

House Vacancy Announcement and Placement Service

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Member and Committee Openings

Week of February 09, 2026

MEM-037-26

The Office of Congressman Mike Quigley (IL-05) seeks a **Legislative Assistant** to manage a broad portfolio of issues, including transportation, trade, small business, tax, financial services, permitting, and telecommunications policy. This position will have primary responsibility for transportation policy related to Congressman Quigley's role as a senior member of the Transportation, Housing, and Urban Development Appropriations Subcommittee.

This is a full-time, in-person position in the Washington, DC office.

A strong candidate will have Chicago ties, including experience in Chicago related to transportation and/or economic policy. The ideal candidate will be able to maintain strong relationships with stakeholders, manage both short- and long-term projects, bring bold policy ideas, think creatively to achieve policy objectives, and be excited to work for an active Member and team.

Any member of Congressman Quigley's team should possess the following characteristics:

- Willingness to work flexible hours; this is not always a 9-to-5 position.
- Growth mindset, openness to feedback, and desire to grow with the team.
- Hustle, grit, and perseverance.
- Ability to think critically and make sound decisions.
- Creativity and solution-oriented approach to delivering results.
- Excellent oral and written communication skills and strong organizational abilities.
- Proven relationship-management and project-management experience.
- Great sense of humor, ability to laugh at dad jokes.

This is not an entry-level position. Salary range is \$70k - \$80k, commensurate with experience.

Candidates from diverse backgrounds and underrepresented communities are strongly encouraged to apply. The U.S. House of Representatives is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age,



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disability, military status, gender identity and expression, marital status, or sexual orientation, or any other characteristic protected by applicable law.

The deadline for applications is Monday, February 23, at 5pm. To apply, qualified candidates should submit a cover letter (.pdf), resume (.pdf), and writing sample (.pdf) to Charlie Chamness (charles.chamness@mail.house.gov), Cc Liza Lynch (liza.lynch@mail.house.gov) with “Legislative Assistant — (Name)” in the subject line. No phone calls or drop-ins, please.

MEM-036-26

Congressman David Scott (GA-13), senior member of the House Financial Services Committee and House Agriculture Committee, seeks a **Staff Assistant/Legislative Correspondent** to join his Washington, D.C. office.

Core responsibilities include:

- Handling incoming calls and capturing constituent requests
- Executing the Member’s constituent correspondence program by drafting/editing letters and ensuring all constituents receive responses in a timely manner
- Consults with the Legislative Director and Legislative Assistants to ensure the Member's library of legislative letters are accurate, up to date, and reflective of the Member's policy position
- Working closely with the Member’s Director of Operations to ensure timely arrival of all appointments, including by driving the Member
- Managing the front office, including by signing for deliveries, performing administrative duties, greeting constituents and visitors to provide a welcoming environment, and more
- Assists with constituent flag requests, tours of the Capitol, and arranging visits to other national landmarks to assist with constituent relations
- Overseeing and managing the intern program, including their schedule and training
- Providing relevant information to constituents to fulfill their requests
- Purchasing supplies for the office from the House Office Supply store to maintain office equipment
- Other tasks as assigned

Qualifications:

- Applicants must own a car as they will drive the Member
- Bachelor’s degree or equivalent education and experience preferred
- Prior constituent services and management experience preferred
- Ties to GA-13 or Georgia preferred, but not required

Interested candidates should e-mail a cover letter, resumé, and one writing sample to Georgia13Resumes@gmail.com with the subject line, “Last Name, First Name, SA/LC”. The deadline for applying is Wednesday, February 18th, COB.



Salary range is commensurate with experience and includes health insurance, student loan repayment, and other benefits.

The Office of Congressman David Scott is an Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, or military service. Diverse candidates are encouraged to apply.

The deadline to apply is 6:00pm ET on Friday, April 17th, 2026.

MEM-034-26

Congressman David Scott (GA-13), senior member of the House Financial Services Committee and House Agriculture Committee, seeks a **Legislative Assistant** to join his Washington, D.C. office to handle a portfolio focused on issues such as education, transportation & infrastructure, telecommunications, Homeland Security, immigration, FEMA, and other issues as assigned.

