



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**House Vacancy Announcement and Placement Service (HVAPS)**

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of December 13, 2021**

**MEM-574-21** The House Committee on Education and Labor (Democratic staff) seeks a **Clerk/Special Assistant** to the Staff Director to support the Chief Clerk and Staff Director.

The candidate will be responsible for administrative tasks, including but not limited to, processing oversight mail, scheduling staff director's meetings, managing the hearings calendar, managing hearing correspondence, co-leading the transcript review process, preparing hearing invitations, tracking hearing submissions, and documenting member and/or staff attendance.

The qualified candidate will be extremely organized, have editing skills, be attentive to detail, be hardworking, innovative, and able to handle assigned tasks in a demanding, fast-paced office. Ideal candidates will have a bachelor's degree, 1-2 years of administrative experience, and congressional experience is preferred, but not required.

To apply, applicants must submit a cover letter and resume to [E&L.Jobs@mail.house.gov](mailto:E&L.Jobs@mail.house.gov) with "Clerk/Special Assistant to the Staff Director" in the subject line. Salary commensurate with education and experience.

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity,

or sexual orientation. Candidates of diverse backgrounds are strongly encouraged to apply.

**MEM-573-21** The Office of Congressman Sean Patrick Maloney (D-NY-18) seeks an enthusiastic, highly organized, creative, and self-motivated professional to serve as a **Staff Assistant/ Legislative Correspondent**. Essential strengths of ideal candidates include excellent writing and communications skills, strong attention to detail, and the ability to manage a variety of assignments under tight deadlines.

Responsibilities include but are not limited to greeting visitors, managing the internship program, processing flag and tour requests, organizing incoming mail and phone messages, providing general administrative support to the office, assisting staff with policy needs. The staffer will also be responsible for drafting constituent correspondence based on incoming mail. Candidates must have a strong working knowledge of the responsibilities and functions of a Congressional office. New York ties and a good sense of humor are a plus.

Diverse candidates, women, and LGBTQ persons are strongly encouraged to apply. If interested please submit a resume, cover letter, and references to [ny18maloneyleg@gmail.com](mailto:ny18maloneyleg@gmail.com). Applications will be reviewed on a rolling basis starting December 16th.

**MEM-571-21** Congressman Jimmy Gomez seeks a **Field Representative**, based in his Los Angeles, CA office, to lead the grant program and cover a variety of issues including criminal justice reform, foreign affairs, and other social policy issues.

Job responsibilities include representing the Member at public events, identifying issues related to federal programs, managing correspondence and acknowledgements from the office, organizing outreach events, meeting with constituent and community leaders, and serving as a liaison with federal, state, and local agencies, committees, and interested parties.

A strong candidate for this position must be comfortable working with the public, have excellent writing and time management skills, a willingness to collaborate in a team, and show initiative in advancing the Congressman's priorities. Applicant should possess willingness to work flexible hours, including nights and occasional weekends.

Candidates should submit a cover letter, resume, and three writing samples in a PDF format to [Gomez.Jobs@mail.house.gov](mailto:Gomez.Jobs@mail.house.gov) with the subject line "Last Name \_ Field Representative." No calls or drop-ins please. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

**MEM-570-21** Senior Democratic Member is seeking an enthusiastic, well organized and professional individual for the position of **Staff Assistant**. The successful applicant will be personable, organized, possess excellent communication and time-management skills, the ability to exercise sound, independent judgment, and the ability to work cooperatively and courteously with others.

This individual will help manage the intern program; including interviewing, hiring, and assigning daily tasks. They will also be responsible for maintaining the office's task management system, tasking out memos to staff, and occasionally driving the Congressman.

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

To apply, please send a resume and a cover letter to [staffassistant.resume@gmail.com](mailto:staffassistant.resume@gmail.com).

**MEM-567-21** Congressman C.A. Dutch Ruppertsberger, a Senior Member of the Appropriations Committee, seeks an experienced **Military Legislative Assistant** (MLA) to join our D.C.-based team.

