



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of May 23, 2022**

**MEM-268-22 SUMMARY:**

The Office of Congresswoman Ayanna Pressley (MA-07) seeks a highly motivated **Digital/Press Assistant** to support the Communications Director and Press Secretary in all aspects of the office's fast-paced and dynamic communications operation, including drafting and editing social media copy, designing digital content for the Congresswoman, and media monitoring. This role reports to the Communications Director.

**ESSENTIAL JOB FUNCTIONS:**

- Support implementation of digital communications and public relations strategies for the Congresswoman;
- Compile daily press clips and stay informed about current events in the district and across the country for their impact on the Congresswoman;
- Draft social media content and other written materials, and manage all of the Congresswoman's social media accounts;
- Create graphics, film and edit photos and videos, including clipping, captioning and branding;
- Manage the Congresswoman's website and maintain robust digital archives and analytics trackers for the Congresswoman;
- Staff digital events and video recordings with the Congresswoman;
- Support with logistics for town halls, press conferences, and other public-facing engagements, both virtual and in-person;
- Remain abreast of current legislative and non-legislative issues about which the

Congresswoman may be questioned;

- Support on administrative functions of the office as needed, such as constituent calls and data entry;
- Maintain a good working relationship with the Congresswoman, staff, and constituents;
- Work well under pressure, handle stress, and accept performance-based criticism and direction;
- Work flexible schedule including long hours, nights and weekends, and perform other duties as assigned.

#### EDUCATION/EXPERIENCE:

Our office prioritizes building a diverse team committed to advocating for the residents of the Massachusetts 7th. 1-3 years of digital, graphic design, press, organizing, or advocacy experience is strongly recommended. As a practice as an office we do not require any pre-requisite degrees. Ties to Massachusetts preferred, but not required.

Please expand on how your unique set of experiences suits you to excel in this role in your cover letter.

#### SKILLS AND KNOWLEDGE REQUIRED:

- Strong communications skills, including writing, editing, and proofreading;
- Experience creating content using Adobe Suite (Illustrator, Photoshop and Premiere or Premiere Rush)
- Understanding of print, broadcast, and online media;
- Proficiency in constituent management platforms, such as IQ, preferred.
- Strong organizational skills, and ability to manage multiple tasks at once;
- Knowledge of current issues and events in which the Congresswoman is involved;
- Ability to exercise discretion in the representation of the Congresswoman's position on policy issues;
- Ability to work cooperatively and courteously with others.

#### WORKING CONDITIONS:

- Work is mainly performed in an office environment. Noise levels are usually moderate;
- Ability to work in small a workstation without an expectation of privacy.
- COVID-19 precautions and remote work expectations can be discussed during the interview process.
- This role is based in Washington, D.C. and requires as-needed travel to Massachusetts.

#### COMPENSATION:

The salary for the position is \$57,000, 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 your resume, cover letter, 3 digital/creative samples and 3 references to [ma7jobposting@gmail.com](mailto:ma7jobposting@gmail.com) with the subject line "Press/Digital Assistant." Digital portfolios or websites also accepted for creative samples.

**MEM-267-22** The office of Representative Sean Casten (D, IL-06) seeks a **Staff Assistant/Intern Coordinator** for their Glen Ellyn, Illinois district office.

The District Office Staff Assistant shall be responsible for managing the district office administrative functions. They shall manage incoming constituent communications, organize, and maintain correspondence and outreach material and handle all Congressional greeting requests. The Staff Assistant shall report directly to the District Director. The starting salary for this position is \$45,000.

Specific duties include but are not limited to:

- Answers and logs incoming phone calls, conducts casework intake, and greets office visitors
  - Manages and tracks all incoming and outgoing mail to include timely submission of monthly reports
  - Manages district written outreach efforts by drafting and preparing certificates and letters
  - Identifies event and correspondence opportunities
  - Manages office supply requisitions and inventory lists
  - Staffs the Congressman and serves as staff representative for the Congressman at meetings and events
  - Supervises the District Office intern program to include the recruitment, training, and management of district office interns
  - Assists with planning, organizing, and executing district outreach efforts
  - Plans, organizes, and leads execution of the Congressional Art Competition
- Position Qualifications:
- Bachelor's degree (B.A.) in Political Science, Public Relations, Communications, or relevant studies preferred but not required.
  - Strong oral and written communication skills
  - Highly organized with strict attention to detail
  - Congressional Office or similar experience preferred but not required

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](mailto:Constituent.ServicesIL06@mail.house.gov).  
Subject Line: District Staff Assistant

**MEM-265-22** Senior Democratic Member is seeking an enthusiastic, well organized, and professional individual to serve in the role of **Staff Assistant**.

