



U.S. House of Representatives

CAO

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MEMBER AND COMMITTEE VACANCY LISTING

Week of June 20, 2023

MEM-312-23 Digital Assistant – Congressman Colin Allred (TX-32)

The Digital Assistant will report directly to the Communications Director to support digital communications and outreach. A successful Digital Assistant will use graphics, videos and engaging messaging to drive growth and communicate with North Texans by managing the Congressman's social media channels, email newsletter and other digital platforms.

Responsibilities will include:

- Manage weekly social media calendar – including drafting, planning and scheduling all posts in close coordination with the Communications Director.
- Manage the creation and editing of videos, graphics and website content.
- Share on-call responsibilities with the Communications Director during nights and weekends for breaking news and urgent social media posts.
- Prepare weekly media reports, and send daily media clips reports.
- Work with interns to draft video scripts and other communications materials.
- Assist with Future Forum-related communications including social media posts.
- As needed, assist the Communications Director, Director of Constituent Communications and Press Secretary with media relations, speechwriting, franked materials, staffing the Congressman and other communications projects.
- As needed, helping with office functions and assisting constituents.

The ideal candidate has strong verbal and writing skills, familiarity with graphics and video editing, the ability to collaborate with staff at every level in a fast-

paced environment under deadlines, and a sense of humor. Candidates with Texas ties are strongly encouraged to apply. Prior digital communications experience of 1-2 years is preferred.

Interested applicants should e-mail 1) a resume, 2) a cover letter, and 3) two writing or creative samples (such as graphics or videos) to tx32.resumes@mail.house.gov with the subject "Digital Assistant: LAST NAME" by June 30, 2023. The office seeks candidates who reflect the diversity of Texas. Women, veterans, people of color, and LGBTQ+ candidates are strongly encouraged to apply.

Applicants with disabilities who require a reasonable accommodation to participate effectively in the application or hiring processes are encouraged to request accommodation at any time during those processes.

MEM-310-23 **Staff Director**, Subcommittee on Disability Assistance and Memorial Affairs, House Committee on Veterans' Affairs

Core Responsibilities:

- Serve as the principal advisor to the full Committee Chairman, subcommittee Chairman, and Republican Members for issues under the jurisdiction of the Subcommittee.
- Provide in-depth policy analysis and political strategy for issues that fall under the jurisdiction of the Subcommittee.
- Lead and supervise the implementation of the Subcommittee's legislative initiatives including the formulation, drafting, introduction, passage, negotiation, and enactment of all legislation under the jurisdiction of the Subcommittee.
- Supervise the Subcommittee staff in the organization of, and preparation for, hearings, to include determination of the Republican agenda, briefing of witnesses and Members, and drafting remarks and questions for Chairman.
- Conduct informational and oversight meetings with Administration officials, VA and other agencies, Veteran Service Organizations, non-profit organizations, industry experts, and veterans on all issues under the jurisdiction of the Subcommittee.
- Plan and supervise implementation of the Subcommittee's oversight agenda of issues within its jurisdiction, including sending requests for information, writing oversight letters, conducting oversight visits, reviewing document productions, cultivating sources of information, determining the veracity of information received, and other oversight measures, as needed.
- Build relationships with internal and external partners, including Veteran Service Organizations, member offices, industry, and contacts within the Department of Veterans Affairs and other government agencies to promote and enact the legislative and oversight agenda of the Subcommittee, and that of the full Committee Chairman.
- Represent and discuss the full Committee or Subcommittee Chairman's views at various conferences and speaking events.

- Responsible for all other duties assigned by the full Committee Chairman, Staff Director, or Deputy Staff Director; as needed.

Minimum Qualifications:

- Bachelor of Arts or Science
- At least five to seven years of relevant policy or legislative experience.

Required Skills:

- Ability to lead and mentor Subcommittee staff
- Team oriented
- Ability to establish working relationships
- Strong writing and editing skills
- Problem solving
- Strong verbal communication
- Ability to work well under pressure
- Attention to detail

Employees may be eligible for the following benefits:

- Sick and Annual Leave
- Student Loan Repayment Program
- Federal Employees Health Benefits Program
- Thrift Savings Plan
- Federal Employees' Group Life Insurance Program
- Federal Long-Term Care (LTC) Insurance
- Flexible Spending Accounts (FSAFEDS)
- Dental & Vision Insurance Program (FEDVIP)
- Metro or Parking Benefits

Other Information:

Employment with the U.S. House of Representatives is at-will. The U.S. House of Representatives is an equal opportunity employer. All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), disability, or age. Transportation and all related travel expenses associated with the interview and hiring process must be paid by the applicant.

How to Apply:

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

MEM-309-23 Rep. Raul Ruiz, M.D., the Ranking Member of the House Select Subcommittee on the Coronavirus Pandemic, is seeking a **Senior Counsel** to join the Democratic staff of the Select Subcommittee.

Responsibilities include conducting depositions and transcribed interviews, drafting reports and memoranda, negotiating with counsel, and preparing for congressional hearings. Candidates must have superior attention to detail, work well under pressure, be self-motivated, and enjoy collaborative work

environments. A minimum of four years of legal experience is required, with prior experience in direct investigations or congressional oversight strongly preferred.

Women, LGBTQI+, and BIPOC candidates are strongly encouraged to apply.