This is not an entry-level position. Significant Capitol Hill experience is required, with direct legislative expertise handling defense, national security, technology, cybersecurity, and veterans' affairs policy. Candidate should have a strong track record of creating and translating policy priorities into successful legislative and appropriations outcomes. Candidate should be coachable, responsive to feedback. Candidate should also be able to work both autonomously and within a well-established team. Communication is essential in this job. Travel to the district is to be expected.

Candidate should have a good sense of humor, strong interpersonal skills and ability to develop proactive relationships with relevant stakeholders. Candidate will be expected to frequently brief the Member and demonstrate strong verbal communication skills. Candidate will work directly with the Congressman, Chief of Staff, and Legislative Director to advance the Congressman's appropriations and authorizing priorities.

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

To apply send a resume, cover letter, policy memo, and three references to [walter.gonzales@mail.house.gov](mailto:walter.gonzales@mail.house.gov) with the following subject line: [First Name

Last Name] – Military Legislative Assistant. No phone calls, faxes, or walk-ins, please.

**MEM-565-21** The House Committee on Oversight and Reform, Democratic (Majority) Staff, is seeking a detail-oriented and organized **Assistant Clerk/Security Manager**.

The incumbent will work with the Chief Clerk and Deputy Chief Clerk to coordinate logistical aspects of hearings, markups, and Committee meetings. Other responsibilities include managing the Legislative Calendar, hearing documents, Committee archives, and the transcript review process. The incumbent will serve as the Committee's Security Manager and manage classified and sensitive materials, briefings, hearings, meetings, etc.

Responsibilities also include managing security clearances for Members and staff, managing the Committee SCIF, and coordinating as appropriate with the House Security Office. Candidates must possess excellent attention to detail, good written and verbal communication skills, and be able to handle multiple projects simultaneously in a demanding work environment. A TS or TS/SCI clearance, or the ability to obtain one, is required. Prior Hill experience is strongly preferred.

Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Interested candidates should e-mail a cover letter and resume to [oversightjobs@mail.house.gov](mailto:oversightjobs@mail.house.gov), with "Assistant Clerk/Security Manager" 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.

**MEM-561-21** U.S. House of Representatives, Committee on Oversight and Reform, Subcommittee on Economic and Consumer Policy, Democratic (Majority) Staff – **Counsel**

The Committee on Oversight and Reform is the principal investigative body for the U.S. House of Representatives. The Subcommittee on Economic and Consumer Policy conducts investigations, writes reports, and holds hearings on a wide range of issues affecting consumers (e.g., marketing e-cigarettes to children; the presence of lead and other toxic metals in baby food).

The ideal candidate will be a strong writer with prior investigative experience and a demonstrated interest in consumer protection. Responsibilities include developing ideas for investigations, drafting document requests, reviewing documents, interviewing witnesses, writing reports, and preparing for hearings. Candidates with diverse backgrounds and experiences are strongly encouraged to apply.

Please send a resume and cover letter to [oversightjobs@mail.house.gov](mailto:oversightjobs@mail.house.gov), with “Economic and Consumer Policy” in the subject line. Please use the following formats for file names: “LastName.FirstName.Resume” and “LastName.FirstName.CoverLetter.”

**MEM-559-21    Communications Director, Blue Dog Coalition**

The Democratic Blue Dog Coalition is seeking an experienced communications professional to serve as the communications director in the U.S. House of Representatives.

This position serves as a shared staffer who advises the Coalition’s leadership on communications and outreach efforts to maintain the Coalition’s longstanding brand of dedication to fiscal responsibility, a strong national defense, and pragmatic governance. This position works together with the Coalition’s Executive Director and Policy Coordinator, as well as the Coalition’s Co-Chair for Communications and Outreach and other Co-Chairs and their staff to develop strategic positions on policy and legislative issues that fall under the Coalition’s policy focus.

This position manages both the long-term strategic communications strategy and day-to-day press for the Coalition, ranging from drafting statements on news of the day, to responding to press inquiries and pitching stories, to managing the Coalition’s social media accounts and website, to setting up press availability opportunities (i.e. press conferences, press calls, or pen/pads), to developing and executing a long-term communications plan.

In addition to managing the communications of the Coalition, this position also serves as a resource to all Coalition Member offices to provide any communications counsel they may need. This position requires someone who is a resourceful team player who can track frequently changing, complex policy and legislative dynamics, understand the priorities and political calculus of individual Blue Dog Members, and manage multiple projects simultaneously.