The successful applicant will be personable, organized, possess excellent communication and time-management skills, the ability to exercise sound, independent judgment, and the ability to work cooperatively and courteously with others.

Additional daily tasks include answering phones, processing mail, assisting with constituent requests for information, coordinating tours, and other administrative duties supporting the Member and staff as needed.

To apply, please send a resume and a cover letter to [staffassistant2022@yahoo.com](mailto:staffassistant2022@yahoo.com). No walk-in applicants or phone interviews.

**MEM-263-22** The Office of Congressman Kweisi Mfume seeks a **Communications Director** for his Washington, DC Office. The ideal candidate is highly-organized, passionate, friendly, and has noteworthy experience.

The Communications Director manages and coordinates the messaging and communications activities, including media contacts, for the Member and the Office. Traditional and digital communications are managed by the Communications Director including press statements, press releases, mass emails, social media posts, and website updates.

The applicant must be an excellent writer with strong organizational skills, demonstrated political instincts, and proven judgment. Ideal candidate has at least five years of communications and messaging experience in the public and/or private sector, including campaign or government, and robust media contacts. The position reports to the Member and Chief of Staff.

The position requires an incredible attention to detail. 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. Due to COVID-19 work is often from home.

Applicants should send a resume and cover letter to [MD07employment@mail.house.gov](mailto:MD07employment@mail.house.gov). Applications will be considered on a rolling basis, but no application will be considered later than June 24, 2022. No phone calls, faxes, or separate emails.

**MEM-262-22** 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](mailto:CA02.Requests@mail.house.gov) with the subject like "CA02 District Scheduler/Office Manager."

**MEM-261-22 SCHEDULER** – Congressman Mark Pocan (WI-02), member of both the House Appropriations and Education & Labor Committees, is seeking a highly motivated, detail-orientated, and energetic individual with excellent oral and written communications skills for a scheduler position in the Washington, DC office.

Daily tasks include managing and maintaining the Member's daily and long-term DC, state and national schedule; coordinating travel, booking flight reservations, and managing logistics for events; evaluating and organizing all incoming meeting and event requests; communicating key information regarding the Member and the Member's schedule to staff; and working closely with both DC and District staff to ensure smooth daily office operations. Candidates must be available to assist the member outside of regular business hours.

This position requires candidates with proven experience in administrative roles, knowledge of the Congressional work setting, and comfort working one-on-one with the Member, Chief of Staff and District Director. Experience drafting correspondence letters welcomed. Excellent writing, verbal and strong organizational skills are essential along with the ability to be a self-starter while working in a fast paced environment. A sense of humor is greatly appreciated.

Previous Capitol Hill or scheduling experience is required; this is not an entry level position and title could also include “Office Manager” if candidate has previous experience in that area.

Qualified candidates should submit a cover letter, resume, and one writing sample to [WI02JobOpening@gmail.com](mailto:WI02JobOpening@gmail.com) with “Scheduler” in the Subject Line. Job opening closes at the end of business on Friday, May 27th. No phone calls, faxes or drop-ins please.

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

**MEM-259-22** Congressman Tom McClintock (CA-04) seeks a **Scheduler** for his Washington, D.C. office.

Interested candidates should send resumes and cover letters to [gopwesternjobs1776@gmail.com](mailto:gopwesternjobs1776@gmail.com).

The Scheduler will be expected to work closely with the Chief of Staff to coordinate the Member’s DC schedule, arrange travel plans, and manage day to day logistics. Additionally, this role will oversee the office’s intern program.

**Job Duties:**

- Works with the Member, Chief of Staff, and District Director to determine and finalize the Member’s daily and long-term schedule.
- Manage all incoming meeting requests and invitations.
- Coordinates all travel arrangements.
- Process/schedule all incoming tour requests.
- Manage the office’s internship program.

