the diversification and enrichment of ideas and perspectives.

To apply please submit a cover letter, resume, and a short statement of no more than 300 words about why you're a good fit for this role to Constituent.ServicesIL06@mail.house.gov.

Subject Line: District Outreach Coordinator

MEM-388-22 District Staff Assistant

The Office of Congressman Tom Malinowski seeks a Staff Assistant based in his Somerville NJ Office location. The Staff Assistant will act as the first point of contact for the front office.

Responsibilities include but are not limited to:

- Greet and provide direction to visitors
- Track office inventory
- Process mail
- Oversee office internship program
- Field constituent phone calls
- Log incoming and outgoing correspondence
- Draft responses to constituent correspondence
- Staff the Member in meetings and at public events
- Process and schedule Capitol and White House tour requests
- Liaise with Congressman's DC office staff

Candidates will have an outgoing and positive demeanor, be natural problem solvers with meticulous attention to detail, can remain calm in high stakes situations, and work well as part of a team.

A standard work week is 40 hours with some limited evening and weekend availability required. Applicants must have access to a car. Starting salary for this position is \$50,000 annually. Healthcare and retirement benefits provided with 20 days paid vacation and 10 days paid sick leave annually. Recent graduates are encouraged to apply. This is an entry level position.

This office is an equal opportunity employer. Veterans, LGBTQ individuals, women, and diverse candidates are encouraged to apply.

Interested candidates should send a resume, cover letter, writing sample and three references in a single PDF to NJ07Resumes@mail.house.gov with the subject line DO Staff Assistant.

MEM-380-22 U.S. Representative Norma J. Torres (CA-35) seeks an experienced **Communications Director** to lead an active, bilingual press operation for her Washington, DC office.

Candidate must have experience pitching and placing stories in traditional and digital media and booking the Member on national TV.

Responsibilities include but are not limited to: maintaining relationships with California, national, and international reporters; developing and implementing weekly and long-term strategic communications plans; briefing and preparing the Member for interviews; writing press releases, talking points, and speeches; developing social media content; helping the Chief of Staff implement the Franked communications plan; and assisting on other issues as needed.

The ideal candidate will thrive have strong oral and written communications skills, thrive in a fast paced environment, and be a creative and strategic thinker.

This is not an entry level position and candidates must have previous press-related experience either on or off Capitol Hill. Fluency in Spanish is a big plus. Salary commensurate with experience.

The office is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age, religion, disability, genetic information, national origin, uniformed service, sexual orientation, or gender identity or expression.

Interested candidates should send an email to CA35.OfficeStaff@mail.house.gov with “Comms Director/Press Secretary” in the subject line and include a cover letter, resume, and two writing samples.

MEM-379-22 Scheduler/Office Manager:

Rep. Norma J. Torres seeks an experienced Scheduler/Office Manager for her Washington, D.C. office. Duties will include:

- *Manage and maintain all aspects of the Member’s daily and long-term DC and national schedule;
- *Making all air travel and ground transportation arrangements to and from the district and other locations;
- *Responds to all incoming meeting and scheduling requests;
- *Briefs the Member on all scheduling activities and requests of the Washington, D.C. and district offices;
- *Ensures that the Member has briefing materials for each event by coordinating with event participants and the appropriate legislative and/or district staff;
- *Coordinating the scheduling of press, interviews, radio and television time with the communications team;

- *Submits vouchers for travel and expense reimbursement to the staff member responsible for submitting office bills for payment;
- *Work with other congressional offices, committee staff, leadership office, and the Executive Branch agencies on events and scheduling requests;
- *Assists with office operations, including orientation and training for new staff, assisting departing employees, administering parking space assignments, managing leave and time record for staff, scheduling of rooms for outside group functions, maintaining emergency information for staff, ordering office supplies;
- *Other duties as assigned;

This person will also serve the Congresswoman's drivers; driver's license, good driving record, and access to a vehicle is required. Candidate must be highly organized, detail oriented, work well under pressure, and an efficient self-starter.

Work may include some long hours, nights, and weekends.

Salary is commensurate with experience.

To apply, please email a cover letter and resume to CA35.OfficeStaff@mail.house.gov.

