



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING

Week of January 1, 2024

MEM-636-23 Chief of Staff

Congressman Glenn Ivey (MD-04) seeks a seasoned and empathetic manager of staff and leader of his strategic vision based in the Washington, D.C., office with a background in matters before the House Homeland Security and Judiciary Committees, preferably with a knowledge base in oversight and investigations. Candidates with J.D. degrees are strongly encouraged to apply but not required and familiarity with the district is preferred.

The ideal candidate has extensive experience in Congress or the federal government; developed and implemented an overarching strategy for an organization or Member before; strong written and verbal communication skills; interest in cultivating a warm, supportive, and productive work environment; comfort balancing responsibilities and competing deadlines; a cool and level-headed demeanor in fast-paced environments; political savvy and knowledge of Hill culture; good judgment and strong decision-making skills; and expertise in developing and maintaining relationships with constituents and community leaders.

Responsibilities include formulating policy positions; overseeing the office's legislative, constituent, correspondence, and media-relations strategies; handling all recruiting and hiring efforts, the establishment of office policies and procedures, and supervision of senior staff; serving as the Member's chief advisor; developing and implementing all policy objectives, strategies, and

operating plans; representing the Member with House leadership and committee staff; and managing the office budget and personnel activities.

Working for this freshman office represents an opportunity to build something dynamic and enduring 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, resumé, two-to-three references, and a writing sample to md04resumes@gmail.com with the subject line: “Full Name – Chief of Staff.” 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-635-23 Congressman Brad Schneider, a member of the House Ways & Means Committee, seeks an experienced **Legislative Assistant**, with a focus on Ways & Means subjects of jurisdiction, to join his Washington, D.C. team.

The individual in this position will be responsible for advising the Congressman on relevant areas of interest, helping craft and implement positions and policies, make vote recommendations and guide legislative strategy on portfolio, and communicating the same with relevant stakeholders. The ideal candidate will have a demonstrated record of strong teamwork, insightful strategic thinking, timely completion of assignments ability to multi-task, and willingness to take initiative.

Areas of responsibility will potentially include matters related to tax, trade, transportation, infrastructure, education, gun violence prevention, labor, housing, telecom, retirement security, and judiciary issues. Areas of responsibility in the office are fluid, reflecting the strengths, interests, and experiences of the team.

Ideal candidates should have at least 3 years of Capitol Hill or comparable policy experience, a deep familiarity with legislative processes and procedures, experience in formulating and advancing legislation and other policy initiatives, excellent organization and communication skills, the ability to work quickly and successfully under pressure and work well with others as part of a team. This position reports to the Legislative Director and will have extensive interaction with the Congressman, as well as working closely with the legislative, communications, and district teams.

Duties include, but are not limited to:

- 1.Preparing and staffing Member for meetings, committee hearings and markups, floor process, and related events
- 2.Representing Member in meetings with constituents and both national- and

local-level advocacy groups, think tanks, and other groups relevant to policy portfolio

3. Building and maintaining positive relationships with congressional staff, district and national stakeholders, advocacy organizations, Executive Branch officials, and other key stakeholders relevant to policy portfolio

4. Tracking legislation and other developments in assigned issue area(s), monitor relevant committee and floor activity, track developing local/international news events, make recommendations for votes, cosponsorships and letters for Member to sign

5. Building support for Member's policy priorities and developing/implementing ideas for new initiatives (legislation, letters, events, press, etc.) including a strong emphasis on bipartisanship

6. Drafting legislation, letters, floor/committee remarks, talking points, press related materials, and other written material related to policy portfolio

7. Exercising discretion and independent judgment in the formulation and recommendation of policy positions for the Member

8. Other duties as assigned by the Legislative Director and Chief of Staff

This office is strongly committed to nurturing a diverse and inclusive workspace for all and does not discriminate based on race, sex, color, age, religion, disability, national origin, sexual orientation, gender identity, or uniformed status. Persons of all backgrounds and identities are strongly encouraged to apply.

