



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 November 1, 2021

MEM-480-21 The office of Representative Debbie Wasserman Schultz is seeking a **Senior Legislative Assistant and Appropriations Associate** to manage the Congresswoman's Appropriations Committee work and handle legislative issues related to energy, environment, transportation, agriculture, space/science, and disaster response, as well as other related issues.

Responsibilities include, but are not limited to, advising the Member on all matters in the issue portfolio; developing appropriations priorities and working with the Appropriations Committee to secure the Member's priorities in spending bills; developing policy proposals and legislation; drafting vote recommendations, talking points, hearing questions, and speeches for related floor and committee proceedings; staffing the Member in committee hearings and markups; and representing the Member during meetings with constituents, stakeholders, and agency officials.

The ideal candidate must have previous work experience with the congressional appropriations process and the aforementioned legislative issue areas, excellent written and verbal communication skills, and an eagerness to work for a senior appropriator in a fast-paced, collaborative environment. Prior experience advising a Member of Congress and advancing policy proposals is required. Florida ties are a plus.

Interested parties should e-mail a cover letter and resume

to FL23Resume@mail.house.gov with the subject line “Senior Legislative Assistant”.

Please save the cover letter and resume in a single file (PDF preferred) and name the file “Last name, First name.” 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 or expression.

Application materials must be received by 5:00 p.m. ET on November 15, 2021.

MEM-478-21 SENIOR LEGISLATIVE ASSISTANT – Congressman Mark Pocan (WI-02), member of both the House Appropriations and Education & Labor Committees, is seeking an experienced and enthusiastic Senior Legislative Assistant.

Ideal candidate will have at minimum 2 years of Hill experience as a Legislative Assistant (or similar equivalent), a good understanding of House procedures, an understanding of developing and tracking legislative initiatives and political awareness. 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 drafting legislation, writing hearing statements, legislative memos, constituent correspondence and preparing briefing materials. A sense of humor is greatly appreciated.

Qualified candidates should submit a cover letter, resume and two writing samples to WI02JobOpening@gmail.com with “Senior Legislative Assistant” in the Subject Line. Job opening closes COB on Wednesday, November 17th. 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, national origin or citizenship status, sex, gender identity or expression, pregnancy, sexual orientation, age, disability, or military status.

MEM-476-21 U.S. Representative Brenda Lawrence (MI-14) seeks a **Constituent Service Representative/Caseworker** for her Michigan District Office in a full-time capacity. Interested candidates are encouraged to submit a resume and cover letter to MI14District@gmail.com by Friday, November 5th.

The Constituent Service Representative/Caseworker plays an important role by serving as the Member’s community representative for issues and programs within their assigned portfolio, and will monitor and update the Member and District Director on important local issues, emerging trends, and critical developments.

They will also serve as a liaison to federal, state, and local government entities on behalf of the Member's constituents.

Successful candidates will have strong interpersonal skills and be able to maintain composure and professionalism while fulfilling their responsibilities. The ideal applicant will be team oriented with strong organizational and problem-solving skills, and demonstrable written and verbal communication skills, and a deep commitment to public service.

Qualified candidates should have a bachelor's degree, previous experience working with government agencies, and a demonstrated interest in public service. Familiarity with Michigan's 14th Congressional District and ties to Oakland County are a plus. Proficiency with a foreign language is preferred, but not required.

The Office of Congresswoman Brenda L. Lawrence is an equal opportunity employer, and all applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, or national origin.

MEM-475-21 Senior Democratic House Member seeks a **Scheduler/Executive Assistant** for the Washington office. The scheduler will manage all aspects of the Member's daily and long-term schedule in DC and in the District.

The ideal candidate should be well-organized, detail-oriented, self-motivated, and able to work effectively in a fast-paced office. Prior scheduling experience on the Hill or comparable work environment is preferred.

Responsibilities include tracking, evaluating, and responding to invitations and scheduling requests; coordinating travel for the Member; assisting with budgeting; vouchering invoices for payment; and office management.