Please send a resume and cover letter as PDFs to SSCPJobs@mail.house.gov, with “Senior Counsel” in the subject line. Please attach the resume and cover letter with the file name using the following format:

“LastName.FirstName.Resume” and “LastName.FirstName.Cover Letter.” No unsolicited calls, emails, or drop-ins, please.

The Select Subcommittee on the Coronavirus Pandemic is authorized to investigate a broad range of matters pertaining to the coronavirus pandemic under H. Res. 5. The Select Subcommittee was established within the Committee on Oversight and Accountability, which is the primary investigative committee of the United States House of Representatives, with jurisdiction to investigate “any matter” at “any time” under House Rule X.

MEM-307-23 Congresswoman Jill Tokuda (HI-02) seeks a **District Scheduler** for her Honolulu Congressional Office.

This position will play a critical role in the connecting the Congresswoman with constituents and communities in her district, and will work closely with both the Hawaii and DC teams. As the primary lead for scheduling when the Congresswoman is in Hawaii, this position will provide assistance with building and maintaining district scheduling operations, as well as assisting with administrative functions in the district office. This position requires an understanding of the second congressional district and an excitement to engage with constituents and community. Attention to detail, strong communication skills, and the ability to collaborate effectively with all team members is essential for this position.

Primary duties include, but are not limited to:

- Building the member’s daily and long-term schedule for Hawaii and managing this system;
- Responding to all incoming scheduling requests for Hawaii;
- Booking and coordinating travel within Hawaii;
- Ensuring the member, staff, and external stakeholders have key information about the schedule;
- Compiling daily briefing materials for the member from staff and other sources and delivering an electronic and hard copy of these materials to the member;
- Managing fiscal matters for the district office;
- Providing administrative support as needed, including but not limited to answering phones and constituent calls, processing mail, and preparing correspondence;

- Supporting the team with special events and ad hoc projects; and
 - Other duties as assigned.
- Salary will be commensurate with experience.

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

Interested candidates must submit an application to kendra.oishi@mail.house.gov by June 26, 2023. Candidates should submit a cover letter, resume, and references.

MEM-306-23 Southern California Democratic Office seeks **Digital Assistant** to support a very active, Washington, DC office.

This individual reports to the Communications Director and will be responsible for creating content for social media platforms, drafting constituent outreach including e-newsletters, recording and editing videos, and updating the website.

In addition, the Digital Assistant will manage live streaming, photography, and videography for DC-based events, as well as assist the Press Assistant in other communication areas, including media outreach.

Candidates will be team-oriented, creative, and strong writers who understand social media trends. This individual will have experience with photography, graphic design, and video editing. Previous digital communications experience on Capitol Hill, a campaign, or at a communications firm is strongly preferred. The ideal candidate is energetic, detail-oriented, able to multitask, and willing to work in a fast-paced and demanding setting. Spanish fluency and Southern California ties are a plus.

Interested applicants should email a cover letter, resume, a writing sample, and two examples of graphics or other digital communications work to CA26Resumes@gmail.com with “Digital Assistant: Last Name, First Name” in the subject line.

No phone calls, faxes, or walk-ins, please. This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

MEM-305-23 **DPCC COMMUNICATIONS DIRECTOR** – The House Democratic Policy and Communications Committee seeks an experienced Communications Director.

The Communications Director will work with the Executive Director to design and execute strategies that advance the message priorities and values of House Democrats; create messaging guidance, event suggestions, sample releases, and other communications tools; help Democratic offices pitch stories, hold strong

local press events, and position Members in the media; and assist in bolstering paid communications programs in Democratic offices.

The Communications Director is also expected to assist with the planning and execution of regular DPCC message meetings and policy dinners; support DPCC outreach initiatives; and assist with daily tasks and long-term planning. Spanish language fluency and experience with constituency media is strongly preferred.

This is not an entry-level position; a strong background in communications on Capitol Hill is required. DPCC is an equal opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ+ identification, family status, or military status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

Applications will be accepted on a rolling basis until the position is filled. DPCC will contact the best qualified candidates to begin our interview process.

To apply, please email jobs.DPCC@mail.house.gov with the following application materials attached as one combined PDF: 1. Cover letter; 2. Résumé; 3. Two writing samples, with one coming from work on Capitol Hill; and 4. Two references including name, current title and organization, phone number, email, and a one-sentence description of your relationship to the reference (we will not contact these references without contacting you first).

MEM-301-23 Rep. Josh Gottheimer seeks qualified candidates for the position of **Deputy Chief of Staff of Operations** in his DC office.

Ideal candidates will have:

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

Responsibilities include:

- Ability to perform each of the essential job functions set forth below.

- Serving as a member of the Congressman’s senior staff.
- Supervising the Scheduler and Staff Assistants including providing feedback and conducting performance reviews.
- Knowledge of and adherence to office policies, procedures, and practices
- Managing the scheduling and operations process end to end with minimal direct involvement from the Chief of Staff and other senior staff including:
- Working with a variety of stakeholders to balance the Member’s time between commitments.
- Working with the Scheduler to evaluate and schedule incoming requests and invitations in DC and the District.
- Working with the operations team to ensure that briefing materials are provided for each event and meeting and ensuring that staff have appropriate advance notice of needs.
- Ensuring office policies are followed.
- Ensuring office supplies and routine office purchases are kept up to date.
- Ensuring travel arrangements are properly coordinated.
- Other duties as assigned.