Employment in this office comes with a competitive benefits package including health and dental insurance, federal student loan repayment stipends (terms apply), a transportation stipend, and 12 weeks of paid FMLA leave.

To apply, please submit a cover letter, resume, and short writing sample to waysmeansdemla@gmail.com and list "Legislative Assistant -- [YOUR FULL NAME]" in the subject line. Applications will be considered on a rolling basis and the deadline to apply is Friday, January 5, 2023.

MEM-633-23 Congressman Jason Crow (D-CO) is seeking a **Military Legislative Assistant** or **National Security Advisor** for his Washington, DC office.

This person will be responsible for managing a high-profile national security portfolio; developing the Congressman's national security agenda; seeking opportunities for leadership; handling the Congressman's work on HPSCI, HASC, and some aspects of HFAC; and, managing relationships with senior government officials, industry, and NGO leaders.

The ideal candidate will have a strong background in national security and defense issues, excellent attention to detail, and a proactive work ethic. Candidate must be willing to travel and be eligible for a TS clearance.

This is not an entry level position. This office is an equal opportunity employer. Interested applicants should submit a resume and cover letter to CO06.resumes@mail.house.gov. No phone calls or drop ins please.

MEM-632-23 The Office of U.S. Representative Steven Horsford is currently seeking a highly motivated and organized individual to join our team as a **Staff Assistant**. Our office is dedicated to serving the constituents of Nevada and ensuring their voices are heard in the U.S. House of Representatives. This is an excellent opportunity for individuals passionate about public service and eager to contribute to the legislative process.

Responsibilities:

Constituent Services:

- Receive, catalog, and respond to constituent letters, emails, and other forms of communication.
- Assist constituents with various issues, inquiries, and requests.
- Manage and respond to constituent correspondence, emails, and phone calls.

Office Administration:

- Greets constituents, visitors, and other VIPs to provide a welcoming environment and positive first impression of the office
- Handles incoming calls and captures constituent requests to ensure consideration by Member office
- Manage the process of constituent mail
- Provide administrative support, including managing the legislative office's calendar and appointments.
- Maintain organized records of constituent communications and related materials.
- Assist in scheduling meetings and events for the legislative team.
- Signs for deliveries and forwards all materials delivered to ensure timely and appropriate handling
- Maintains literature regarding the district and House offices to distribute to visitors

Legislative Support:

- Conduct research on legislative issues and policy matters.
- Draft correspondence, memos, and other written materials.
- Assist legislative staff with bill tracking and analysis.

Conduct Tours:

- Facilitate tours of the U.S. Capitol for constituents and visitors.

Qualifications:

- Bachelor's degree in a relevant field or equivalent work experience.
- Strong written and verbal communication skills.
- Excellent organizational and multitasking abilities.
- Proficiency in Microsoft Office Suite and other relevant software.
- Ability to work collaboratively in a fast-paced environment.
- Previous experience in a legislative office or related field is a plus.

To apply, please submit a resume, cover letter, and two writing samples (no longer than one page) and three professional references to NV04Resume@mail.house.gov. Please use "Staff Assistant Resume - [Your Last Name, First name]" in the subject line. The deadline for resumes until filled. All submissions must be in a single PDF file.

U.S. Representative Steven Horsford is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

We appreciate all applicants' interest, but only those selected for an interview will be contacted.

MEM-631-23 Legislative Correspondent/Legislative Aide -- Congresswoman Lois Frankel (FL-22), Member of the House Appropriations Committee, Chairwoman of the Democratic Women's Caucus, and Co-Chair of the Women, Peace, and Security Caucus, is hiring a legislative correspondent/legislative aide to assist in drafting letters to respond to constituent messages, take meetings with constituents, and assist the legislative team with other projects as needed, with opportunities to develop a legislative portfolio.

Applicants must be comfortable working in a fast-paced and team-oriented environment. Excellent writing skills and attention to detail are required. Previous experience with the Hill is strongly preferred. This is not an entry level position, and individuals with internship-only experience will not be considered.