The office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, genetic information, national origin, uniformed service, sexual orientation, or gender identity or expression.

MEM-366-22 Nebraska House Republican seeks a **Staff Assistant** to serve as support staff to maintain the regular daily functions and operations of the official office.

SUMMARY

The primary responsibility of the staff assistant is to serve as support staff for the operations team to maintain the regular daily functions and operations of the Washington, DC office. This could include answering telephones, greeting visitors to the office, assisting with appointments and scheduling, answering constituent requests for general information, giving tours of the capitol, monitoring deliveries, maintaining the front office, and assisting with other various administrative duties.

Typical responsibilities may include, but are not limited to:

- Answering and screening telephone calls for the Member and other staff members.
- Greeting and screening visitors.
- Assisting individuals who have appointments with the Member or other staff members.
- Maintaining handout literature regarding the state and Congress.
- Signing for deliveries and forwarding deliveries to appropriate staff members.
- Maintaining the office answering machine and tracking voicemails.

- Ensuring that requests for assistance are directed to appropriate staff members.
- Maintaining the reception room.
- Maintaining the office guest book.
- Maintaining quick reference sheets of prominent VIPs and a list of frequently requested contacts.
- Recording visitors' opinions, names, addresses, and other relevant information.
- Helping to log mail.
- Performing general typing and administrative assignments.

Email to send resume: Qualified applicants should send a resume to jobs@mikefloodfornebraska.com.

MEM-366-22 Nebraska House Republican seeks a **Staff Assistant** to serve as support staff to maintain the regular daily functions and operations of the official office.

SUMMARY

The primary responsibility of the staff assistant is to serve as support staff for the operations team to maintain the regular daily functions and operations of the Washington, DC office. This could include answering telephones, greeting visitors to the office, assisting with appointments and scheduling, answering constituent requests for general information, giving tours of the capitol, monitoring deliveries, maintaining the front office, and assisting with other various administrative duties.

Typical responsibilities may include, but are not limited to:

- Answering and screening telephone calls for the Member and other staff members.
- Greeting and screening visitors.
- Assisting individuals who have appointments with the Member or other staff members.
- Maintaining handout literature regarding the state and Congress.
- Signing for deliveries and forwarding deliveries to appropriate staff members.
- Maintaining the office answering machine and tracking voicemails.
- Ensuring that requests for assistance are directed to appropriate staff members.
- Maintaining the reception room.
- Maintaining the office guest book.
- Maintaining quick reference sheets of prominent VIPs and a list of frequently requested contacts.
- Recording visitors' opinions, names, addresses, and other relevant information.
- Helping to log mail.
- Performing general typing and administrative assignments.

Email to send resume: Qualified applicants should send a resume to jobs@mikefloodfornebraska.com.

MEM-365-22 Nebraska House Republican seeks an experienced **Scheduler** to maintain the Member's schedule and act as liaison/doorkeeper for the Member with staff, public, and other officials.

SUMMARY

The primary responsibility of the Scheduler is to maintain the Member's schedule and act as liaison/doorkeeper for the Member with the staff, public, and other officials. The Scheduler is part of the Operations Team and, along with the Staff Assistant, reports to the Operations Director.

Typical responsibilities may include, but are not limited to:

- In conjunction with the Operations Director, evaluating requests for meetings with the Member and determining who shall meet with the Member and the length of the meeting.
- Determining which meetings that have been requested with the Member can be handled by a staff person and schedule such meetings.
- Making determinations about the Member's responses to incoming phone calls and meeting requests.
- Preparing and distributing copies of the Member's daily schedule.
- Preparing detailed itineraries for the Member, including important telephone numbers, locations, and contact names.
- Preparing projected schedules for the Member and key staff members.
- Briefing the Member on all scheduling activities of the Washington, DC and state offices.
- Scheduling all staff meetings and briefings with the Member.
- Arranging photo opportunities and other similar events with constituents.
- Making reservations for the Member's air travel, ground transportation, and lodging.
- In conjunction with the Operations Director, determining the priority of matters for the Member and key staff.
- Acting as liaison with the floor staff.
- Acting as the Member's liaison with other Members, the White House, committee staff and government offices in regards to scheduling future meetings with the Member.
- In conjunction with the Operations Director and Chief, reviewing invitations and requests received by the Member, determining which can be declined, and directing that a letter declining the invitation or phone call be made in response, or, if a VIP is involved, drafting correspondence or contacting the VIP to decline the invitation.
- Providing the Member with briefing materials for each event and/or timely notifying the appropriate personnel of upcoming events so they will prepare the necessary background material on the issues that will be subject of the event.
- Organizing special events and projects for the Member.