This is not an entry level position. Past communications experience in a House frontline office or for a competitive House campaign is a strong plus. Previous Capitol Hill experience is a plus.

The Blue Dog Coalition is an equal opportunity employer and does not discriminate on the bases of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status. Diverse candidates are encouraged to apply. No calls or drop-ins, please.

Candidates should submit a cover letter (with salary requirements), resume, at least two writing samples, all three in a PDF format, as attachments

to [BlueDogResumes@gmail.com](mailto:BlueDogResumes@gmail.com) with the subject line “Communications Director” by Friday, December 31.

**REQUIRED SKILLS AND KNOWLEDGE:**

- At least three to four years of previous professional communications experience.
- Experience at a college student media organization and/or a bachelor’s degree in journalism, public relations or another related field is a plus, but not required.
- Strong writing and editing skills as well as attention to detail. This person will be expected to draft talking points and other messaging materials, press releases, newsletters, op-eds, letters, and other written material coming from the Coalition.
- Ability to work well under the pressure of tight deadlines while also managing multiple major projects and approval processes at once.
- Ability to work independently as well as in team environments.
- Ability to develop and maintain relationships with print, digital and broadcast reporters.
- Existing relationships with members of the Capitol Hill press corps is a plus.
- Digital experience is a plus.
- A strong understanding of narrative and brand management.
- Ability to track news of the day and remain knowledgeable of issues the Coalition’s leadership may be expected to weigh in on publicly.
- Knowledge of legislative procedures.
- Ability to work amicably with a wide variety of personalities, to exercise discretion, to learn quickly, and to get the job done without needing to be reminded. This job requires someone with a diplomatic, cooperative personality.

**MEM-556-21    Director of Financial Disclosure** (Washington, DC) -- The Committee on Ethics seeks an experienced government ethics attorney to serve as the Director of Financial Disclosure for the Committee.

The Director will oversee the Committee’s Financial Disclosure Office and will manage a nonpartisan staff of attorneys and other professionals. The Financial Disclosure Office is responsible for reviewing and certifying financial statements; providing legal advice on a high volume of financial disclosure issues; and educating and training Members of Congress and their staff through frequent telephone calls, in-person meetings, and written work product.

This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Candidates must possess a minimum of 5 years of experience with government ethics, outstanding analytical and written and oral communication skills, the ability to build

consensus, and the sound judgment necessary to evaluate the sensitive matters that arise before the Committee.

Experience in one or more of the following areas is also desirable: ethics counseling and training, accounting, auditing, investment management, taxation, corporate finance, securities law, and familiarity with Congress and its unique institutional prerogatives. Previous management experience preferred. The salary range for this position is \$161,700 to \$172,500, with the possibility for discretionary bonuses.

Please email resume, cover letter, and a short writing sample to [ethicsjobs@mail.house.gov](mailto:ethicsjobs@mail.house.gov). Please include the phrase “Director of Financial” in the subject line.

**MEM-553-21** The House Committee on Education and Labor (Democratic staff) seeks a **Professional Staff – Labor** position based in Washington, DC to provide legislative analysis on a broad range of labor and employment policy.

Primary responsibilities include assisting the labor policy team in the formulation of legislative initiatives, working with stakeholders, tracking legislation developments, and responding to member staff.

The ideal candidate will have excellent writing, analytical, and interpersonal skills, with a proven ability to prioritize, multi-task, and meet tight deadlines in a rigorous environment. Knowledge of the legislative process, prior Hill experience and relevant experience in labor policy is desirable. To apply, applicants must submit a cover letter, resume, 2 writing samples (3-5 pages), and 3 professional references.

Please submit all materials to [E&L.Jobs@mail.house.gov](mailto:E&L.Jobs@mail.house.gov) with “Professional Staff - Labor” in the subject line. Salary commensurate with education and experience.

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

**MEM-552-21** The House Committee on Education and Labor (Democratic staff) seeks an experienced attorney for a **Labor Policy Counsel** position based in Washington, DC to provide legal analysis on legislative issues.