This position reports to the Chief of Staff. The salary range is \$80,000 - \$100,000, commensurate with experience.

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

Applicant Instructions:

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

MEM-300-23 Congressman Steven Horsford (NV-O4) seeks a highly motivated, hard-working, skilled and experienced **Legislative Director** to help shape and manage a robust legislative portfolio.

Congressman Horsford is a member of the Armed Services and Financial Services Committees, Chair of the Congressional Black Caucus, and an active frontline member. Previous legislative experience on Capitol Hill is required, and Nevada ties are a plus. Ideal candidates will have experience managing and mentoring staff, thinking strategically and will possess a sophisticated understanding of the legislative process, along with excellent writing, organizational and time management skills. The ideal candidate will primarily be

responsible for managing a legislative portfolio that consists of healthcare, taxes, gun violence prevention, and other issues.

Candidates should be creative, proactive and self-motivated, and have an ability to operate effectively under pressure and work closely in a team atmosphere in this fast-moving, dynamic office.

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, age, disability, military status, marital or parental status. Women, people of color and LGBTQAI+ candidates are strongly encouraged to apply, as are candidates with Nevada ties.

Salary is competitive and commensurate with experience, along with generous benefits and professional development opportunities.

Interested candidates must include a cover letter, resume, two page max writing sample and three professional references in a single PDF file.

Email submissions to the Director of Administration, Selena Harvey at nv04resumes@mail.house.gov. Subject line must read " MEM-NV04-LD-23_last name". No calls please. Individuals selected for an interview will be contacted.

MEM-295-23 Congressman Adam Smith (WA-09) seeks a **Staff Assistant** in his Washington, D.C. Office.

The Staff Assistant runs the front office of the Congressman's D.C. Office and supports office operations. Primary duties include answering incoming calls, greeting visitors to the D.C. office, processing tour, flag, and other constituent requests, and administrative duties related to running the office. The Staff Assistant will also assist the Legislative Correspondent with the constituent mail program, including processing and sorting incoming messages in Intranet Quorum (IQ).

The ideal candidate will have excellent organizational and time-management skills; strong customer service skills, particularly for telephone and in-person conversations with constituents; and an ability to work cooperatively in a fast-paced environment.

Salary range is \$52k+, dependent on qualifications and experience, with Federal employee benefits including the student loan repayment program. Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. State and/or district ties are a plus.

Interested candidates should submit a cover letter and resume

to WA09.jobs@mail.house.gov with the subject line: “Full Name - Staff Assistant” by Wednesday, June 14.

MEM-293-23 Title: Professional Staff Member

Reports to: Deputy Staff Director/Director of Oversight

Job Summary: This Professional Staff member assists in meeting the

Committee’s oversight responsibility in the areas of campus security, House operations, Legislative Branch operations, etc. Under the direction of the Deputy Staff Director/Director of Oversight, this Professional Staff member implements approved oversight strategy, identifies potential oversight issue areas and pinpoints opportunities to employ committee oversight tools (i.e. hearings, meetings, briefings, etc.). This position has mid-level staff responsibilities.

Major Duties:

- *Exercises the Committee’s oversight responsibilities over campus security, House operations, and Legislative Branch operations.
- *Meets regularly with Legislative Branch agency officials and tracks issues, initiatives and legislation related to the areas of oversight responsibilities.
- *Identifies opportunities for official Committee oversight hearings and meetings and prepares supporting materials for hearings and meetings regarding areas of oversight responsibilities.
- *Initiates and prepares legislative and policy recommendations for consideration by Deputy Staff Director/ Director of Oversight.
- *Drafts internal and external correspondence for issues in areas of oversight responsibilities.
- *Responds to inquiries and requests from Member and Committee offices.
- *Manages information flow and ensures that appropriate information reaches relevant stakeholders.
- *Manages initiatives and special projects within the Committee’s operational jurisdiction
- *Maintains relevant oversight issue area archives, including traditional and electronic files and ensures that files are accessible.
- *Ensures appropriate information sharing amongst House Administration Majority and Minority staff as well as Committee Member liaisons.
- *Contributes to the achievement of the Committee’s goals and executes ideas towards these goals through a creative and proactive style.
- *Exercises discretion and independent judgment in the conduct of committee activities in close supervision with the Deputy Staff Director/Director of Oversight.
- *Performs other duties as assigned.

Requirements & Proficiencies:

- *Bachelor’s degree in a discipline related to the position or an equivalent level of professional work experience required.
- *Knowledge of the operations of Member and Committee offices.

- *Knowledge of the structure and operations of the House officers and House operations generally.
- *Ability to initiate and maintain positive working relationships with key stakeholders within the Legislative Branch.
- *Strong communications skills, both written and verbal.
- *Strong organizational and administrative abilities.
- *Strong analytical, problem-solving and decision-making skills.
- *Knowledge of services available to House offices.
- *Knowledge of Committee Rules & House Rules.
- *Completes assigned tasks and prioritizes those tasks in an efficient manner; must be able to complete tasks in a high pressure environment that may require tight deadlines.
- *Acts with integrity and in a fair and equitable fashion toward all House Members and staff.
- *Thorough knowledge of Microsoft Office applications.