Applicants should be highly organized and have experience working on the hill or for a high-profile individual, as well as an understanding of a typical Congressional office's procedures and schedule.

Email to send resume to: Qualified applicants should submit a resume to jobs@mikefloodfornebraska.com

MEM-364-22 The Office of Representative Mikie Sherrill is seeking an **Outreach Assistant** for the NJ DISTRICT office.

This position is responsible for maintaining both Rep. Sherrill's district schedule and a comprehensive knowledge of all incoming requests. As outreach assistant, the position provides administrative and outreach support to the district office. As a member of a small cohesive team this position also provides exposure to a wide variety of projects and issues.

RESPONSIBILITIES INCLUDE:

- Organize and maintain incoming requests from constituents, local organizations and staff from District and Washington D.C. offices
- Monitor the district work period schedule of the Congresswoman and anticipate logistical or detail needs
- Coordinate meeting, event scheduling and logistical planning (travel, locations, etc.)
- Work with DC Scheduler and District Directors to effectively and efficiently manage the Congresswoman's time
- Support district team members in scheduling, event staffing, managing outreach lists, letter writing
- Represent the Congresswoman and the District Office at local events
- Undertake projects as needed including research, progress reporting and information gathering

Applicants must have a car and NJ driver's license. Must possess strong written and communication skills. This position requires travel throughout the district and flexible hours, including some work on nights and weekends.

Women, minorities and LGBTQ+ persons are encouraged to apply. No calls or drop-ins.

To apply please send resume, cover letter and references to NAME at resumes.nj11@mail.house.gov with the subject line please put "OUTREACH ASSISTANT APPLICATION"

MEM-363-22 Midwest Republican is seeking an experienced **Press Secretary** to join our Washington D.C. office. The successful candidate will work closely with D.C. and district staff to develop and execute a plan to inform constituents and the media on the Member's work.

Essential Duties:

- Develop and implement communications strategy for the Member. This may include but is not limited to press releases, mass-emailers, the monthly e-newsletter, floor speeches, and op-eds
- Create graphics and videos
- Organize all press engagements (local, state, and national)
- Lead and maintain all website publications and social media activity

Skills and Qualifications:

- Works a flexible schedule
- Previous communications or relevant experience is required
- Hill experience is required
- Midwest ties are preferred, but not required

Interested applicants should send their resume and a writing sample with the subject "First Name, Last Name - Press Secretary Application" to midwesthousejobs@gmail.com

MEM-358-22 Senior Democratic House Member seeks a mid- to senior-level **Legislative Assistant** for his Washington D.C. office. Hill experience in a legislative role or comparable experience is required.

The Legislative Assistant will be responsible for handling a broad range of domestic policy issues, including the member's Science and Technology Committee work. The Legislative Assistant will be responsible for drafting and monitoring legislation, preparing materials for committee hearings and markups, representing the Member in meetings/briefings, working with constituent organizations, and performing other tasks as assigned.

The ideal candidate will have a strong understanding of the legislative process, excellent writing and communication skills, and a demonstrated ability to work effectively in a fast-paced office. Press and communications experience is also a plus, but not required.

Candidates should send a resume, cover letter, and two writing samples to legislativeposition2022@gmail.com.

MEM-355-22 **LEGISLATIVE ASSISTANT**

OFFICE OF CONGRESSWOMAN AYANNA PRESSLEY

THE ROLE:

The Legislative Assistant manages a diverse portfolio of key issues for the office including health care, and supports the Member on her assignment to the Committee on Oversight and Reform. This role reports directly to the Legislative Director.