Applicants should send their resume and cover letter to schedulerjobdc@yahoo.com

MEM-474-21 Senior Democratic House Member seeks a **Legislative Assistant** for his Washington D.C. office.

The Legislative Assistant will be responsible for drafting and monitoring legislation, preparing materials for committee hearings and markups, representing the Member in meetings/briefings, working with constituent organizations, and performing other tasks as assigned.

The ideal candidate will have a strong understanding of the legislative process, excellent writing and communication skills, and a demonstrated ability to work effectively in a fast-paced office.

Candidates should send a resume, cover letter, and two writing samples to genleg2024@gmail.com

MEM-470-21 The Office of Congressman Jimmy Gomez (CA34) seeks an organized, passionate, team-oriented **Staff Assistant** for the Los Angeles office.

Responsibilities include: managing the front office, coordinating tour and flag requests, managing LA internship program, supporting the work of casework staff and providing additional office support as needed. While this is an entry-level position, candidates should have excellent oral and written communication skills, great attention to detail, strong time management skills, an ability to work under pressure to meet tight deadlines, and a sense of humor. Fluency in Spanish is a benefit but not required.

Candidates should submit a cover letter, resume, and two writing samples in a PDF format to Gomez.Jobs@mail.house.gov with the subject line “Last Name SA.”

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-469-21 Rep. Seth Moulton is hiring a **Communications Director**.

Key Responsibilities:

The Communications Director is the on-the-record spokesperson and principal advisor on national and local communications strategy. The person hired for this role will report to the Chief of Staff and the Congressman and manage an aggressive, proactive communications shop.

The incumbent writes press releases, talking points, statements, and newsletters; provides quarterly media training and gives regular, direct feedback to the member of Congress; cultivates and maintains personal relationships with members of the local, state, and national press and strategic partners; manages a social media team; proactively conceptualizes, drafts, pitches, and places op-eds; and books and manages television, digital and print interviews.

Team Moulton is built around six core values: courage, empathy, authenticity, action, transparency, and growth. This opportunity is a chance to serve as a member of the office’s senior leadership which is responsible for building and guiding a tight-knit, hardworking team driven by a commitment to service.

Key Qualifications:

The person who fills the role should be a creative thinker who thrives under the

pressure of tight deadlines and breaking news. This person should be skilled at building and implementing long-term executive thought leadership strategies. Candidates should be comfortable with ever-shifting vote schedules and deadlines; be detail oriented; and willing to work varied and unpredictable hours that often change with the news cycle and routinely include fielding press inquiries after hours and on weekends.

The successful candidate will have a dedication to public service and an appreciation for the work of the office's legislative and award-winning constituent service team.

The successful candidate will have:

- Significant professional experience in public relations, journalism, public affairs or political communications
- Experience managing a small team
- A history of providing media training and communications advice to an executive
- A professional track record of successfully creating and implementing communications strategies that span several media
- Strong journalistic writing skills and experience with AP Style
- An interest in legislative politics
- Experience planning press conferences and events that generate news
- Experience managing a budget
- Demonstrated ability to assess news value
- Experience or an interest in mentoring and developing high-performing junior staff
- An interest in foreign policy and national security, transportation, and mental health issues is helpful
- The ability to travel to Washington, DC or the Congressman's district when it is safe to do so (pre-pandemic, the incumbent traveled about three times per quarter).

This position is open to applicants willing to live or relocate to either Washington, DC or the Congressman's idyllic district which spans the North Shore and Merrimack Valley in Massachusetts.

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. Women, people of color, veterans, and LGBTQ+ candidates are strongly encouraged to apply.

Qualified candidates should submit cover letter, resume, a writing samples and two references to: ma06.resumes@mail.house.gov by 5pm on Friday, November 5."

MEM-459-21 **Director of Advice and Education** (Washington, DC) -- The Committee on Ethics seeks an experienced government ethics attorney to serve as the Director of Advice and Education for the Committee.