All interested applicants should send their resume and cover letter to Aubrey.Wilson@mail.house.gov with the subject line "Applicant for Oversight Professional Staff Member".

MEM-291-23 DEPUTY CHIEF OF STAFF/LEGISLATIVE DIRECTOR
OFFICE of CONGRESSMAN JONATHAN JACKSON (IL-01)

SUMMARY:

The Deputy Chief of Staff/Legislative Director, together with the legislative staff, advises the Congressman on all legislative areas. This position assists in the development of policy positions and legislative initiatives and assists in managing the office's legislative staff.

ESSENTIAL JOB FUNCTIONS:

- *Supervisory: Oversees up to four legislative employees. Responsibilities include participation in interviewing, hiring, and training legislative staff; planning, assigning and directing work; appraising performance; addressing complaints; and resolving problems;
- *Ensures that the legislative staff is properly focused on carrying out the Member's legislative goals;
- *Works to formulate positions on legislative issues;
- Monitors legislative activity on the House floor and handles long-term and short-term legislative planning for the Member;
- *Oversees the progression of bills with which the Member is involved as they move from Committee to the floor;
- *Recommends strategies and tactics on bills and positions;
- *Assigns legislative staff areas of responsibility and monitors and assists the Chief of Staff in evaluating the legislative staff work;
- *Trains and supervises legislative staff and ensures that legislative staff complies with office policies, practices, and procedures;

- *Schedules and directs legislative staff meetings;
- *Meets with groups of constituents or other office visitors, as necessary;
- *Recommends co-sponsorships of legislation to the Member;
- *Writes and reviews legislative memos;
- *Participates in the hiring of legislative staff, together with the Chief of Staff and the Congressman, when necessary;
- *Oversees activities of the office in the absence of the Chief of Staff;
- *Maintains up-to-date status reports on all legislation affecting the district, legislation in which the Congressman is a principal sponsor, or legislation on which the Congressman is a cosponsor;
- *Monitors and reports on floor action to the Congressman and the Chief of Staff;

- *Coordinates responses to all legislative mail;
- *Assists organizations and constituents in the district with federal matters;
- *Maintains a good working relationship with the Member, staff and constituents;
- *Accepts performance-based criticism;
- *Works a flexible schedule including long hours, nights, and weekends;
- *Meets attendance requirements as established by the office;
- *Works well under pressure and handles stress; and
- *Performs other duties as assigned.

EDUCATION/EXPERIENCE:

A bachelor's degree or higher education level is preferred, including strong academic credentials. Additionally, legislative experience on Capitol Hill, and/or other legislative experience is beneficial.

SKILLS AND KNOWLEDGE REQUIRED:

- *Thorough knowledge of legislative process and of House organization and procedures;
- *Thorough knowledge of Members' Congressional Handbook and House Rules;
- *Ability to perform essential job functions above;
- *Ability to work cooperatively and courteously with others;
- *Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- *Provides necessary organization, supervisory, leadership and motivation to manager the legislative staff;
- *Excellent oral and written communication skills;
- *Knowledge of 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 work station without an expectation of privacy.

Interested applicants should send a resume to Autumn.Ford@mail.house.gov

MEM-290-23 The Office of Congresswoman Sara Jacobs (CA-51) is looking for a dynamic, full-time **Community Representative** for her San Diego office.

Primary responsibilities include overseeing a community outreach and federal casework portfolio on behalf of the Office – including serving as the Office’s liaison to San Diego’s military and veteran communities – to ensure Congresswoman Jacobs can stay connected and responsive to the community.

The ideal candidate will have strong San Diego ties; experience working with service members and/or military families; exceptional communication, organizational, and writing skills; and a genuine desire to serve constituents contacting Congresswoman Jacobs for assistance. Bilingual and previous customer service skills are a plus.

This is not a 9-5 position and will include evenings and weekend events and meetings.

Application instructions: Applicants should submit a letter of interest, résumé, and a list of at least three references by email to the District Director, Paola Guzman, at SaraJacobs.Resumes@mail.house.gov with “Community Representative - [Last Name]” in the subject line. Application materials are due by 5pm PT on Monday, July 3, 2023; applicants selected to move on to the next round will be contacted shortly thereafter. No phone calls please.

The Office of Congresswoman Jacobs 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-289-23 The Office of Congressman Dan Kildee seeks a full-time **Staff Assistant** for the Washington, D.C. office.

Responsibilities include handling all aspects of front office operations, including greeting and engaging with constituents, answering incoming telephone calls, handling tour and flag requests, supporting DC staff, and managing the DC internship program. The Staff Assistant will work closely with the Director of Operations.

Candidates must have excellent oral and written communication skills, a self-starting personality, a desire to continually learn, an eagerness to work in a collaborative office environment and a commitment to public service. Applicants should be detail-oriented and possess strong organizational skills. Michigan ties are highly encouraged.

Please send a resume and cover letter to kildeejobs@gmail.com with the subject line "Staff Assistant Application." Please no walk-ins or phone calls. This office is an equal opportunity employer and encourages all qualified candidates to apply.

MEM-288-23 Congresswoman Hillary Scholten (MI-03) seeks a collaborative and creative **Digital Assistant/Director** – title commensurate with experience – to join her DC office.