**Requirements:**

- Able to coordinate and manage several scheduling activities with multiple parties
- Able to manage varying priorities and adapt to rapidly changing situations impacting the schedule
- Experience handling sensitive information and maintaining confidentiality
- Adaptable and organized with a keen attention to detail
- Strong decision-making skills and comfortable navigating challenging situations
- Works well under pressure

**MEM-258-22** **Staff Assistant** (Oceanside, CA)  
OFFICE OF REPRESENTATIVE MIKE LEVIN  
REPORTS TO: District Director

#### SUMMARY:

This position is responsible for managing the front desk and all administrative duties of the Oceanside office. The staff member in this role interacts regularly with constituents and responds to correspondence and verbal communications with constituents. This staff member is located primarily in the Oceanside office but may be required to travel on occasion to the Dana Point office.

#### ESSENTIAL JOB FUNCTIONS:

- \*Manages the front desk
- \*Collaborates with Dana Point and Washington, D.C. Staff Assistants to log all incoming mail and correspondence
- \*Tracks office supplies
- \*Assists with recruiting, interviewing, training, and management of Oceanside interns
- \*Oversees production and tracking of certificates and proclamations
- \*Manages the Congressional App Challenge program and other projects, as assigned
- \*Screens phone calls and refers cases, when appropriate, to other district office
- \*Sorts incoming mail
- \*Scans and sends invoices to DC office
- \*Logs all incoming and outgoing mail and incoming telephone calls relating to casework in IQ
- \*Maintains records of incoming grants, constituent recognition and thank you letters
- \*Prepares material for the Weekly Report
- \*Meets attendance requirements as established by the office
- \*Maintains a good working relationship with the Congressman, staff, and constituents
- \*Performs other duties as assigned
- \*Takes initiative to identify needs and takes action to complete tasks required
- \*Knowledge of office policies, practices, and procedures

#### SKILLS AND KNOWLEDGE REQUIRED:

- \*Strong oral and written communication skills
- \*Familiarity with local, state, and federal agencies and departments
- \*Familiarity with all issues and events in the district in which the Congressman is involved
- \*Proficiency with word processing and spreadsheets
- \*Professional telephone manner
- \*Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner
- \*Ability to perform the essential job functions above
- \*Ability to work cooperatively and courteously with others
- \*Thoroughness and careful attention to detail

To apply: Please send resume, cover letter, and three professional references to: [CA49.applications@mail.house.gov](mailto:CA49.applications@mail.house.gov)

This 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. We strongly value the diversity of our employees and encourage candidates from diverse backgrounds to apply, including women, people of color, and members of the LGBTQIA community.

**MEM-256-22    Legislative Correspondent/Legislative Aide**  
**OFFICE OF CONGRESSMAN SETH MOULTON**

**SUMMARY:** Congressman Seth Moulton (MA-06) is seeking a legislative staffer to handle both the mail program and a policy portfolio including agriculture, food security, animal welfare, modernization, and other issues as determined by the office's needs and in consultation with the applicant's interests. This office is an equal opportunity employer and strongly encourages candidates from diverse backgrounds to apply.

**Responsibilities**

- Managing the mail program, responding to thousands of pieces of constituent per week
- Presenting data-driven biweekly reports on the state of the mail program
- Drafting new letters in the Member's voice which reflect his policy positions on emergent topics of interest to our constituents
- Assisting the legislative staff in developing vote recommendations for bills up for a vote on the House floor
- Finding new legislation for the Member to cosponsor and which aligns with his values and views
- Drafting letters and original pieces of legislation
- Meeting with constituents and various groups, representing the Member's views and communicating his priorities
- Helping, in conjunction with the staff assistant, to manage the interns, providing both real-time feedback on their work and mentorship

**Qualifications**

- At least 1 year of Hill experience
- Strong writing capabilities, including the ability to quickly adopt the Member's voice
- Ability to accurately represent the Member's views in meetings with various groups
- Preferred: Strong mastery of the Google Suite, especially Google Sheets and Forms
- Preferred: Massachusetts ties



TO APPLY:

Please provide a resume and cover letter to [ma06.resumes@mail.house.gov](mailto:ma06.resumes@mail.house.gov), with the subject line “LC/LA” by Tuesday, May 24, 2022 at 11:59pm.

**MEM-255-22** 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 and Hill experience is strongly preferred, but not required. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status. Veterans, women, LGBTQ+ persons, and minority applicants are strongly encouraged to apply.