The Director will oversee the Committee's Office of Advice and Education and will manage a nonpartisan staff of attorneys and other professionals which is responsible for providing a high volume of ethics advice, education, and training to 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, criminal law, securities law, and familiarity with Congress and its unique institutional prerogatives. Previous management experience preferred. Salary commensurate with experience.

Please email resume, cover letter, and short writing sample to ethicsjobs@mail.house.gov. Please include the phrase "Director of Advice and Education" in the subject line.

MEM-456-21 The Office of Congressman Jamaal Bowman (NY-16) is seeking a talented, motivated **Communications Director** to be based in our DC office. The Communications Director reports directly to the Chief of Staff and Congressman. The Communications Director manages a small team of communications staff. Previous management experience is preferred.

Responsibilities include, but are not limited to:

- Managing and overseeing the day-to-day operations of the communications team
- Fielding interview requests and actively seeking out interview opportunities
- Drafting and editing press releases, op-eds, newsletters, talking points, mailers, speeches, social media content
- Preparing and staffing the Congressman for media interviews

The salary for this position will range between \$70,000-\$80,000 depending on skill level and experience. Prior Capitol Hill experience is helpful, but not required. BIPOC, LGBTQIA and those with New York City/Westchester County

ties are encouraged to apply. A keen sense of progressive messaging and positions also required.

Please submit a resume, and cover letter. Early applicants will get priority. Application closes on November 3rd, 2021. ***ALL APPLICANTS WILL BE CONFIDENTIAL UNTIL FINAL ROUND***

Please apply via this link: <https://airtable.com/shrUqHJUA6G5TOdLp>

MEM-455-21 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, 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-452-21 Senior House Republican seeks experienced **Communications Director** to lead an aggressive communications operation.

Qualified candidates should have at least 3 years of experience on a Congressional communications operation and demonstrate the ability to manage a junior Communications Assistant.

Responsibilities include developing a strategic communications plan, identifying proactive messaging opportunities, securing a wide variety of media opportunities, coordinating with the legislative team to highlight Member initiatives, and preparing the Representative for speaking engagements and media hits.

The ideal candidate will be able to confidently lead a communications operation and effectively delegate to a Communications Assistant, possess a high attention to detail and strong writing abilities, and able to juggle multiple projects in a fast-paced, collaborative environment.

Applicants should submit a writing sample and resume to gopcommsdirector07@gmail.com.

MEM-451-21 Senior House Republican seeks detail and mission-oriented **Communications Assistant** to assist in creating for traditional constituent correspondence and digital content.

Title will be commensurate with experience. This individual will report to and work closely with the Communications Director in producing original creative content, social media posts, graphics, videos, and written materials.

Candidate will also help book and prepare for local and national press hits. Strong writing and editing skills, and familiarity with both Intranet Quorum (or related programs), Adobe Creative Cloud (Photoshop, Premier Pro, etc.), and social media network administration are necessary skills for the job. The ideal candidate will have 2-3 years of relevant professional experience. This is not an entry level position.

Interested candidates should email a resume and relevant writing/digital samples to: gopdigitalcomms@gmail.com.

MEM-450-21 **Press Secretary|Digital Director** – Rep. Nanette Diaz Barragán (CA-44) Representative Nanette Diaz Barragán (CA-44) is seeking a talented and highly motivated individual to assume the role of Press Secretary|Digital Director.

The person chosen for the position will work closely with the Communications Director to develop and execute the Congresswoman's long-term communications plan. They will be charged with overseeing the communications schedule, managing the Member's digital media accounts, and working with local and national reporters.

The Press Secretary|Digital Director will be responsible for a wide range of critical functions, including developing original social media content, designing graphics, editing and posting videos, maintaining the office's website, and

managing media lists. Additionally, they will assist the Communications Director with drafting news releases, advisories, talking points, op-eds and other materials.

Qualified applicants must have strong writing, editing, proofreading skills and be proficient in photography, video recording and editing. They must be detail-oriented, news savvy and able to work in a fast-paced, demanding work setting -- a sense of humor and ability to be a team player is a must. Spanish fluency preferred.