Qualified candidates will have policy or legal experience related to employment and labor law with a strong emphasis on knowledge of the National Labor Relations Act, Fair Labor Standards Act, and Family and Medical Leave Act. In addition, expertise with federal prevailing wage laws, child labor laws, guest



worker programs, workplace safety or federal workers' compensation laws is desirable.

Qualified applicants must have a J.D. with at least 3-5 years of experience in the legal field, with a strong preference for previous executive branch experience and/or relative legislative experience in labor policy. The candidate should also possess a strong work ethic, should work well in a team, and should be comfortable working in a fast-paced environment.

To apply, applicants must submit a resume, 2 writing samples (5-10 pages), and 3 professional references. Please submit all materials to [E&L.Jobs@mail.house.gov](mailto:E&L.Jobs@mail.house.gov) with "Labor Policy Counsel" in the subject line. Salary commensurate with education and experience.

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

**MEM-551-21** The House Committee on Education and Labor (Democratic staff) seeks an experienced attorney for a **Civil Rights Counsel – Labor and Health** position based in Washington, DC to provide legal analysis on legislative issues involving civil rights, labor and health.

Qualified applicants must have a J.D. with at least 5+ years of experience in the legal field, with a strong preference for previous executive branch experience and/or relative legislative experience in labor and health policy. The candidate must demonstrate a strong understanding of civil rights statutes, possess a strong work ethic, should work well in a team, and should be comfortable working in a fast-paced environment.

To apply, applicants must submit a resume, 2 writing samples (5-10 pages), and 3 professional references. Please submit all materials to [E&L.Jobs@mail.house.gov](mailto:E&L.Jobs@mail.house.gov) with "Civil Rights Counsel – Labor and Health" in the subject line. Salary commensurate with education and experience.

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

**MEM-550-21** The House Committee on Education and Labor (Democratic staff) seeks an experienced attorney for a **Civil Rights Counsel – Education** position based in Washington, DC to provide legal analysis on legislative issues involving civil rights and education.



Qualified applicants must have a J.D. with at least 5+ years of experience in the legal field, with a strong preference for previous executive branch experience and/or relative legislative experience in education policy. The candidate must demonstrate a strong understanding of civil rights statutes, possess a strong work ethic, should work well in a team, and should be comfortable working in a fast-paced environment.

To apply, applicants must submit a resume, 2 writing samples (5-10 pages), and 3 professional references. Please submit all materials to [E&L.Jobs@mail.house.gov](mailto:E&L.Jobs@mail.house.gov) with “Civil Rights Counsel – Education” in the subject line. Salary commensurate with education and experience.

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

**MEM-549-21** The House Committee on Education and Labor (Democratic staff) seeks an experienced attorney for an **Oversight Counsel – Labor and Health** position based in Washington, DC to manage oversight and investigations on the labor and health team.

Responsibilities include organizing oversight hearings, writing investigative reports and executing a complementary legislative and oversight strategy with positive results. Qualified applicants must have a J.D. and relevant policy experience with at least 3-5 years of experience conducting investigations.

Experience in labor and health policy is not a requirement, however preferred. In addition, the applicant must have exceptional writing skills, strong attention to detail, and the ability to juggle multiple projects. To apply, applicants must submit a resume, a writing sample (5-10 pages), a writing sample describing an investigation the applicant would like to pursue, and 3 professional references.

The second writing sample must include a hyperlink to a current news item from any source (newspapers, blogs, or other websites) and two paragraphs detailing why the Committee should investigate the issue presented and the steps the applicant would take to begin an investigation.

Please submit all materials to [E&L.Jobs@mail.house.gov](mailto:E&L.Jobs@mail.house.gov) with “Oversight Counsel – Labor and Health” in the subject line. Salary commensurate with education and experience.

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

**MEM-548-21** The House Committee on Education and Labor (Democratic staff) seeks an experienced attorney for an **Oversight Counsel – Education** position based in Washington, DC to manage oversight and investigations on the education team.

Responsibilities include organizing oversight hearings, writing investigative reports and executing a complementary legislative and oversight strategy with positive results. Qualified applicants must have a J.D. and relevant policy experience with at least 3-5 years of experience conducting investigations. Experience in education policy is not a requirement, however preferred. In addition, the applicant must have exceptional writing skills, strong attention to detail, and the ability to juggle multiple projects.