To apply, please send a resume, cover letter, and references in a single PDF to [seniordemresumes@gmail.com](mailto:seniordemresumes@gmail.com). Please use “Energy/Enviro LA” as the subject.

**MEM-254-22** Congresswoman Doris Matsui (D-CA-06) seeks a **Legislative Assistant** to focus on a portfolio that may include appropriations, housing, education, civil rights, financial services, foreign affairs, and AmeriCorps among other issues.

Responsibilities will include managing the Member’s existing legislative initiatives within the portfolio; identifying and developing new areas for legislative and other action; briefing and staffing the Member for meetings and events; and other responsibilities as necessary.

This is not an entry-level position. Excellent writing and communication skills, sound political and policy judgment, and the ability both to work independently and to collaborate with others in a fast-paced environment is essential.

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](mailto:seniordemresumes@gmail.com). Please use “Appropriations/Housing LA” as the subject.

**MEM-251-22** Congressman Ritchie Torres: **Press Assistant** or **Press Secretary**

Rep. Ritchie Torres (NY-15) is seeking an organized and creative communications staffer to join a fast-paced team.

Duties will include assisting the Communications Director in developing and implementing a communications and digital media strategy, working closely with the District team to amplify local events, media monitoring, maintenance of the Member’s social media accounts, drafting and posting content for social media, producing graphics and videos, editing photos and videos, compiling daily press clips, and assisting with the drafting of press releases and media advisories, e-newsletters, franked mailings, op-eds, and other responsibilities as assigned.

Qualified candidates should have graphic design experience, a knowledge of video editing software, strong writing skills, and a familiarity with social media management. The position requires attention to detail and strong written and oral communication skills, as well as the ability to work collaboratively in a fast-paced, team environment. New York ties and Spanish-language skills are strongly preferred. Title is commensurate with level of experience.

Responsibilities include:

- Assist with management of social media platforms and developing a creative digital strategy;
- Design graphics and producing videos for social media;
- Generate ideas for press, mass mailings, and newsletters;
- Draft press releases, advisories, talking points, and brief remarks;
- Assist with communications outreach to district stakeholders and Member offices;
- Oversee press intern(s)

Please send a resume, cover letter, and two writing and one digital sample to: [reptorresjobs@gmail.com](mailto:reptorresjobs@gmail.com) “Communications Staffer” in the subject line. Equal Employment Opportunity Employer.

**MEM-246-22** The Congressional LGBTQ+ Equality Caucus seeks a hardworking, organized, and detail-oriented **Press Secretary/Digital Manager**.

The Congressional LGBTQ+ Equality Caucus, which is Chaired by Rep. David Cicilline (RI-01), works to promote equality for all, regardless of sexual orientation or gender identity, and is committed to achieving the full enjoyment of human rights for LGBTQ+ people in the U.S. and around the world. The

Equality Caucus serves as a resource to Members of Congress, their staff, and the public on LGBTQ+ issues at the federal level.

Ideal candidates will be excellent writers, detail-oriented, organized, self-starters, team players, and able to produce high quality work in a fast-paced environment under tight deadlines.

Ideal candidates will also have experience working with the press and creating social media content, including graphics. Experience on Capitol Hill or working on LGBTQ+ issues is a plus but not required. This is not an entry-level position. Candidates should have 2-3 years of communications experience. Salary is commensurate with experience.

The LGBTQ+ Equality Caucus is an Equal Opportunity Employer. The caucus benefits from a staff that reflects the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply. The caucus does not discriminate on the basis of race, color, religion, sex (including marital or parental status), sexual orientation, gender identity and expression, disability, age, or national origin.

Responsibilities include:

- Developing communication plans, in coordination with the Executive Director, to increase the Caucus' reach in the news and on digital platforms and to highlight the work of Caucus members;
- Managing the Caucus' website and social media channels, including updating the website, drafting Facebook posts, tweets, and Instagram posts, and creating graphics and videos;
- Creating communication resources for Caucus Member offices, including social media toolkits, messaging guidance, and talking points;
- Drafting press releases, communicating with the press, and organizing press conferences;
- Drafting the Caucus' weekly newsletter;
- Building and maintaining relationships with Caucus Members' communications staff;
- Assisting the Executive Director, as needed, with coordinating events and briefs, membership outreach, tracking LGBTQ+ legislation, and policy work; and
- Other duties as assigned.