YOU:

Have experience working in public policy and advocacy and have demonstrated experience advancing legislation, monitoring the House floor and conducting research. You are committed to the progressive values of the office and enjoy working in a fast-paced setting and engaging members of the community, advocates and activists in our legislative work. You believe in shared power and cooperative governing. You have a set of professional and lived experiences that equip you well to serve the Massachusetts 7th and you believe that every person has a contribution to make to our legislative agenda.

ESSENTIAL JOB FUNCTIONS:

- Draft legislation, conduct research, draft talking points, speeches, memos and Congressional oversight letters in partnership with the Legislative Director
- Staff the Congresswoman on hearings, floor activity and events
- Work closely with the Legislative Director and Chief of Staff to effectively communicate and advance key legislative priorities and accomplishments;
- Manage relationships with a large number of local, state and national advocates
- Maintains a good working relationship with the Congresswoman, staff, advocates, and constituents;
- Works well under pressure, can manage multiple projects and in a team setting;
- Accepts performance-based criticism and direction;
- Works a flexible schedule including long hours, nights and weekends; and
- Performs other duties as assigned.

EDUCATION/EXPERIENCE:

Our office prioritizes building a diverse team committed to advocating for the residents of the Massachusetts 7th. 2-5 years of policy, organizing, and/or advocacy experience recommended. As a practice as an office we do not require any pre-requisite degrees. Please expand on how your unique set of experiences suits you to excel in this role in your cover letter. This is not an entry level position.

SKILLS AND KNOWLEDGE REQUIRED:

- Strong writing, editing, and proofreading skills;
- Strong policy analysis skills;
- Knowledge of the legislative process, procedures and organization of the House;
- Demonstrated experience in advancing legislation and proposing solutions through policy;
- Ability to exercise discretion and good judgment in the representation of the Congresswoman's position on policy issues; and
- Ability to work cooperatively and courteously with colleagues, community members, and advocates.

WORKING CONDITIONS:

- Work is mainly performed in an office environment. Noise levels are usually

moderate; and

- Ability to work in a small work station without an expectation of privacy.
- COVID 19 precautions and remote work expectations can be discussed during the interview process. COVID vaccination and one booster shot are required for all full time staff.
- This role is based in Washington, D.C.

COMPENSATION:

The salary for the position is \$75k, along with a competitive benefits package that includes health insurance, dental, federal student loan payments (terms apply) and 16 weeks of paid FMLA.

HOW TO APPLY:

Please submit a single PDF with your resume, cover letter and 3 references to ma7jobposting@gmail.com with the subject line “Legislative Assistant”.

MEM-353-22 New Jersey **Staff Assistant /District Field Representative** – The district office of Congressman Frank Pallone, Jr. seeks a hard-working, organized individual to serve as a Staff Assistant & District Field Representative.

This position primarily entails constituent casework and community outreach. Other responsibilities include meeting with local community officials, representing the Congressman at community and governmental events, special projects, as well as general office work.

Candidates should possess excellent verbal and written communication skills, and must enjoy working with the public. Prior experience in government, the non-profit sector, community and grassroots organizing is preferred. This position is based in New Jersey. Applicants must have a valid driver license.

To apply, please send a resume, cover letter, writing sample, and references by email to NJ06.Jobs@mail.house.gov

MEM-352-22 Congresswoman Doris Matsui (D-CA-06) seeks a **Legislative Assistant** to focus on a portfolio of energy, environment, and climate.

This position will handle the Congresswoman’s Energy and Commerce Energy Subcommittee work and her role as co-chair of the House Sustainable Energy and Environment Coalition (SEEC) and co-chair of the SEEC Nature and Oceans Task Force. The portfolio will be focused on natural climate solutions, clean energy, clean transportation, environmental justice, and energy equity policy; it will also likely include women’s issues, immigration work, and potentially a few other issues.

This is not an entry-level position. Hill experience is strongly preferred. The office is an equal opportunity employer and does not discriminate on the basis of

race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status. Veterans, women, LGBTQ+ persons, and minority applicants are strongly encouraged to apply.

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

MEM-339-22 The Office of Congresswoman Norma Torres seeks an **Office Assistant** for her Ontario, California district office to assist with maintaining day-to-day operations of the office.