To apply, applicants must submit a resume, a writing sample (5-10 pages), a writing sample describing an investigation the applicant would like to pursue, and 3 professional references. The second writing sample must include a hyperlink to a current news item from any source (newspapers, blogs, or other websites) and two paragraphs detailing why the Committee should investigate the issue presented and the steps the applicant would take to begin an investigation.

Please submit all materials to [E&L.Jobs@mail.house.gov](mailto:E&L.Jobs@mail.house.gov) with “Oversight Counsel - Education” in the subject line. Salary commensurate with education and experience.

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

**MEM-546-21** **Constituent Liaison:** Senior Democratic Member of Congress seeks an energetic, organized, creative, self-starter to join the District Office of her very active and visible constituent services staff.

Constituent Services staff assists the Member in responding to constituent issues and problems with federal agencies, staying on top of everyday events in the Member’s district, and keeping the community connected to the Member’s work. In addition, constituent services staff also help with neighborhood events.

Candidate must be able to work with patience and skill in resolving the problems of constituents and handle multiple tasks and issues effectively while making sure agencies respond in a timely manner and assuring our office responds to constituent requests and concerns while meeting deadlines. A successful candidate will be able to work independently and think outside the box about various constituent issues and community events. Prior community or casework experience is helpful.

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

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

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

**MEM-545-21** Congressman Ken Buck, the Ranking Member of House Antitrust Subcommittee and Senior member of the Judiciary Committee seeks an experienced **Chief Counsel** to oversee the Big Tech investigation.

Responsibilities include working with the Chief of Staff and Legislative Director to develop legislative strategies and advance the Congressman's priorities through Judiciary Committee hearings and oversight; researching and writing legal memoranda and briefs; conducting executive and judicial branch oversight and investigations; developing and composing oversight letters; developing and drafting legislation; working with communications staff; and meeting with stakeholders.

Candidates must be exceptionally strong writers, detail-oriented, able to work under tight deadlines, and able to handle multiple projects at once. Previous Hill experience in strongly advised.

Please submit a resume to: [co04.resumes@gmail.com](mailto:co04.resumes@gmail.com)

**MEM-544-21** Bay Area Democrat seeks a highly organized and dedicated **scheduler** for Washington DC office. Scheduler will manage all aspects of the Member's daily and long-term schedule in DC and in the district. This individual will work closely with the member, DC and district staff.

This person should be well-organized, detail-oriented, self-motivated, and able to work effectively in a fast-paced office.

Responsibilities also include tracking, evaluating, and responding to all invitations and scheduling requests; coordinating travel for the member; and managing operational and logistical support for the office.

This is not an entry-level position. The ideal candidate should have prior scheduling experience on the Hill or comparable work environment. Women, LGBTQ+, and/or other underrepresented communities are strongly encouraged to apply, as well as candidates with California ties.

Please submit your resume, cover letter and two references to [CAHouseJob@mail.house.gov](mailto:CAHouseJob@mail.house.gov) and include “Scheduler” in the subject line.

**MEM-543-21** Congressman Jim Clyburn, Chairman of the House Select Subcommittee on the Coronavirus Crisis, seeks a **Digital Director/Press Secretary** to lead the Majority staff’s digital strategy and support all aspects of the committee’s press operations.

The ideal candidate will have extensive experience in graphic design and developing social media content, as well as impeccable writing skills and experience drafting and editing press releases, op-eds, and talking points.

Responsibilities include developing all social media content and actively managing the committee’s social media platforms and website; developing graphical content for committee reports and visual aids for hearings and other events; video filming and editing and photography; and working with the house recording studio to manage livestreams for hearings and other events. Additional responsibilities including working with the Communications Director to draft press releases and other materials, compiling and maintaining press lists, responding to media inquiries, and coordinating interviews and press events.

Candidates with diverse backgrounds and experiences are strongly encouraged to apply. The successful candidates must have superior attention to detail, work well under pressure, be self-motivated and willing to be responsive outside of normal business hours, and enjoy working on a team. Several years of congressional or other political experience are preferred.