Women, people of color, LGBTQ+ people, and members of other minority or marginalized groups are strongly encouraged to apply. We are an equal opportunity employer and do not discriminate against candidates on the basis of race, ethnicity, religion, sex, gender, sexual orientation, gender identity, disability status, or veteran status.

Salary will range from \$55,000-\$65,000 depending on experience, with additional benefits including health insurance and student loan payments. Please visit tinyurl.com/FL22LC and fill out the Google Form to apply. Applications will be reviewed on a rolling basis and the final deadline to apply is January 7, 2024.

MEM-630-23 Representative Josh Gottheimer seeks an experienced Communications Director for their Washington, DC office.

Ideal candidates will have:

- A Bachelor's degree or related job experience;
- 3-5 years of communications experience in a Congressional office, on a political

campaign, or in another fast-paced environment;

- Excellent attention to detail;
- 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;
- And the ability to work flexible hours including long hours, nights, and weekends.

Duties will include but not be limited to:

- Developing and implementing an aggressive media and communications strategy;
- Serving as the on-the-record spokesperson and primary media liaison for the Member;
- Proactively seeking local and national interviews with radio, print, television, and new media outlets;
- Maintaining good, working relationships with members of the press corps;
- Overseeing the implementation of a multi-faceted Franked communications program with a large budget;
- Drafting talking points, speeches, press releases, media advisories, op-eds, and statements for the Member;
- Organizing, coordinating, and staffing events with the media;
- Managing all members of the Communications team;
- Managing the process for the updates to social media platforms and the office website;
- Managing the organization and distribution of the daily news clips for the Member and office staff;
- Working closely with the District Office to ensure coverage of local priorities;
- And working closely with the legislative team to ensure coverage of the Member's policy priorities.

This position reports to the Chief of Staff.

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 “Communications Director” as the subject line to NJ5Jobs@mail.house.gov

MEM-628-23 The Office of Congresswoman Diana DeGette (CO-01) is seeking a hardworking, motivated, and experienced **Health Policy Director** to assist with the health portfolio related to the Member’s work on the House Committee on Energy & Commerce.

The primary responsibilities for this position will be leading the Member’s existing health initiatives, identifying new areas for legislative action, and coordinating with relevant Energy & Commerce committee staff, other Member offices, and outside stakeholders. Additional duties may be assigned based on experience and office needs.

This is NOT an entry level position: 2+ years’ experience working on health policy is required, and previous experience working in advocacy and organizing is preferred. The ideal candidate is organized, detail-oriented and resilient in the face of a fast-paced and ever-changing environment. The ideal candidate is also proactive and comfortable working with diverse staff, community members and constituents. Colorado ties or western state connections are a plus. Advanced degree is preferred. Salary will be commensurate to experience, with the range for this position being \$80,000 - \$90,000 per year.

The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Interested applicants should send a resume and cover letter to DeGette.Employment@mail.house.gov by Wednesday, January 3, 2024.

MEM-627-23 The Office of Congresswoman Diana DeGette (CO-01) is seeking a hardworking, motivated, and experienced **Energy and Environment Legislative Assistant/Policy Director** to assist with the energy and environment portfolio related to the Member’s work on the House Committee on Energy & Commerce, particularly in her role as Ranking Member on the Energy & Climate subcommittee.

The primary responsibilities for this position will be leading the Member’s existing energy and environment initiatives, identifying new areas for legislative action, and coordinating with Member’s subcommittee staff, other Member offices, and outside stakeholders. Additional duties may be assigned based on experience and office needs.

This is NOT an entry level position: 2+ years’ experience working on energy and environmental issues is required, and previous experience working in advocacy and organizing is preferred. The ideal candidate is organized, detail-oriented and resilient in the face of a fast-paced and ever-changing environment. The ideal

candidate is also proactive and comfortable working with diverse staff, community members and constituents. Colorado ties or western state connections are a plus. Advanced degree is preferred. Salary will be commensurate to experience, with the range for this position being \$80,000 - \$90,000 per year.

The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Interested applicants should send a resume and cover letter to DeGette.Employment@mail.house.gov by Wednesday, January 3, 2024.