Primary responsibilities include:

- Overseeing the front office;
- Greeting and screening visitors;
- Overseeing District Internship Program;
- Assisting with the scheduling process;
- Acting as backup for travel logistics;
- Organizing travel in the district;
- Providing administrative and technical support for the office;
- Answering constituent calls and documenting visitor opinions on issues communicated via telephone;
- Checking office voicemail as necessary;
- Ensuring that requests for assistance are directed to the appropriate staff member in a timely manner;
- Performing general administrative assignments as needed, including, but not limited to: submitting monthly franked mail reports, assisting with expense reimbursements, and tracking supply needs.
- Performing other duties as assigned.

Qualified applicants should be motivated self-starters, highly organized, knowledgeable about the local community, able to multitask, and have strong interpersonal skills. In particular, candidates must demonstrate excellent "people skills," a willingness to learn, attention to detail, and a commitment to their local community and helping others. Spanish language fluency a plus.

To apply, please email a cover letter and resume to CA35.OfficeStaff@mail.house.gov.

The office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, genetic information, national origin, uniformed service, sexual orientation, or gender identity or expression.

MEM-325-22 Congresswoman Jahana Hayes (CT-05) seeks a **Caseworker** to join her team in Waterbury, CT.

Ideal candidates will have prior knowledge of federal agencies; excellent written and verbal communication skills; strong organizational and time management skills; a positive attitude; and an ability to work under pressure and meet deadlines in a fast-paced work environment. Bilingual applicants are preferred.

Duties include:

- Acting as the representative for the Congresswoman within their area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies, persons or groups for effective relationships for the Congresswoman;
- Informing the Congresswoman and the District Director of all happenings in their assigned issue areas by screening district media sources and interacting with constituents;
- Handling casework assignments and assesses casework for problems requiring legislative action and makes recommendations to the District Director and Chief of Staff;
- Monitor scheduled district meetings for the Congresswoman with constituents;
- Logging incoming and outgoing mail and incoming telephone calls relating to casework;
- Preparing periodic reports for the Congresswoman and District Director on pending cases and district activities in his or her assigned issue areas;
- Continually screening active cases and acts as liaison with constituents to ensure that their cases are handled in a responsive manner;
- Maintaining up-to-date files on all cases and categories of information of importance to the office; and
- Performs other duties as assigned.

Women and minority candidates are strongly encouraged to apply.

Interested parties should e-mail a concise cover letter including salary requirements and a resume to CT05jobs@mail.house.gov with the following subject line: Full Name - Caseworker. No phone calls or walk-ins, please.

MEM-322-22 Congresswoman Yvette D. Clarke (NY-09) seeks an experienced **Communications Director** to lead a fast-paced and highly engaged press operation. Applicants must be adaptable, 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. The ideal candidate will be a strong writer with demonstrated political instincts and solid relationships with the Capitol Hill press corps.

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.

Responsibilities include:

- Crafting the office's communications strategy
- Acting as the formal spokesperson and media liaison for the Congresswoman
- Writing and/or editing talking points, op-eds, press statements, press releases, social media, and weekly newsletters on behalf of the Congresswoman
- Working with the Capitol Hill press corps and non-political outlets to book media appearances and pitch stories
- Overseeing the office's mass communications/franking program, and working with the Legislative Correspondent on the office's mail program
- Overseeing the work of the Press Assistant
- Staying up to date on current events and legislation relevant to the Congresswoman, her priorities, and her district

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

- New York City/Brooklyn 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 ny09resume@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-319-22 The Office of Rep. French Hill (AR02) seeks to fill the position of **staff assistant** in the Washington D.C. office.

Primary responsibilities include, but are not limited to, answering phones, processing mail, greeting visitors, processing flag and tour requests, supporting the staff’s day to day activities, and assisting with long term projects.

Ideal candidates will have:

- clear communication skills for verbal and written correspondence;
- a professional demeanor and an upbeat disposition while interacting with visitors
- ability to creatively problems solve in a fast-paced environment;
- time management skills including the ability to prioritize, and track work status.

Arkansas ties are preferred.

Applicants should send their resume and cover letter to AR02.Applications@mail.house.gov, with the subject line ‘Staff Assistant’.