Ideal candidates are team-oriented, self-motivated, and resourceful. Successful applicants will write well, be proficient in graphic design and video production, able to work under deadlines, be proactive and a strategic thinker who works well with others.

This staff position reports to the DC-based Senior Communications Director.

RESPONSIBILITIES

- Create weekly social media and communications plans in collaboration with Communications Director
- Create graphics for social media, newsletters, visual presentations and mail that effectively communicate an idea or policy clearly
- Manage livestreaming, photography and videography at DC-based events
- Oversee regular updates to the Congresswoman's website
- Monitor social media and media reports regarding legislative, national and local issues
- Produce video content to share on social media and with local stakeholders
- Other duties as assigned

PREFERRED EXPERIENCE

- Proficiency in Adobe Creative Suite, Canva or other design programs required
- Candidates with ties to Michigan are strongly encouraged to apply

The Office of Congresswoman Hillary Scholten is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, religion, sex, national origin, age, disability, sexual orientation or gender identity. 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.

TO APPLY: Email cover letter, resume, one writing sample, two graphic design samples, and 2-3 references to Rikki.Miller@mail.house.gov with the subject line "[Last Name, First Name] Digital Opening." Please no unsolicited drop-ins, phone calls, or emails to the office.

MEM-287-23 The Office of Rep. Abigail Spanberger (VA-07) is seeking an experienced, highly-motivated **Legislative Assistant**. The Legislative Assistant will handle one of the following two portfolios (with some flexibility):

1. Healthcare, drug reform, opioid crisis, seniors, pensions, social security, labor
2. U.S. Competitiveness, manufacturing, trade and supply chains, transportation, infrastructure, energy, technology

Responsibilities will include drafting and advancing legislative proposals, preparing the Member for hearings and markups, meeting with stakeholders and constituents, providing vote recommendations, and performing additional tasks as assigned. The best-qualified candidates will have policy experience in one or more of those issue areas, Hill experience, strong writing and analytical skills, and the ability to operate with grace and humor in a fast-paced environment.

Other advantages include experience in a frontline office, ties to Virginia, and advanced education. This is not an entry-level position. Starting salary for Legislative Assistants is \$65,000; candidates with prior experience as a Legislative Assistant may qualify for a higher title and pay band.

Applicants should email a cover letter, resume, two writing samples, and three references to Spanberger.Inquiries@mail.house.gov with “Legislative Assistant – [Last Name]” as the subject line. Please include in your cover letter a sentence describing your preferred portfolio.

This office is an equal-opportunity employer. We do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity. Women, people of color, and candidates from diverse backgrounds are strongly encouraged to apply.

MEM-286-23 Rep. Seth Moulton (MA-06) is seeking an experienced DC-based **Scheduler** to manage the Member’s daily and long-term DC and MA schedule.

The Scheduler manages two operations staff (one in DC and one in MA) and a Scheduling Assistant. The Scheduler organizes and tracks all events and invitations, travel arrangements, and Member preparation, in consultation and coordination with the appropriate staff. This person must also be detail-oriented, friendly, and must display exemplary judgment in a fast-paced and rapidly changing environment.

Qualifications/Prior Experience:

- Bachelor's Degree
- 1+ years of experience in scheduling (Congressional scheduling experience preferred)
- Highly organized
- Team-oriented

- Strong problem solving abilities
- Ability to balance competing priorities
- Superior written and verbal communication skills
- Comfortable working in Gsuite/Gcal, Slack

Role and Responsibilities:

- Operationalizes the strategic priorities of the office
- Works directly with DC and DO special assistants in coordinating all daily movements
- Hires and manages Northeastern Co-op (Scheduling Assistant)
- Provides scheduling update and read ahead in DC, district, and leads all scheduling meetings with senior staff and Seth
- Manages task assignment and completion within the scheduling team, and responsible for schedule execution
- Oversees calendar data information requests

Please send a resume and cover letter to ma06.resumes@mail.house.gov. Applications will be accepted on a rolling basis. The salary for this position is commensurate with experience.

This position requires regular availability by phone and email outside of typical business hours. Our office is an equal opportunity employer and women, people of color, members of the LGBTQ+ community, and members of other traditionally underrepresented communities are encouraged to apply.

MEM-285-23 Senior Legislative Assistant or Counsel

The Office of Congresswoman Pramila Jayapal (WA-07) is seeking a Senior Legislative Assistant or Counsel to lead the office's Judiciary portfolio.

The Congresswoman is a Member of the House Judiciary Committee and the Ranking Member on the Subcommittee on Immigration Integrity, Security and Enforcement. This position will lead on all issues within the jurisdiction of the Judiciary Committee (except Immigration), which include but are not limited to: antitrust, courts, criminal justice, elections, protection of civil rights and civil liberties, and intellectual property.

Responsibilities include but are not limited to:

- Preparing and staffing the Congresswoman for committee hearings and markups including proposing strategic approaches, drafting remarks and questions, understanding issues sufficiently to respond to questions;
- Advancing current and new legislative initiatives including idea generation, building support, legislative drafting and producing accompanying materials, such as speeches, policy memos, and factsheets;
- Developing expertise in new issue areas as they arise;
- Representing the Congresswoman's priorities with external stakeholders;
- Building and maintaining relationships with external and internal stakeholders

including advocacy organizations; academics; fellow Congressional and Committee offices; and

- Carrying out additional duties as required.