MEM-626-23 **LEGISLATIVE ASSISTANT** – Congressman Mark Pocan (WI-02), member of the House Appropriations Committee, is seeking an experienced and enthusiastic Legislative Assistant. Ideal candidate will have 2-3 years of Hill experience, a good understanding of House procedures, an understanding of developing and tracking legislative initiatives, and political awareness. Experience with healthcare and/or labor policy is a plus. This is not an entry level position.

Excellent writing, verbal and organizational skills are essential along with the ability to be a self-starter while working in a fast paced environment. Job responsibilities will include meeting with constituent groups and stakeholders, preparing and staffing the Congressman in committee hearings and markups, drafting legislation, advancing the Congressman's legislative agenda, providing vote recommendations, drafting legislative memos and briefing materials, and reviewing constituent correspondence, in addition to other duties as assigned. A sense of humor is greatly appreciated.

Qualified candidates should submit a cover letter, resume and two writing samples to WI02JobOpening@gmail.com with "Legislative Assistant" in the Subject Line. Job opening closes at the end of business on Friday, January 5th.

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-623-23 The Office of Congressman Juan Ciscomani (AZ-06) is hiring a **Digital Director**.

This person will work with the Communications Director to manage the congressman's rapid response and digital presence, including but not limited to social media, graphics, video filming and editing, newsletter creation, website management and digital ads. Graphic design and video skills are required.

The office is looking for a creative self-starter who can jump quickly in a fast-paced environment. Ideal candidates have 2 or more years of experience, with at least 1 year of experience on Capitol Hill.

Applicants should send their resume and 3-5 portfolio samples to paige.lindgren@mail.house.gov

MEM-622-23 The Office of Congressman Steven Horsford representing the 4th District of Nevada, is seeking a dynamic and dedicated individual to serve as a **Health Legislative Assistant**. The successful candidate will play a pivotal role in developing and executing legislative initiatives focused on health care, seniors, social security, and immigration, contributing to impactful policy changes that directly impact the constituents of the 4th District.

Primary Responsibilities will include, but not limited to:

- Legislative Initiatives: Develop and execute legislative initiatives within the assigned portfolio, concentrating on health care, seniors, social security, and immigration. Monitor legislative developments on the House floor and committees, staying informed on relevant issues.
- Building Support: Gather support for bills or amendments from other Members and relevant interest groups, fostering collaboration and consensus-building.
- Vote Recommendations: Provide informed vote recommendations based on thorough analysis and understanding of the legislative landscape.
- Policy Drafting: Draft, develop, and negotiate legislative text with the respective committee, ensuring alignment with the Congressman's objectives.
- Committee Preparedness: Staff and prepare the Congressman for committee briefings, hearings, and markups related to the assigned portfolio.
- Research and Analysis: Conduct research using various tools to acquire, analyze, and interpret data. Present findings to the Congressman, Senior Management, and other stakeholders on issues impacting Congressional District 4.

Communication and Commitment:

- Strong interpersonal skills with the ability to communicate effectively with diverse communities.
- Ability to navigate challenging conversations among diverse groups and build consensus.
- Commitment to public service, strong work ethic, and the ability to perform under pressure.

Application Instructions:

This is not an entry-level position and candidates should have a demonstrated understanding of House and Senate legislative processes. Interested candidates should submit a cover letter, resume, two writing samples (no longer than two pages), and three professional references to NV04Resume@mail.house.gov with "Legislative Assistant, [Last Name, First Name]" in the subject line. All submissions must be in a single PDF file.

Women, people of color, LGBTQ+ individuals, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. Salary is commensurate with experience.

MEM-546-23 Member Services Director, Congressional Black Caucus (CBC)

The Congressional Black Caucus (CBC) seeks a Member Services Director who is exceptionally motivated, dynamic, strategic, and detail-oriented to engage with CBC Member offices and outside partners to advance a robust member services portfolio.