Applications will be reviewed on a rolling basis. Interested candidates should send a resume, cover letter, and a short writing sample, as a single PDF, to [equality.caucushire@mail.house.gov](mailto:equality.caucushire@mail.house.gov). Please put "Press Secretary/Digital Manager – [Your First and Last Name]" in the subject line.

**MEM-244-22 Staff Assistant**

Representative Spanberger seeks a Staff Assistant for her Washington, D.C. office. Qualified applicants should be motivated self-starters, highly organized, detail-oriented, able to multitask, have exceptional interpersonal skills, and ability to thrive in a fast-paced environment.

Candidates must demonstrate excellent “people skills,” most importantly displaying compassion in all interactions, and a strong commitment to providing outstanding constituent service.

The ideal candidate should: be able to think on their feet, be a problem-solver, demonstrate excellent oral and written skills, maintain a positive demeanor, and demonstrate resilience in a busy environment.

Primary responsibilities include: managing the front office, including answering, appropriately logging, and directing telephone calls; greeting visitors; monitoring office deliveries; distributing hard and electronic mail; and other administrative duties. The Staff Assistant will also serve as the office tour coordinator and will be responsible for managing constituent requests for Capitol and White House tours, as well as constituent requests for flags flown over the Capitol.

Representative Spanberger’s office is an equal opportunity employer. The office does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identify, national origin, age, genetic information, disability, or uniformed service.

Please submit a resume, cover letter, 1-page writing sample, and two references to [spanberger.inquiries@mail.house.gov](mailto:spanberger.inquiries@mail.house.gov) with “DC Staff Assistant” in the subject line. Applications will be reviewed on a rolling basis. Annual salary for this position is \$50,000.

**MEM-242-22 U.S. Rep. Lloyd Doggett (D-Texas) seeks a **Legislative Assistant** with Hill experience. This is not an entry level position. Excellent written and oral communication skills required. Advanced degree a plus.**

Send resume, brief writing sample, and three references to [DoggettJobs@mail.house.gov](mailto:DoggettJobs@mail.house.gov). Use this title on your email: “Legislative Assistant Application”

No drop-ins or calls please.

**MEM-241-22 Press Assistant/Deputy Press Secretary:**

Position Summary:

The Democratic staff of the House Committee on Veterans’ Affairs seeks a Press

Assistant/Deputy Press Secretary to work closely with the Communications Director to implement the Committee Communications Strategy.

They will lead the drafting of press materials, monitor media and issues relevant to the Committee, primarily handle press inquiries and media relationships, and largely be responsible for day-to-day press operations. On occasion, and in consultation with the Communications Director or Senior Staff, they will serve as the on-the-record spokesperson.

In an effort to build a diverse and more inclusive work environment, the committee strongly encourages veterans, minorities, women, people with disabilities, and LGBTQ+ candidates to apply.

Title and salary negotiable depending on experience. Starting salary is \$55K.

All candidates are required to complete an Online Application via <https://docs.google.com/forms/d/e/1FAIpQLScLDNEck7GezSWFthWkageU5X4EG9JmGlaxSTeJfOhLDt4BZw/viewform> to be considered. There you can upload your resume, cover letter, and writing sample.

Essential Job Functions:

- Lead the development of talking points, remarks, statements, press releases, advisories, and caucus messaging guides
- Lead the coordination, preparation, and execution of media interviews, speaking engagements, and press conferences
- Monitor and track media appearances, manage media relationships, and work with policy subject matter experts to identify opportunities for media engagement
- Assist with rapid response efforts
- Assist Committee Member offices with any press related needs
- Hire, manage, and supervise press interns
- Staff Chairman at press events

Minimum Qualifications:

- 3+ years' experience working in communications or related field
- Excellent written and verbal communications skills
- Willing to execute day-to-day tasks and work successfully within a team
- Ability to work in a fast-paced environment, prioritize tasks, and adapt quickly and easily for rapid response

Exceptionally Qualified Candidates will have:

- On-the-record press experience
- Demonstrated understanding of or familiarity with veterans' issues
- Capitol Hill experience

**MEM-240-22** Senior Democratic House Member seeks a mid-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](mailto:legislativeposition2022@gmail.com)

**MEM-237-22** The office of Congressman Jake Auchincloss (D, MA-04) is seeking a **Digital Director / Press Secretary** to work closely with the Communications Director to elevate the Member's communications operation and strategically run a social media program.