Job Requirements:

- Passionate about public service and committed to progressive values;
- Excellent writing and time management skills;
- Ability to digest new content with a political and ideological lens that is appropriate for the office;
- Previous Hill experience strongly preferred;
- Poised, level-headed, flexible, collaborative, team oriented; and
- Eager to learn, grow, and thrive in a dynamic and high-paced environment.

The Office of Congresswoman Pramila Jayapal is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. State and/or district ties are a plus. Prior Hill experience is strongly preferred. Position location is Washington, DC.

Candidates should submit their resume, cover letter, two writing samples, and references in PDF format to jobs.pramila@mail.house.gov with “Judiciary Counsel/Senior LA”: [Applicant’s First and Last Name]” in the subject line. No calls or drop-ins please.

MEM-284-23 **TITLE: Investigator**, U.S. House Committee on Veterans’ Affairs, Republican Staff

REPORTS TO: the Staff Director, Subcommittee on Oversight and Investigations

Core Responsibilities:

- Under the guidance of the Subcommittee Staff Director, conduct investigations into the Department of Veterans Affairs.
- Conduct oversight of Subcommittee issue areas, including Department implementation of laws, regulations, and programs.
- Develop investigative strategies and implementing investigative plans
- Review evidence and data to analyze, develop, and provide detailed written and oral reports of findings
- Interview witnesses and subjects
- Assist the Subcommittee Staff Director in advising the Full Committee leadership and Subcommittee leadership on legislative initiatives
- Draft hearing, markup, and floor statements for the Full Committee leadership and Subcommittee leadership
- Assist in determining Full Committee and Subcommittee hearing topics and prepare for hearings
- Meet with congressional staff and internal/external organizations on behalf of the Committee
- Perform other duties as assigned by the Subcommittee Staff Director, Full

Committee Deputy Staff Director, and Full Committee Staff Director

Qualifications:

- Undergraduate degree required
- At least three years of relevant work experience, including experience leading or working on investigations
- Excellent writing, editing, and proofreading skills
- Excellent oral communication skills
- Thoroughness and careful attention to detail
- Demonstrate ability to exercise discretion and independent judgment in the formulation and recommendation of policy positions
- Knowledge of current issues and events in which the Full Committee leadership is involved
- Ability to work long hours, under pressure, and be cooperative and courteous with others
- Domestic travel will be required (up to 40% of the time), with the possibility of international travel.
- Work independently or as part of an investigative team

Benefits:

Employees may be eligible for the following benefits:

- Sick and Annual Leave
- Metro benefits or parking
- Student Loan Repayment Program
- Federal Employees Health Benefits Program
- Thrift Savings Plan
- Federal Employees' Group Life Insurance Program
- Federal Long-Term Care (LTC) Insurance
- Flexible Spending Accounts (FSAFEDS)
- Dental & Vision Insurance Program (FEDVIP)

Other Information:

Employment with the U.S. House of Representatives is at-will. The U.S. House of Representatives is an equal opportunity employer. All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), disability, or age. Transportation and all related travel expenses associated with the interview and hiring process must be paid by the applicant.

How to Apply:

Interested candidates should send their cover letter and resume to james.whittaker@mail.house.gov "O&I Investigator" in the subject line.

What to Expect Next:

Your resume and cover letter will be reviewed to determine if you are among the

top candidates. If you are one of the top candidates, you will be contacted for an interview.

MEM-282-23 The Office of Congressman Mike Garcia (CA-27) has an immediate need to hire an experienced communications/media relations professional to serve as the office's **Communications Director**.

This full-time position is primarily based in the Washington, D.C. office. However, the position requires some travel to the district to support media relations and press events.

The Communications Director is expected to work closely with the Member, Chief of Staff, Legislative Director, Press Secretary, and District Director to develop and execute a coordinated plan to advance the Member's communications goals. The Communications Director will be responsible for managing a highly active press shop.

Responsibilities include but are not limited to: pitching and booking national and local media, working with the press secretary to develop and distribute press materials, writing and placing op-eds, managing the communications budget, and overseeing the development and distribution of a large mass mail and digital advertising program.

The ideal candidate will have proven experience with pitching and booking national media, is a strong writer, organized, and detail-oriented. A strong candidate will also have experience in defense and national security policy communications. California ties are a plus. Previous Hill and Communications Director experience is preferred.

To apply, please send an email with the subject line "Communications Director – [NAME]" with your cover letter, resume, a writing sample, and three work references to mikegarciapress@gmail.com

MEM-280-23 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.

DUTIES:

- Answering the telephone and responding to caller inquiries;
- 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);
- Participating in staff-level negotiations, to include knowledge of background information on legislation being considered;
- Assist in drafting legislation for the Subcommittee;
- 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 the Chairman and suggested questions for hearings;
- Preparing memorandums for the full and subcommittee Chairman 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 Chairman, Staff Director, or Deputy Staff Director; and assist other Committee staff, as needed.

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
- Strong verbal communication
- Team oriented
- Ability to work well under pressure
- Attention to detail

How to Apply:

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

What to Expect Next:

Your résumé and cover letter will be reviewed to determine if you are among the top candidates. If you are one of the top candidates, you will be contacted for an interview.