The Member Services Director will be expected to proactively build strong relationships across CBC Member offices and develop strategic opportunities for Member engagement advancing shared priorities. The individual will also be expected to coordinate with CBC staff to field and respond to inquiries and requests for support from Member offices and respond to and share external opportunities for Member engagement as they arise.

The Member Services Director is also responsible for assisting in overseeing all aspects of caucus operations, logistics, designated administrative responsibilities and to support caucus leadership.

The Member Services Director responsibilities will include:

- Conducting regular outreach to Member offices to build relationships with staff, share opportunities for Member or staff participation in events, messaging, and other efforts, and identify new ideas for collaboration with Member offices
- Sharing resources with Member offices and working with CBC, congressional, and external staff to develop high-quality materials for Member office use
- Drafting regular newsletters for Member offices with relevant updates and opportunities, as well as for external audiences to uplift Member engagement on CBC issues
- Developing a network of external partners working on issues relevant to the CBC and Member offices
- Maintaining staff contact information and distribution lists
- Provides orientation and training for new staff;
- Assists departing employees with necessary administrative procedures (i.e., returning keys, House I.D. cards, and other office property; obtaining forwarding addresses, work files, and records);
- Supervises the mail operations and the administrative files and personnel records;
- Assists staff in scheduling House or Capitol rooms for outside group functions;
- Organize and facilitate meetings and other strategic convenings to support institutional
- change, policies, and programmatic work;
- Oversees operations for CBC including organizing weekly meetings and events
- Provides logistical support for all programming

- Works with the CBC personal office staffs and coordinates with the CBC Schedulers to implement the Caucus' priorities
- Builds and maintains databases of internal and external stakeholders

Qualified candidates must have an understanding of CBC policy priorities and familiarity working with the African American community. Outstanding writing and communication skills, sound political judgment, and the ability to work closely and collaboratively with multiple Member offices and key stakeholders are essential. Top candidates should also be detail-oriented and possess the ability to multi-task, work well in a fast-paced setting, and act as a team player.

Candidates should have a demonstrated understanding of House and Senate legislative processes.

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

MEM-508-23 Congresswoman Shontel Brown (OH-11) seeks an exceptional, experienced **Press Secretary/Digital Director** (PS/DD) to join a dynamic, fast paced team, working out of the Washington, DC office.

Working with the Communications Director, located in the District, the PS/DD will develop, coordinate, and implement digital and traditional media and communication strategies that highlight the Member's work and advance her robust online/digital presence. Other primary responsibilities include but are not limited to developing, editing, and producing graphics, videography, and other creative tools to enhance messaging; fielding press requests from local and national media; producing the Member's newsletters; drafting releases and advisories, speeches , and talking points.

The successful candidate will have a creative and strategic approach to visual and graphic design, excellent oral and written communications skills, an ability to handle multiple assignments on tight deadlines, a desire to hone the Member's voice, a strong collaborative approach to cross functional teaming, and a good sense of humor. They will also have a working knowledge of the legislative process, procedures, and organization of the House, with a proven ability to build strong, collaborative relationships while working in a crisis-oriented environment and handling stress appropriately. Ohio ties are a plus, but not required, but proven effective digital and videography experience is required.

This is not an entry level position. The ideal candidate will have at least three years of Hill and/or other communications experience in a policy or constituent services environment with an emphasis on professional digital media, videography, and general communications proficiency beyond the intern level. The salary is flexible and dependent upon proven experience and expertise.

Applicants should submit a cover letter, resume, two writing and one creative samples to Ohio11Resumes@mail.house.gov with the subject line “Press Secretary – Last Name, First Initial.” No drop-ins, direct emails to staff or phone calls, please. The position is open until filled, but applications will be screened as they are received.

MEM-468-23 The Office of Congressional Ethics (OCE), an independent, non-partisan investigative entity established by the United States House of Representatives, seeks one attorney with 5-10 years of experience to serve as **Investigative Counsel**.