MEM-318-22 The Committee on Ethics has an opening for a **Staff Assistant**.

Duties include assisting the technology needs of Committee staff; editing and maintaining the Committee’s website; answering telephones; assisting with the tracking and processing of committee correspondence; providing administrative support in setting up committee meetings; and entering data and navigating databases with accuracy.

This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Applicants must have excellent organizational skills and a professional telephone manner; good computer skills; proficiency in Microsoft Word and Excel; ability to work cooperatively and courteously with others; ability to use good judgment in responding to inquiries and requests; and flexibility in assisting with daily tasks and projects.

Applicants with experience or interest in learning information technology assistance are strongly encouraged to apply. Please email cover letter and resume with “Staff Assistant” in the subject line to ethicsjobs@mail.house.gov

NO PHONE CALLS PLEASE

MEM-314-22 North Bay legislative office seeking **District Scheduler/Office Manager**.

Responsibilities include coordinating the Member’s California schedule by making travel and meeting arrangements while anticipating and responding to day-to-day developments; serving as the office's primary point of contact for constituents, elected officials, and nonprofit and advocacy organizations seeking meetings in the district; coordinating with staff (including field, legislative, and press) to identify schedule priorities, and then working proactively to make short- and long-term decisions to implement plans; working directly with the District Director and Member on logistics.

Also responsible for assisting the Capitol office and District Director on maintaining financial and expense records, and with various administrative duties, and managing special projects including the district internship program.

Opportunities for additional responsibilities commensurate with skills and abilities. A successful candidate will be highly organized, detail oriented, possess strong writing skills, have experience working in a fast-paced office, and the ability to maintain a professional, flexible, and positive demeanor while managing multiple and competing tasks and projects.

Please send cover letter and resume to CA02.Requests@mail.house.gov with the subject like “CA02 District Scheduler/Office Manager.”

MEM-306-22 The Office of Congressional Ethics (OCE), an independent, non-partisan investigative entity established by the United States House of Representatives, seeks two attorneys, one with 2-4 years experience, and one with 5-10 years of experience, to serve as **Investigative Counsel**.

The Investigative Counsel reports to the Staff Director and Chief Counsel and will be responsible for conducting sensitive inquiries into allegations of possible violations of federal law and ethical standards of conduct by current Members, Officers and Staff of the House of Representatives and advising the Staff Director and Chief Counsel on legal and policy matters.

The OCE is seeking attorneys interested in the OCE’s work supporting ethics and transparency within the House of Representatives. The Investigative Counsel would join a small, Washington, DC-based, investigative team, and would be eligible to apply for hybrid work accommodations combining in-person core days and remote work.

Core Responsibilities:

- Review information received by OCE, discern possible violations, and identify facts requiring further investigation
- Plan, organize and conduct investigations regarding allegations and advise the Staff Director and Chief Counsel regarding appropriate evaluation of cases
- Advise the Staff Director and Chief Counsel on legal issues in matters under investigation and on broader legal and policy issues involved in the operations of OCE
- Draft lengthy and detailed memoranda, reports, and referrals for Board consideration and potential public release

Qualifications:

- Demonstrated ability to conduct and direct complex legal research and present the results in a clear, precise and persuasive manner
- Thoroughness and careful attention to detail
- Strong oral and written communication skills
- Strong legal judgment and demonstrated professional integrity
- Experience auditing large sets of data or evidence and providing detailed analysis
- Desirable but not required:
 - *Investigative experience with high-profile and sensitive matters;
 - *Experience with investigations involving public officials;
 - *Experience with campaign finance or ethics law;
 - *Experience conducting interviews or depositions;
 - *Experience writing public reports or legal documents; and
 - *Advanced proficiency in development and use of electronic databases, and other computer skills including knowledge of current information technology tools related to investigations

Ability to:

- *work independently or as part of an investigative team;
- *manage multiple tasks and projects;
- *work well under pressure and tight time deadlines; and
- *exercise discretion and independent judgment

Duties:

- Developing investigative strategies and implementing investigative plans
- Reviewing evidence and data in order to analyze, develop, and provide detailed written and oral reports of findings
- Identifying information to substantiate or disprove allegations and assess the likely sources of that information
- Collecting and reviewing documents, electronic media, and physical evidence
- Interviewing witnesses and subjects
- Performing other duties as assigned