This is not an entry-level position. Previous experience in press or relevant social media experience is required. Experience with Adobe Creative Cloud Products are a plus. Southern California/Los Angeles ties are a plus. Successful applicants will need to demonstrate their writing ability by completing a writing and editing test.

To apply, please send a resume, cover letter including salary requirements, and two writing samples with "Press Secretary" in the subject line to CA44Resumes@mail.house.gov.

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

MEM-449-21 Legislative Assistant|CHC Liaison - Representative Nanette Diaz Barragán (CA-44)

Representative Nanette Diaz Barragán (CA-44) seeks a highly talented and motivated individual to serve as a Legislative Assistant|CHC Liaison in Washington, DC House office - with the primary responsibilities of handling the Member's immigration, foreign affairs, military, and criminal justice, Homeland Security Committee work, and serve as Member's liaison to the Congressional Hispanic Caucus (CHC). Candidates must have a proven record of proposing legislation, developing amendments, and leading on letters.

Primary responsibilities include:

- Drafting legislation and amendments and advancing them through various legislative vehicles;
- Preparing hearing binders and questions for witnesses for Homeland Security Committee hearings;
- Drafting talking points, vote recommendations and other materials;
- Monitoring and analyzing legislative developments, committee proceedings, news stories and other relevant info; and
- Representing the Member in meetings with constituents and stakeholders.

Candidates must have an ability to work under pressure and meet deadlines in a

fast-paced work environment. Strong organizational and time management skills, excellent written and verbal communication skills, and a keen attention to detail are required.

Spanish language skills preferred. Southern California ties a plus.

Interested candidates should send a cover letter, resume and two references with “LEGISLATIVE ASSISTANT” in the subject line to CA44Resumes@mail.house.gov.

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MEM-448-21 The House Committee on Transportation and Infrastructure is seeking a **Committee Clerk**. This is a non-partisan position, which requires discretion and confidentiality in handling committee matters, strong organizational skills, and attention to detail.

The ideal candidate will have a minimum of four year of previous Congressional experience, ideally as a committee clerk, knowledge of Congressional administrative rules and procedures, the ability to manage multiple tasks and projects, work well under pressure, have strong oral and written communication skills, and the ability to exercise discretion and independent judgment.

Core Responsibilities Include:

- Maintaining committee official records in compliance with House and committee rules including the maintenance of the House Repository and committee archive records.
- Organizing and documenting committee markups in coordination with the committee counsels.
- Acting as reading clerk and tally clerk, including the live posting of amendments and their disposition to the House Repository during committee markups.
- Maintaining legislative files, including referral of legislation to subcommittees.
- Assisting in the preparation and filing of committee legislative reports.
- Maintaining the committee Legislative Calendar and Activity Report.

This is not an entry level position, and salary is commensurate with experience.

The committee is committed to, and benefits from, a diverse staff, and candidates of all backgrounds are encouraged to apply. Interested candidates should email a resume and cover letter to: Tljobs@mail.house.gov with the subject line Committee Clerk.

MEM-445-21 Moderate, Blue Dog Democrat on the House Agriculture Committee is seeking an experienced **Legislative Assistant** to cover a robust policy portfolio, including agriculture, natural resources, Tribal, water, and immigration issues.

Duties include, but are not limited to, developing and planning legislation, monitoring legislative developments within the House Agriculture Committee and on the House floor, staffing the Member in meetings and Committee hearings/markups, meeting with constituents and special interest groups on behalf of the Member, and assisting with constituent correspondence.

Strong writing, organizational, oral communication, and collaborative work skills are required. Ideal candidates will have experience in water, Interior, and tribal issues in the Southwest region. Ideal candidates will also have a proven record of being proactive and turning ideas into legislative successes. Prior Capitol Hill experience preferred; but not required. This is not an entry-level position. Diverse candidates are encouraged to apply.

Interested candidates should email a cover letter, resume, and salary requirements to AZ01Resumes@mail.house.gov.