Duties will include staffing the Member at open press events in the District and DC and working closely with the District team to amplify local events, media monitoring, maintenance of the Member's social media accounts, drafting and posting content for social media, producing graphics and videos, editing photos and videos, maintaining the website, compiling daily press clips, and assisting with the drafting of press releases and media advisories, e-newsletters, franked mailings, opeds, and other responsibilities as assigned.

The ideal candidate will be organized, detail-oriented, tech-savvy, able to work long hours in a fast-paced environment, have superior writing and proofreading skills, and the ability to work closely and collaborate with Senior Staff both in the District and in DC.

Requirements include previous experience building audiences online and maintaining social media accounts, excellent writing skills, ability to work well on a team, experience in principal management, and experience meeting tight deadlines under pressure.

This position will require work outside standard office hours and can be based in either Washington, DC or Massachusetts with regular travel required. Previous congressional or campaign experience and photography/videography/graphic design skills are strongly preferred.

Please indicate in the application if you have on-the-record experience.  
Congressman Auchincloss' office is an equal opportunity employer. Title and salary are competitive and negotiable based on previous experience.

The office does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service.

Qualified candidates should submit a cover letter, resume, and 1-2 writing samples or sample graphics/videos or tweets to [AuchinclossJobs@gmail.com](mailto:AuchinclossJobs@gmail.com).

**MEM-234-22** TITLE: **Research Assistant**, Subcommittee on Economic Opportunity, House Committee on Veterans' Affairs, Republican Staff

REPORTS TO: Republican Staff Director, Subcommittee on Economic Opportunity

**CORE RESPONSIBILITIES:**

- Provides administrative, legislative, and research support to Subcommittee staff, and assists with other duties as assigned.

**QUALIFICATIONS:**

- Bachelor of Arts or Science;
- Work, internship, or other experience in a professional environment;
- Strong writing skills;
- Proficiency in Microsoft Office;
- Organizational skills;
- Problem solving skills;
- Strong verbal communication;
- Team oriented;
- Ability to work well under pressure; and,
- Strong attention to detail.

**DUTIES:**

- Answering the telephone and responding to caller inquiries;
- Reviewing incoming mail and preparation of correspondence;
- Maintaining Subcommittee archive, activities report, and relevant publications;
- Assisting with Subcommittee hearings and full Committee hearings on matters within Subcommittee jurisdiction;
- Maintaining the Subcommittee's outstanding deliverable requests made to the Department of Veterans Affairs (VA);
- Determining and tracking the status of pending legislation;
- Participating in staff-level negotiations, to include knowledge of background information on legislation being considered;
- Assisting Subcommittee staff in organization of, and preparation for, hearings, to include determination of Minority agenda, preparation of research and hearing briefing memo, and development of questions;

- Conducting meetings with VA, veteran service organizations or other scheduled parties;
- Briefing subcommittee Members' staff;
- Drafting remarks for Ranking Member and suggested questions for hearings;
- Preparing memorandums for the full Committee and Subcommittee Ranking Members on matters under the jurisdiction of the Subcommittee;
- Research preparation of hearings by reviewing previous hearing transcripts, relevant statutes, and VA policy; and,
- Responsible for all other duties assigned by the full Committee Ranking Member, Staff Director, or Deputy Staff Director; and assist other Committee staff, as needed.

**How to Apply:**

Qualified candidates please send résumés and cover letter only to the following e-mail address: [VAR.Resumes@mail.house.gov](mailto:VAR.Resumes@mail.house.gov) with "EO Republican Research Assistant" in the subject line. No calls or walk-ins, please.

**MEM-232-22** The Select Subcommittee on the Coronavirus Crisis in the U.S. House of Representatives conducts investigations to ensure the nation's response to the coronavirus crisis is efficient, effective, and equitable.

Chairman James E. Clyburn seeks to fill a **Counsel or Professional Staff** position on the Majority staff. The ideal candidate will be an attorney or policy professional with several years of investigative or litigation experience. Recent law school graduates with relevant professional experience prior to attending law school may be considered on a case-by-case basis.

Responsibilities include leading investigations, conducting depositions and transcribed interviews, preparing for hearings, and drafting reports.

Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Candidates must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills.