Requirements:

- Ability to pass Security Background Investigation to obtain Top Secret clearance
- Graduation from an ABA accredited law school and active bar membership

Applicant Instructions:

Please send cover letter, short writing sample, and resume (electronic submissions preferred) to:

Omar S. Ashmawy
Staff Director and Chief Counsel
Office of Congressional Ethics
United States House of Representatives
P.O. Box 895
Washington, DC 20515-0895
OCEJOB@mail.house.gov

MEM-300-22 Congressman Mike Garcia (CA-25) seeks an experienced **Scheduler**.

Main responsibilities include maintaining the Member's daily and long-term schedules for both DC and the District; organizing and evaluating all incoming meeting requests and invitations; keeping the Member on schedule throughout the day; working with legislative and communications staff to ensure the Member is prepared for events/meetings; coordinating travel arrangements; processing and managing expenses and reimbursements for the Member; and communicating with constituents by phone and email to address requests, concerns, and questions.

Additional responsibilities include other administrative tasks.

Candidates should be highly organized, detail-oriented and able to multi-task, resourceful, team-oriented, and have a positive attitude.

This position requires availability outside of regular business hours including some weekend availability as needed.

This is NOT an entry-level position. Applicants should have previous scheduling experience (at least one year in a similar position). Salary is commensurate with experience.

Interested candidates should send a cover letter and resume via email to Charles.navarro@mail.house.gov with "Scheduler" in the subject line.

MEM-298-22 The office of Congresswoman Suzan DelBene (D-WA) seeks a dynamic press **assistant/staff assistant** with strong digital media skills.

Press assistant tasks include sending daily clips, developing social media content, drafting press materials, and assisting in other aspects of the team's fast-paced media operation. Strong writing skills with expertise and passion for digital

media are required. Staff assistant duties include maintaining the front office, overseeing tours and flag requests, and ensuring day-to-day operations run smoothly. Hill experience and Washington state ties are a plus. If you have salary requirements, please include them in your application.

The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation. Diverse candidates are strongly encouraged to apply. Please mention any Pacific Northwest ties in your cover letter.

To apply, please send your cover letter, resume, and two 1-2 page writing samples or a digital portfolio to Washington.Resumes@mail.house.gov and put "Press Assistant" in the subject line.

MEM-231-22 **Constituent Liaison:** Senior Democratic Member of Congress seeks an energetic, organized, creative, self-starter to join the District Office of her very active and visible constituent services staff.

Constituent Services staff assists the Member in responding to constituent issues and problems with federal agencies, staying on top of everyday events in the Member's district, and keeping the community connected to the Member's work.

In addition, constituent services staff also help with neighborhood events. Candidate must be able to work with patience and skill in resolving the problems of constituents and handle multiple tasks and issues effectively while making sure agencies respond in a timely manner and assuring our office responds to constituent requests and concerns while meeting deadlines.

A successful candidate will be able to work independently and think outside the box about various constituent issues and community events. Prior community or casework experience is helpful.

The ideal candidate will have significant experience interacting with the public, excellent writing and communication skills and a working knowledge or strong interest in the District of Columbia and its local government. Candidate must possess a bachelor's degree and be, or be willing to become, a resident of the District of Columbia.

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

This position is open until filled. Salary: based on skill and experience level.

MEM-208-22 The Office of Congressman Steven Horsford (D-NV-04) seeks an experienced **Communications Director** based in the DC office to develop and execute the

Congressman's communications strategy as a member of the House Ways and Means, Armed Services, and Budget committees.

Applicants must be creative, detail-oriented, and comfortable working long hours and producing high-quality work under tight deadlines.

The Communications Director will serve as the spokesperson and primary communications advisor to Congressman Horsford and will supervise the work of junior communications staff. They will be responsible for executing an aggressive communications plan that generates positive local and national media coverage, reaches diverse communities, and expands the Congressman's reach to new audiences.