MEM-443-21 Congresswoman Diana DeGette (D-CO) seeks a **Deputy Press Secretary/Digital Director** with extensive digital experience to be based in her Washington, D.C. office.

The position reports directly to the Communications Director and is responsible for assisting in all aspects of the press shop's day-to-day responsibilities – including, but not limited to: compiling daily news clips, drafting speeches, op-eds, news releases and weekly newsletters, and pitching events to members of the media.

The position is also responsible for managing the Congresswoman's various social media accounts, developing creative new content to enhance her social media presence, including graphics and videos, and maintaining her website. This is not an entry-level position.

The ideal candidate will have 2-3 years of experience working with various digital platforms, maintaining websites, and managing social media accounts for a political candidate or elected official. Previous Capitol Hill or campaign experience is preferred.

Qualified candidates should submit a cover letter, resume and two writing samples to Ryan.Brown@mail.house.gov. Please put "Deputy Press Secretary/Digital Director" in the subject line.

MEM-440-21 Congressman Vicente Gonzalez (TX-15) is seeking a detail-oriented, dynamic, highly motivated **Press Secretary** to help manage and coordinate in-state and/or

national media activities in a busy press shop. This position manages the Press Assistant and reports to the Chief of Staff.

This position will be responsible for the preparation of materials, including but not limited to, background memos, press advisories, press releases, statements, and remarks; coordinating the creation and posting of digital content with the Press Assistant; assisting with the planning, preparation, and staffing of news conferences and events; maintaining relationships with local and national news media outlets; and other duties related to press operations and other office responsibilities.

Applicants must be able to work a flexible schedule that accommodates the needs of the Representative's schedule. Prior communications experience is strongly preferred as is experience with pitching to national, state and local media outlets.

Applicants must be organized and creative. They must also possess excellent time management and strong written and verbal communications skills, along with the ability to be a self-starter while working in a fast-paced environment on multiple projects. Communications, Journalism, and English Majors are encouraged to apply. Fluency in Spanish, experience with Adobe programs, and Texas, particularly Central and South Texas, ties are not required but a plus.

The office is an equal opportunity employer. Women, people of color, and LGBTQ candidates are strongly encouraged to apply.

Interested candidates should email a cover letter, resume, two writing samples, and any additional work products, such as previous releases or media plans, with "Press Secretary" as the subject line to southtexasfedjob@gmail.com.

MEM-439-21 The District Office of Congresswoman Katherine M. Clark (MA-5) is currently accepting applications for the position of **Staff Assistant**.

The Staff Assistant greets visitors, answers the telephone, processes mail, assists with constituent casework, drafts correspondence, and performs other administrative duties as needed. The Staff Assistant is also responsible for overseeing a robust internship program, including recruiting, interviewing, hiring, and supervising interns.

This role requires impeccable judgment and the ability to prioritize myriad tasks. The ideal candidate should be personable, organized, and detail-oriented. Applicants must possess excellent verbal and written communication skills and the ability to work cooperatively with others.

This is a full-time position. Office staff are currently working in person, remotely, or in a hybrid model depending on the needs and safety of the office during the COVID-19 pandemic.

This 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.

Diverse candidates, women, and LGBTQ+ persons are strongly encouraged to apply.

Essential Job Functions:

- Manages the office intern program, ensuring smooth front office operational duties
- Works with constituent services representatives to ensure efficient casework intake using the office's internal database
- Assists persons who have appointments with the Member or other staff Members and works closely with the District Director to ensure that the Members' appointments are on time
- Maintains literature regarding the District and DC offices for distribution to visitors
- Coordinates the filing and indexing of all correspondence
- Maintains office inventory and signs for deliveries
- Provides orientation and training for new staff
- Supervises the reception desk, mail operations, and administrative files
- Assumes responsibility for overall office appearance and layout
- Maintains the office answering machine or voice mail
- Screens and refers cases, when appropriate, to other offices
- Logs in all incoming and outgoing mail and incoming telephone calls relating to casework or opinions
- Performs other duties as assigned

Interested applicants should submit a cover letter, resume, & 2 writing samples to Jobs.MA05@mail.house.gov.