Please send a resume and cover letter to [SSCCJobs@mail.house.gov](mailto:SSCCJobs@mail.house.gov), with "Counsel / Professional Staff" 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](mailto:dc00.nortonresume@mail.house.gov).

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

**MEM-230-22 SUMMARY:**

The Office of Congresswoman Alma S. Adams, Ph.D. is seeking a **Chief of Staff** to act as the Member's chief policy advisor.

This position develops and implements all policy objectives, strategies and operating plans for the Member's offices and manages and directs all activities and staff of the Member's Washington D.C. and district office(s), as well as coordinates the activities of the Member with Leadership and committee office(s).

**ESSENTIAL JOB FUNCTIONS:**

- \*Supervisory: Directly supervises up to eighteen full time employees and up to four part-time and temporary employees; carries out responsibilities in accordance with office policy and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performances; rewarding and disciplining employees; addressing complaints; and resolving problems;
- \*Manages the Washington, D.C. and district office staffs;
- \*Sets and oversees the administration of office goals, policies and procedures and has oversight responsibility for all personnel matters including hiring, salary, and disciplinary decisions;
- \*Manages long-term legislative plan of the Member;
- \*Coordinates and supervises the efforts of all employees including the press and constituent service staffs;
- \*Conducts staff meetings;

- \*Approves strategies and tactics on legislative issues;
- \*Acts as the Member's principal liaison and responds to office visits and telephone inquiries from constituents and various interest groups;
- \*Maintains a good working relationship with the Member, staff, constituents, stakeholders, and other political offices;
- \*Speaks to local and national groups, as well as the press, when the Member is unavailable;
- \*Oversees the office budget;
- \*Accepts performance-based criticism and direction;
- \*Works well under pressure and handles stress;
- \*Meets attendance requirements as established by the office;
- \*Works a flexible schedule including long hours, nights and weekends; and
- \*Performs other duties as assigned by the Member.

#### EDUCATION/EXPERIENCE:

A minimum of a bachelor's degree in political science or related field, including strong academic credentials is preferred. Alternatively, five years of related experience or training in management and/or legislation or equivalent experience.

#### SKILLS AND KNOWLEDGE REQUIRED:

- \*Thorough knowledge of legislative process and of House organization and procedures;
- \*Thorough knowledge of local, state and federal agencies and departments;
- \*Thorough knowledge of the Members' Congressional Handbook and House Rules;
- \*An understanding of the district and federal political process;
- \*Provides necessary organization, supervisory leadership, and motivation to manage a House office;
- \*Ability to perform essential job functions above;
- \*Ability to maintain a good working relationship with the Congresswoman, staff and constituents;
- \*Ability to work cooperatively and courteously with others;
- \*Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- \*Excellent oral and written communication skills;
- \*Knowledge of the office policies, practices, and procedures;
- \*Knowledge of office computer applications; and
- \*Proficiency in word processing.

#### WORKING CONDITIONS:

- \*Work is mainly performed in an office environment. Noise levels are usually moderate; and;
- \*Ability to work in a small workstation without an expectation of privacy.

Qualified applicants should send a cover letter and resume, along with three references to [nc12.resume@mail.house.gov](mailto:nc12.resume@mail.house.gov). Please use CHIEF OF STAFF in the

subject line when submitting your materials. The office is an equal opportunity employer.

**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](mailto:NV04Resume@mail.house.gov) with “Communications Director” in the subject line. All submissions must be in a single PDF file.

**MEM-149-22** **Staff Assistant:** 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.

The staff assistant is responsible for coordinating mail and casework distribution; answering the phones; and preparing letters of greetings, condolences and congratulations on behalf of the Member. Responsibilities may also include casework assignments if the District Director finds that the staff assistant can take on such work while paying the required attention to his/her already assigned tasks. The staff assistant also serves as intern coordinator by recruiting, training, scheduling and assigning duties.

The ideal candidate will have a bachelor’s degree, significant experience interacting with the public, excellent writing, and communication skills. Candidate must be a resident of the District of Columbia or willing to move immediately to D.C., if hired.

Applications accepted until filled. Salary is based on skill and experience level. Interested applicants should send a resume, cover letter, references and two writing samples to: [DC00.NortonResume@mail.house.gov](mailto:DC00.NortonResume@mail.house.gov)

**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](mailto:NV04Resume@mail.house.gov) with “Press/Media Secretary” in the subject line. All submissions must be in a single PDF file.