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

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

Core Responsibilities:

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

Qualifications:

- Demonstrated ability to conduct and direct complex legal research and present the results in a clear, precise and persuasive manner
- Thoroughness and careful attention to detail
- Strong oral and written communication skills
- Strong legal judgment and demonstrated professional integrity
- Experience auditing large sets of data or evidence and providing detailed analysis
- Desirable but not required:
 - *Investigative experience with high-profile and sensitive matters;
 - *Experience with investigations involving public officials;
 - *Experience with campaign finance or ethics law;

- *Experience conducting interviews or depositions;
- *Experience writing public reports or legal documents; and
- *Advanced proficiency in development and use of electronic databases, and other computer skills including knowledge of current information technology tools related to investigations
- Ability to:
 - *work independently or as part of an investigative team;
 - *manage multiple tasks and projects;
 - *work well under pressure and tight time deadlines; and
 - *exercise discretion and independent judgment

Duties:

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

Requirements:

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

Applicant Instructions:

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

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

MEM-451-23 The Office of the Rep. Maxine Waters (D-CA-43) the Ranking Member of the House Committee on Financial Services (FSC), has an immediate need for an experienced policy professional and manager to be the Member's **Legislative Director/Counsel**.

The Legislative Director will focus on the Member's non-FSC policy priorities including civil rights issues. Working closely with the Chief of Staff and Communications Director the Legislative Director will aim to ensure the Member's strategic legislative vision is implemented. This is not an entry-level

position. The ideal candidate will have significant previous experience working in legislative roles on Capitol Hill.

CORE RESPONSIBILITIES AND DUTIES:

- Ensures legislative staff focuses on Member's policy goals.
- Proposes policy positions and formulate legislative solutions.
- Recommends strategies and tactics on advancing Member's legislative priorities.
- Handles short-term and long-term legislative planning for the Member.
- Manages direction of legislative team.
- Monitors and reports floor action to the Member and the Chief of Staff.
- Writes and reviews legislative memos.
- Works with legislative team to develop vote recommendations.
- Coordinates responses to legislative mail.
- Communicates and strategizes with the District Director and/or district office staff on policy initiatives targeted towards constituents.
- Maintains up-to-date status reports on all legislation affecting the district, legislation sponsored by the Member, legislation on which the Member is an original, lead cosponsor, and legislation on which the Member is a cosponsor.
- Oversees activities in the office in the absence of the Chief of Staff.
- Performs other duties as assigned.

QUALIFICATIONS

- Juris Doctor degree required.
- Ability to work in face-paced environment with high-profile Member.
- Prior experience as a Legislative Director or Senior Legislative Assistant strongly preferred.
- 3 – 6 years of Capitol Hill experience strongly preferred.
- At least 2 years of management experience.
- Thorough understanding of the legislative process
- Expertise and/or experience in judiciary related issues, e.g., civil rights, women's rights, gun policy, constitutional law, etc., and foreign affairs strongly preferred.
- Strong leadership and organizational skills.
- Strong time management skills.
- Excellent oral and written communication skills.
- Managing complex, multi-stakeholder initiatives and driving collaborative processes.
- Availability to work long hours.
- Flexible and adaptable to a variety of personalities and situations.
- Familiarity with California and/or district 43 preferred but not required.

SALARY

Commensurate with experience.

Applicant Instructions:

Interested candidates should submit a resume, cover letter and at least 2

references to stephanie.moore@mail.house.gov with “Legislative Director/Counsel” in the subject line. This position will remain open until filled. Incomplete applications may not be considered.

This office is an equal opportunity employer and will consider all applicants without regard to race, color, religion, sex, marital or parental status, sexual orientation, gender identity, national origin, disability or national origin.

MEM-354-23 Policy Director, Congressional Black Caucus (CBC)

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

Director’s responsibilities will include:

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

Qualified candidates must have an understanding of CBC policy priorities and familiarity working with the African American community.

Outstanding writing and communication skills, sound political judgment, and the ability to work closely and collaboratively with multiple Member offices and key stakeholders are essential. Top candidates should also be detail-oriented and possess the ability to multi-task, work well in a fast-paced setting, and act as a team player.

This is not an entry-level position and candidates should have a demonstrated understanding of House and Senate legislative processes.

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