All materials will be reviewed on a rolling basis.

MEM-438-21 The Office of Rep. Jared Huffman (CA-02), in partnership with the Office of the Chief Administrative Officer (CAO), has an opening for a Wounded Warrior **Fellow** in one of our District Offices (San Rafael, Petaluma, Ukiah, or Eureka).

The Wounded Warrior Program was established to create employment opportunities for veterans within the House of Representatives. These two-year fellowships provide veterans with experience and exposure to broaden career opportunities. Positions are available in congressional Member District Offices nationwide.

Duties may include, but are not limited to: working as a constituent services representative helping local constituents resolve issues with federal agencies; serving as a liaison to local Veterans Service Organizations (VSO); attending local events and meetings on behalf of your Member of Congress; and performing casework.

To apply, please visit the following

link: <https://house.csod.com/ux/ats/careersite/1/home/requisition/311?c=house&source=USAJobs>

MEM-425-21 Congressman Ami Bera, M.D. seeks a **Senior Policy Advisor** with health policy expertise to lead the Member's active health work, 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.

Several years of professional health policy experience, including Hill familiarity, is required. 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 to ca07jobs@gmail.com. Please no calls or drop-ins.

MEM-423-21 Congressman Jimmy Panetta (CA-20) seeks a **Legislative Assistant** who will be responsible for his office's agricultural and environmental policies and lead his work on the House Agriculture Committee.

Additional work and focus will be on natural resources, energy, emergency and disaster response, Army Corps of Engineers projects, science, and other issues as assigned. Potential applicants should have experience with the formulation of the Farm Bill and know that this is not an entry-level position.

Potential applicants should have experience in formulating legislation and planning the pathway for the legislation to become law. Other duties will include drafting talking points, memos, and vote recommendations for committee and floor proceedings, preparation for hearings, representing the Member before stakeholders, federal agencies and constituents, travel to the district, and constant and consistent outreach and involvement with its constituents.

Qualified candidates should have a strong background in legislative affairs and an understanding of what it takes and a will to work across the aisle to advance bipartisan initiatives. Potential applicants must have excellent written, verbal, research, analytical and problem-solving skills, and an ability to manage multiple assignments simultaneously.

Candidates must be able to perform under pressure and possess a strong work ethic, a commitment to public service, and an understanding of what it takes to be a part of a successful team effort.

A knowledge of and connections to the agricultural and environmental sectors, especially California and its central coast, is preferred, but not required. Interested candidates should send a cover letter, resume, two writing samples of one page or less and three references with "LEGISLATIVE ASSISTANT" in the subject line to ca20.jobs@mail.house.gov

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

MEM-422-21 Congresswoman Ayanna Pressley (MA-07) seeks a **Press Secretary/Deputy Press Secretary** to work closely with the Communications Director to execute a fast-paced and dynamic communication plan and help manage day to day relationships with local and national media.

ESSENTIAL JOB FUNCTIONS:

- Support implementation of media, public relations, and communications strategies for the Congresswoman;
- Draft press releases, talking points, speeches, op-eds, newsletters, questionnaires, and other written materials;
- Compile daily press clips and stay informed about current events in the district and across the country for their impact on the Congresswoman;
- Manage and catalogue incoming media requests for the Congresswoman and notify the Communications Director accordingly;
- Maintain various press archives for the Congresswoman;
- Manage logistics for town halls, press conferences, and other public-facing events, both virtual and in-person;
- Remain abreast of current legislative and non-legislative issues about which the Congresswoman may be questioned;
- Maintain a good working relationship with the Congresswoman, staff, and constituents;
- Work well under pressure, handles stress, and accepts performance-based criticism and direction;
- Support on administrative functions of the office as needed such as constituent calls and data entry

- Work flexible schedule including long hours, nights and weekends, and performs other duties as assigned.