MEM-279-23 The House Democracy Partnership (HDP), a bipartisan commission of the House of Representatives that works to strengthen democratic institutions in more than

20 partner countries around the world, is seeking a full-time, permanent **Deputy Director**.

This is a senior-level position that requires substantial experience working in foreign policy or international development in the U.S. government and/or at non-governmental organizations, as well as significant experience in communications. Experience serving on congressional committees or commissions, familiarity with U.S.-funded democracy and governance programs, and/or organizing executive-level training or international exchange programs is strongly preferred.

The Deputy Director will assume significant responsibility for the following commission functions, with his/her final portfolio to be based on the successful candidate's knowledge, skills, and experience:

- Develop and drive a multi-channel communications strategy including preparing all communications material, social media content, reports, speeches, and website maintenance;
- Assist with implementation of all HDP programs, including outbound congressional and staff delegations, U.S.-based training programs, ad hoc technical assistance missions, and periodic assessments of current or prospective partner countries;
- Participate directly in HDP programs as a member of outbound congressional and staff delegations and an active participant in U.S.-based training programs;
- Conduct periodic evaluations of HDP's programs and activities, and directing other strategic planning activities as required;
- Advise HDP members on developments related to HDP partner countries and to U.S. democracy and governance programs more broadly, including preparing members for participation in congressional delegations and training programs;
- Assist with managing HDP's relationships with internal stakeholders (including the Committee on Foreign Affairs, House Leadership, and other Members and Committees) and external stakeholders (including the State Department, USAID, NDI, IRI, and partner governments).

HDP is an independent congressional commission whose programs are supported by the House Committee on Foreign Affairs, the U.S. Agency for International Development (USAID), and USAID's implementing partners, the National Democratic Institute (NDI) and International Republican Institute (IRI). Because of this unique organizational structure, the Deputy Director serves as a professional staff member of the House Foreign Affairs Committee (HFAC), with offices and administrative support provided by both HFAC and the Committee on House Administration. The Deputy Director reports directly to the Executive Director and serves at the pleasure of the HDP Chairman. Likewise, the Deputy Director works closely with the staff of the HDP Chairman and Ranking Member, and with staff from NDI and IRI in the development and execution of HDP programs. A highly collaborative attitude and an ability to manage complex

projects involving multiple stakeholders are thus essential qualifications for this position.

The target start date for this position is July 5, 2023. Interested candidates should submit a CV, cover letter, and three professional references to House Democracy Partnership House_Democracy_Partnership@mail.house.gov.

The House Democracy Partnership office is located in the Cannon House Office Building, and is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment.

MEM-276-23 TITLE: **Research Assistant**, Subcommittee on Disability Assistance and Memorial Affairs, House Committee on Veterans' Affairs, Majority Staff

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

CORE RESPONSIBILITIES:

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

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 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;
- Reviewing the Congressional Record, Federal Register, House Calendar, and other publications for matters of interest to subcommittee Members and staff;
- 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 Majority agenda, briefing of Members, and development of questions;
- Conducting meetings with VA, veteran service organizations or other scheduled parties;
- Drafting remarks for Chairman and suggested questions for hearings;
- Preparation of memorandums for the full Committee and Subcommittee Chairman 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 Chairman, Staff Director, or Deputy Staff Director; and assist other Committee staff, as needed.

MINIMUM QUALIFICATIONS:

- Bachelor of Arts or Science;
- Work, internship, or other experience in a professional environment;

REQUIRED SKILLS:

- Strong writing skills;
- Proficiency in Microsoft Office;
- Organizational skills;
- Problem solving;
- Strong verbal communication;
- Team oriented;
- Ability to work well under pressure; and,
- Attention to detail.

Benefits:

Employees may be eligible for the following benefits:

- Sick and Annual Leave
- Student Loan Repayment Program
- Federal Employees Health Benefits Program
- Thrift Savings Plan
- Federal Employees' Group Life Insurance Program
- Federal Long-Term Care (LTC) Insurance
- Flexible Spending Accounts (FSAFEDS)
- Dental & Vision Insurance Program (FEDVIP)
- Metro or Parking Benefits

Other Information:

Employment with the U.S. House of Representatives is at-will. The U.S. House of Representatives is an equal opportunity employer. All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), disability, or age. Transportation and all related travel expenses associated with the interview and hiring process must be paid by the applicant.

How to Apply:

Qualified candidates please send their cover letter, resume, and three writing samples to the following e-mail address: VAR.Resumes@mail.house.gov with "DAMA Republican Research Assistant" in the subject line. No calls or walk-ins, please.

MEM-272-23 Digital Outreach Aide

Congressman Glenn Ivey (MD-04) seeks a creative, driven, and graphically minded communications professional who is enthusiastic to help grow the Congressman's social-media presence and online outreach working out of the Washington, D.C., office.

The ideal candidate is a self-starter with an aesthetic eye and technical skill with video recording and editing, photography, iconography, branding, and developing a new-media strategy. We are seeking a strong writer, particularly one adept at crafting punchy, eye-catching soundbites and witticisms that tend to draw online attention, as well as the traditional, long-form exposition that together constitute a robust communications operation. Successful candidates can use Canva and Adobe Creative Suite programs to create high-quality, professional-looking products.