Responsibilities include but is not limited to:

- Working with Congressman Horsford, the Chief of Staff, the Deputy Chief of Staff, and the District Director to develop strategic messaging priorities.
- Managing all day-to-day external communications from the office, including press releases, remarks, floor speeches, interview memos, newsletters, op-eds, and social media.
- Proactively identifying opportunities to expand Congressman Horsford's local and national media profile and working closely with the Congressional Black Caucus, the House Labor Caucus, and other affiliated caucuses on shared priorities.
- Pitching stories to local and national press and planning press conferences, press calls, and other press events.
- Developing a strategic plan and budget for all communications programs.
- Designing and implementing a creative digital communications program, including both paid advertising and organic social media. The Communications Director will also be responsible for keeping the Congressman's website up-to-date.
- Overseeing franked communications and a robust 499 program.

This is not an entry-level position, and candidates must have previous press experience on or off Capitol Hill. Strong oral and written communications skills are required. Prior experience managing franked communications is a plus.

The ideal candidate must be collaborative, creative, energetic, detail-oriented, able to multi-task, politically astute, and willing to work long hours in a fast-paced and demanding setting.

Women, people of color, LGBTQ+ individuals, people with disabilities and members of other underrepresented communities are strongly encouraged to apply. Individuals who can fluently read and write Spanish, Mandarin, Tagalog, or other languages beside English are strongly encouraged to apply.

Experience with video editing and graphic design is also a plus and Nevada ties a plus.

Salary is commensurate with experience.

Candidates should submit a cover letter, resume, three writing samples, and three professional references to NV04Resume@mail.house.gov with “Communications Director” in the subject line. All submissions must be in a single PDF file.

MEM-069-22 The Office of Congressman Steven Horsford (D-NV-04) seeks a **Press Media Secretary** based in the DC office to work closely with the Communications Director, based in the district office to develop and execute the Congressman’s communications strategy as a member of the House Ways and Means, Armed Services, and Budget committees.

The Press Media Secretary must be and stay up to date with the latest digital, technical, and social media trends. Able to express the Congressman's voice creatively and promote social media presence, ensuring high web traffic and constituent engagement.

Applicants must be creative, detail-oriented, and comfortable working long hours and producing high-quality work under tight deadlines. This position serves as a part of the Communications team and reports directly to the Director of Communications based in the district, however, this person will be the main point of contact in the D.C. office.

Responsibilities include but are not limited to

- Acts as a formal spokesperson and media liaison for the Member;
- Managing the Congressman’s social media platforms, developing a weekly content calendar, and drafting rapid response content during breaking news moments.
- Maintaining the Congressman’s website and drafting new website content covering key policy issues.
- Preparing daily press clip summaries and monitoring the Congressman’s media mentions.
- Writing a weekly newsletter, creating digital ads, and participating in other efforts to keep constituents of Nevada’s Fourth District informed about the work of a busy Congressional office.
- Helping to plan and staff communications-focused events for the Congressman, both in-district and in Washington D.C.
- Writing short-form speeches and video scripts and preparing video clips of the Congressman for public distribution.
- Building relationships with allies and online influencers to amplify Congressman Horsford’s digital message and expand his online reach.
- Perform all other duties as required

The candidate will report to the Communications Director and work closely with legislative and district staff. The ideal candidate will have experience in or interest in learning about aspects of the office's traditional press operations, including writing press releases, drafting talking points and speeches, forming relationships with members of the media, and pitching stories.

This is an ideal position for someone with 1-2 years of communications or digital experience. Applicants must be passionate about public service, well-organized, and have the ability to work on weekends and holidays when necessary. Individuals who can fluently read and write Spanish, Mandarin, Tagalog, or other languages beside English are strongly encouraged to apply.

Women, people of color, LGBTQ+ individuals, people with disabilities and members of other underrepresented communities are strongly encouraged to apply. Individuals who can fluently read and write Spanish, Mandarin, Tagalog, or other languages beside English are strongly encouraged to apply. Experience with video editing and graphic design is also a plus. Nevada ties are a plus, but not required.

Salary is commensurate with experience. Candidates should submit a cover letter, resume, three writing samples, and three professional references to NV04Resume@mail.house.gov with "Press/Media Secretary" in the subject line. All submissions must be in a single PDF file.