EDUCATION/EXPERIENCE:

Our office prioritizes building a diverse team committed to advocating for the residents of the Massachusetts 7th. 2-4 years of communications experience is recommended. As a practice as an office we do not require any pre-requisite degrees. This is not an entry level position. Ties to Massachusetts preferred, but not required.

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

SKILLS AND KNOWLEDGE REQUIRED:

- Strong communications skills, including writing, editing, and proofreading;
- Understanding of print, broadcast, and online media;
- Strong organizational skills, and ability to manage multiple tasks at once;
- Knowledge of current issues and events in which the Congresswoman is involved;
- Ability to exercise discretion in the representation of the Congresswoman's position on policy issues;
- Ability to work cooperatively and courteously with others, including members of the press;

WORKING CONDITIONS:

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

COMPENSATION:

The salary for the position is \$53,000, along with a competitive benefits package that includes health insurance, dental, federal student loan payments (terms apply) and 15 weeks of paid FMLA.

HOW TO APPLY:

Please submit your resume, cover letter, 2 writing samples and 3 references to ma7jobposting@gmail.com with the subject line "Press Secretary / Deputy Press Secretary".

MEM-421-21 Congressman John Sarbanes seeks a **Legislative Director** (LD) to coordinate and oversee the Member's legislative agenda, advise the Member on legislative activities and lead legislative staff.

Qualified candidates will have a strong understanding of the legislative process, excellent communication and organizational skills and the ability to excel in a fast-paced, proactive office. Must have 3+ years of Hill experience. Maryland ties and experience working with the Energy & Commerce Committee are both a plus.

Interested applicants should e-mail 1) a resume, 2) a cover letter, and 3) two writing samples to employment@mail.house.gov with the subject "Legislative Director: LAST NAME" .

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. Women, veterans, people of color, and LGBTQ+ candidates are strongly encouraged to apply.

MEM-416-21 California Democrat and Member on the Transportation and Infrastructure Committee seeks **Legislative Assistant** to handle transportation and energy policy along with a diverse portfolio of issues.

Candidates should have excellent organizational, research, writing, and communication skills. Duties include identifying and advancing policy proposals, committee hearing and mark-up preparation, meetings with stakeholders, and assisting with constituent correspondence.

Successful candidates should possess strong interpersonal skills and a willingness to work in a team environment. This is not an entry level position -- prior legislative experience on Capitol Hill and advanced knowledge of transportation policies is preferred. Office is an equal opportunity employer.

Qualified candidates should send resume, cover letter, and one writing sample to CADemocratResumes@gmail.com.

MEM-408-21 **Staff Assistant**

Moderate West Coast Democrat seeks highly-motivated, well organized, and detail-oriented Staff Assistant for the Washington, D.C. office. Applicants must possess excellent written and verbal communication skills.

Responsibilities of position include front office reception, answering phones, receiving and caring for constituents and guests of the office, setting up and performing Capitol tours, coordinating the internship program and supervising interns, monitoring the order and operation of the office space and supplies, assisting the Member and staff as assigned, and driving the Member to events as necessary.

Candidates should have an ability to work under pressure, a strong commitment to public service, and an understanding of what it takes to be a part of a successful team effort.

A valid driver's license, daily access to an automobile and a good driving record are necessities.

Ties to California, central coast, are strongly preferred. Previous Capitol Hill experience as an intern or staff assistant is also preferred but not necessary.

Interested candidates should send a cover letter, resume, one writing sample of one page or less and two references with "STAFF ASSISTANT" in the subject line to ca20.jobs@mail.house.gov

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

MEM-400-21 The office of Congressman Frank Pallone seeks a **Staff Assistant** who will be responsible for performing a variety of duties central to Washington, D.C. office operations. The ideal candidate must be detail-oriented, well organized, and accustomed to a fast-paced work environment.

Candidates of all backgrounds are encouraged to apply by submitting a resume and cover letter to resume.nj06@mail.house.gov.

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 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.