Please send a resume, cover letter, digital portfolio and one short writing sample to [SSCCJobs@mail.house.gov](mailto:SSCCJobs@mail.house.gov), with “Digital Director/Press Secretary” in the subject line.

**MEM-542-21** Congressman David Trone (MD06) is seeking a high-energy, highly-organized, and detail-oriented **District Staff Member** for his offices in Western Maryland.

**PRIMARY RESPONSIBILITIES:**

- Staffer will work out of the Hagerstown and Cumberland District Offices.
- Serve as the official representative for the Member in the Western Maryland community.
- Act as liaison with federal, district, and local government agencies, political officials, and other community organizations to form effective relationships for the Member.
- Monitor and update the Member and District Director on local issues of importance.
- Staff and provide logistical support for district meetings and events for the Member.
- Assess local and casework related issues for problems requiring possible

legislative action; make recommendations to the District Director.

- Answer correspondence and verbal communications with constituents in a timely manner.
- Provide casework assistance to constituents in a timely and efficient manner; proactively follow up on all open cases until a resolution is reached.

#### QUALIFICATIONS:

- Thoroughness and careful attention to detail.
- Ability to work well under pressure while juggling multiple tasks with competing priorities.
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities.
- Availability to work long hours, including nights and weekends, if needed.
- Ability to work cooperatively and courteously with others.
- Strong oral and written communication skills.
- Thorough knowledge of the legislative process.
- Knowledge of all issues and events in the district in which the Member is involved.
- Maryland ties are a plus.

To apply, please email a resume and cover letter to [md06.jobs@gmail.com](mailto:md06.jobs@gmail.com) with “District Staff” in the subject line. No phone calls or walk-ins.

**MEM-539-21** Nevada’s 4th District Democratic Member of Congress seeks a highly organized, passionate, team-oriented **Staff Assistant** for a position in our North Las Vegas, Nevada District office. Candidates must be comfortable working with the public, have excellent oral and written communication skills, problem solving abilities.

Responsibilities include but are not limited to:

- Managing the front desk, greeting visitors, processing flag requests, answering phones, conducting tours, overseeing an active mail program;
- Sorting/batching correspondence, drafting correspondence and ensuring a swift turnaround time;
- Responding to constituent mail, keeping abreast of legislative developments, and meeting with constituent groups;
- Assisting District Representatives as needed, and
- Perform all other duties as assigned and required

The ideal candidate will be/must have:

- Passionate about public service and committed to democratic values;
- Strong writing, communication skills and be detail-oriented;
- Have advanced experience with spreadsheets and forms,
- A poised, confident, self-starter, and team-player with a sense of humor; and
- The ability to work in a high-paced environment.
- The ability work weekends and holidays
- Have reliable transportation, auto insurance and a clean driving record

- Currently enrolled in an ungraduated degree program at a college or university or have a minimum of a bachelor's degree in the related fields of human services or social work, and a minimum of one-year relevant experience in community or human services.

Women, people of color, LGBTQ+ individuals, people with disabilities and members of other underrepresented communities are strongly encouraged to apply. Spanish language skills and District ties are a plus.

Qualified candidates must include a cover letter, resume, one writing sample and three professional references in a single PDF file. Email submissions to the Director of Administration, [nv04resume@mail.house.gov](mailto:nv04resume@mail.house.gov). Subject line must read " MEM-NV04-DSA-2 \_\_\_last name, First name".

**MEM-538-21** Congressman Ami Bera, M.D. seeks a **Legislative Assistant** to lead the Member's health care portfolio, as well as other issues as assigned.

The position manages work leading and contributing to multiple caucuses, priority legislation and efforts, and working closely with bipartisan stakeholders both on and off the Hill. Successful candidates will have strong oral and written communication skills, and demonstrated experience advancing a legislative agenda, working with diverse coalitions, and representing Members of Congress in front of stakeholders and constituents. Professional health policy experience and Hill familiarity is preferred.

The ideal candidate will be able to thrive in a fast paced environment; excel at proactively identifying, prioritizing, and executing strategic opportunities to influence health policy; work well both independently and collaboratively; and have a sense of humor.