Responsibilities include developing all digital content, including copy, graphics, and videos; managing and creating content for social-media platforms; tracking digital-outreach analytics; overseeing the franked communications program, including spots online, over the phone, over text, on the radio, and in print; designing and drafting a recurrent e-newsletter; building out and updating the Web site; and assisting the Communications Director with media requests and press obligations, as needed.

Title – from press assistant to digital manager or director – and pay will be commensurate with work experience. Candidates at all levels of experience are encouraged to apply so long as they possess the skills, talent, and knowledge needed to execute the job well.

Working for this freshman office represents an opportunity to build something dynamic and lasting from the ground up, particularly for a Member of Congress who is a great communicator and cares deeply about the well-being and professional development of his staff.

Please submit a cover letter; a resume, including two-to-three references; and a digital sample (either a graphic or video clip you generated and edited – or preferably both – previously or in response to this job opening) to md04resumes@gmail.com with the subject line: “Full Name – Digital Outreach Aide.” We will accept applications until the position is filled.

Candidates of diverse backgrounds are encouraged to apply, and this office is an equal-opportunity employer that 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-267-23 Congresswoman Andrea Salinas (OR-06) seeks a **Legislative Director** based in her Washington, DC office. She is a freshman member in a battleground district who serves on the House Agriculture Committee, the House Science, Space, and Technology Committee, and the Congressional Executive Commission on China. She also serves in leadership for the Congressional Hispanic Caucus and the Democratic Women’s Caucus and is a member of the New Democrat Coalition and the Congressional Progressive Caucus.

The Legislative Director oversees the development of policy positions and legislative initiatives and supervises the office's legislative staff. This position also meets with constituents and stakeholders on behalf of the Member and serves as the primary contact for legislative issues with caucuses and committees. The Legislative Director will advise the Member on all legislative areas.

Other responsibilities include managing a legislative portfolio; monitoring legislative activity on the House floor and overseeing long-term and short-term legislative planning for the Member; supervising the mail program and working closely with the Legislative Correspondent and legislative team to build a letter library and facilitate constituent correspondence; managing the progression of bills with which the Member is involved as they move from Committee to the floor; recommending strategies and tactics on bills and positions and overseeing the Community Project Funding process.

Qualifications include strong oral and written communication skills, thorough knowledge of the legislative process and of House organization and procedures, knowledge of local, state, and federal agencies and departments, an understanding of all issues and events in the district in which the Member is involved, political acumen, and the ability to manage and lead a team. We are also looking for a team player who is committed to fostering a positive work environment. Previous Hill experience is required. Candidates with health care and/or agricultural policy and knowledge of or ties to Oregon is a plus.

This is not an entry-level position and previous legislative experience on Capitol Hill is required Salary range for this position is \$100,000 to \$110,000 + benefits.

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

Please email a cover letter, resume, and two writing samples to OR06resumes@mail.house.gov with subject line: Legislative Director. This position will be open until filled.

MEM-259-23 The office of a conservative, mid-western Member of Congress seeks a **Communications Assistant** to work in the DC office and help develop and execute an effective communications strategy.

The ideal candidate is:

- innovative, confident, and detail-oriented,
- a strong and effective verbal and written communicator,
- capable of consistently producing high-quality work product,
- able to effectively communicate with a variety of audiences using social media

and other platforms,

- willing to work long hours, including some time on weekends, and under tight deadlines,
- able to react to unanticipated circumstances requiring fast and effective response,
- interested in political and government topics and news from a variety of sources,
- committed to contributing to a team dynamic based on respect, collaboration, and transparency.

Job responsibilities include but are not limited to:

- compiling and distributing daily press clips,
- producing content for social media and the official website,
- writing speeches, opinion editorials, talking points, press releases, and similar content,
- preparing the Member for media opportunities and public appearances,
- photographing events, hearings, and other public functions,
- research to support communications activities,
- monitoring national, state, and local news for stories relevant for the office,
- assisting with all other communications-related tasks that are necessary to execute a communications strategy.

This position is for someone early in their career with one to four years of experience working in a professional setting with at least some exposure to communications-related work.

Applicants must complete a writing sample as part of the interview process.

Interested applicants should email CommsApplicants@gmail.com with:

- a cover letter,
- resume,
- at least three professional references, and
- any relevant work samples (e.g. - writing, video, creative)

MEM-250-23 Congresswoman Rosa L. DeLauro (CT-03) is hiring a full-time **Staff Assistant** in her Washington, DC office.

The staff assistant will work closely with the chief of staff and the scheduler, and responsibilities include managing the front office; driving the Member; processing incoming mail, phone calls, and constituent requests including tours and flags; managing the intern program; greeting visitors; providing administrative support for the office including support for events; and other duties assisting the staff and Member as assigned.

Applicants should be detail-oriented, proactive, able to exercise discretion, eager to work in a fast-paced office, and willing to work flexible hours when the Member is in DC. Strong communication, logistical, interpersonal, and organizational skills are essential. Access to personal car preferred, although not

required. This role provides a unique entry level opportunity to work closely with a senior Member of Congress.

Please send a cover letter, resume, writing sample, and two references to CT03jobs@gmail.com with subject line “Staff Assistant Application.” No calls or walk-ins, please.

This office is an equal opportunity employer and encourages all qualified candidates to apply. Connecticut ties are a plus. This office requires all staff and interns to complete a full SARS-CoV2 vaccination course, regardless of recovery from prior coronavirus illness, as a condition of employment.