Interested applicants should send a resume and cover letter in one PDF to [ca07jobs@gmail.com](mailto:ca07jobs@gmail.com). Please no calls or drop-ins.

**MEM-537-21** Congressman Ruben Gallego (AZ-07) seeks an enthusiastic, people-oriented, and dependable professional to serve as a **Field Representative/ Caseworker** in his Phoenix District Office.

Responsibilities include but are not limited to: establishing and maintaining relationships with local organizations, businesses and community leaders on behalf of the Congressman; monitoring District and local issues; acting as liaison to federal agencies; handling casework; managing special projects; and assisting with events and other activities as assigned.

Travel throughout the district is required, thus the candidate must have a valid driver's license, reliable transportation and appropriate automobile insurance. The Field Representative / Caseworker must be a dedicated, hard-working, team

player. Prior experience in government, the nonprofit sector, community or grassroots organizing is preferred.

Applicants should have a service-oriented attitude, strong organizational skills, proficiency at prioritizing and managing multiple projects at one time. Applicants must demonstrate a capacity to work both independently and as part of a team, as well as possess strong written and oral communications skills. A working knowledge of Arizona's 7th Congressional District is preferred.

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.

Interested applicants should send a resume, cover letter, and a list of three references to: [monica.sandschafer@mail.house.gov](mailto:monica.sandschafer@mail.house.gov).

**MEM-536-21** Congressman Ruben Gallego (AZ-07) seeks a **Staff Assistant** in his Phoenix District Office. This is a full-time position located in Phoenix, AZ.

The Staff Assistant greets visitors, answers the telephone, and responds to constituent requests for general information. The Staff Assistant plays a central role in the day-to-day operations of the District Office by monitoring delivery and pickup of materials, maintaining front-of-house systems, and assisting with administrative and other duties as assigned.

The Staff Assistant supports the Constituent Services team's correspondence with federal agencies and constituents. In addition, the Staff Assistant works with the Outreach Director to maintain and expand Member presence in the District.

Ideal candidates will have great interpersonal skills, strong organizational skills, experience in a professional office setting, and a working knowledge of Arizona's 7th Congressional District. The Staff Assistant will interact daily and directly with the public, so experience in customer service is desired.

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.

Interested applicants should send a resume, cover letter, and a list of three references to: [monica.sandschafer@mail.house.gov](mailto:monica.sandschafer@mail.house.gov).

**MEM-528-21** **Staff Assistant** – Senior Republican Congressman



Senior Republican Member of Congress seeks a dependable and energetic staff assistant for the Washington, D.C. office. Primary responsibilities include answering phones, processing mail, meeting and greeting visitors to the office, processing flag and tour requests, and supporting staff with a variety of tasks, including driving the member to appointments.

Ideal candidates must have excellent organizational, time management and problem solving skills. Must be comfortable working in a fast-paced environment both independently and as part of a team. Pennsylvania ties and a sense of humor are preferred, but not required.

Candidates must have an impeccable driving record and their own vehicle. Please resumes to [Lindsay.Reusser@mail.house.gov](mailto:Lindsay.Reusser@mail.house.gov) with the subject line: PA Staff Assistant. No calls please.

**MEM-163-21 DISTRICT COORDINATOR:** The Office of Representative Spanberger seeks a motivated, creative, self-starter to join the district constituent services staff as a District Coordinator in the Glen Allen, VA office.

Responsibilities include responding to constituent inquiries, managing constituent casework with federal agencies, working with the legislative team to address constituent concerns, and district outreach to include staffing the Congresswoman, representing the office, listening to district stakeholders, and updating the community at district events. Additional duties as assigned.

Ideal candidates will be motivated self-starters with strong interpersonal, customer service, time-management, and organizational skills and have significant experience interacting with the public.

Additionally, successful candidates will have a positive, solution-driven personality, demonstrate excellent oral and written communication skills, and show keen attention to detail and an ability to multitask effectively in a fast-paced environment.

Please submit a cover letter, resume, writing sample, and references to [spanberger.inquiries@mail.house.gov](mailto:spanberger.inquiries@mail.house.gov) with "District Coordinator" in the subject line.

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