Core responsibilities include:

- Researching and advancing legislative and policy priorities
- Drafting vote recommendations, memo, and talking points
- Monitoring legislation and Floor activity
- Staffing the Congressman for stakeholder meetings
- Representing the Congressman in meetings with constituents, advocates, and stakeholder groups

The Legislative Assistant will work closely with the Legislative Director and policy team to ensure alignment with the Congressman's priorities and district needs. Georgia ties are preferred. Ideal candidates will have excellent writing and organizational skills.

Interested candidates should e-mail a cover letter, resumé, and one writing sample to Georgia13Resumes@gmail.com with the subject line, "Last Name, First Name, Legislative Assistant". The deadline for applying is Thursday, February 12th, COB.

Salary range is commensurate with experience and includes health insurance, student loan repayment, and other benefits.

The Office of Congressman David Scott is an Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status,



disability, genetic information, age, membership in an employee organization, retaliation, parental status, or military service. Diverse candidates are encouraged to apply.

MEM-033-26

The Office of Congresswoman Lois Frankel (FL-22), Ranking Member of the House Appropriations National Security and Department of State Subcommittee (formerly SFOPS), is seeking a smart, hard-working, reliable, and detail-oriented **Staff Assistant/Legislative Correspondent**. This is a full-time, in-person position based in Washington, D.C.

The ideal candidate is a team-player with a friendly disposition and a positive attitude, will anticipate problems and offer solutions, can work collaboratively with a fast-paced team, and will take initiative to support the D.C. and Florida staff in any way they can. Applicants should have excellent organizational and written and oral communication skills and attention to detail. South Florida ties and experience working with IQ preferred. Spanish proficiency and/or access to a vehicle are bonuses, but not required.

Responsibilities include:

- Maintaining the front office;
- Answering the phones and greeting visitors;
- Managing tour and flag requests;
- Recruiting; hiring, training, and managing interns;
- Managing the constituent response program by drafting letters, sorting mail, and sending responses;
- Assisting the communications and legislative teams;
- Other duties as assigned.

The salary range for this position is \$50,000 - \$60,000 annually, commensurate with experience, and includes health, vision, and dental insurance, paid vacation days and sick time, student loan repayment, and transit benefits. Interested candidates should submit a resume, cover letter, and writing sample at tinyurl.com/FL22SALC.

Applications will be reviewed on a rolling basis, no later than **5:00 PM on Tuesday, February 10th**.

The office is an equal opportunity employer; we do 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-031-26

'The Office of Congressman Ted W. Lieu (CA-36) seeks a creative and experienced **Digital Manager/Press Secretary** based in the Washington DC office. This role will support Congressman Lieu's efforts as the Representative for California's 36th Congressional District and Vice Chair of the House Democratic Caucus. This is not an entry-level position.

The ideal candidate has worked in communications for two or more years. Experience in graphic design, photography/videography, and social media management is desired. Some of the daily tasks that the Digital Manager/Press Secretary will be responsible for are overseeing the office's social media, creating digital content, photographing events, and drafting and sending press releases.

The Office is looking for a candidate who possesses sound judgement, curiosity about new and emerging media trends, a good sense of humor, and a keen attention to detail. The Office is fast-paced and collaborative, and someone who can be proactive while balancing multiple projects will thrive. This position requires some non-traditional work hours and reports to the Deputy Chief of Staff.

Salary range is \$60,000-\$70,000 commensurate with experience. Competitive federal benefits package.

Candidates should submit the following to lieu.staff@mail.house.gov with the subject line "Digital Manager/Press Secretary":

- Cover letter
- Resume
- Three references (name, title, phone number, email and relationship)
- One professional writing sample
- Graphics, videos, or photos you've produced in a professional capacity
- Social media copy you've drafted in a professional capacity

No calls or drop-ins please. The Office of Congressman Lieu is an equal opportunity employer and does not discriminate against candidates on the basis of race, ethnicity, religion, sex, gender, sexual orientation, gender identity, disability status, or veteran status.



MEM-001-26

PRESS SECRETARY

Moderate House Democrat seeks a Press Secretary for their Washington, D.C. office. This is a writing-intensive position responsible for drafting remarks, speeches, talking points, and press releases, as well as pitching and responding to media inquiries.

The Press Secretary will help execute the communications functions of the office, including:

- Drafting and editing a high volume of written materials, including remarks, speeches, press releases, statements, and talking points for the Member;
- Assisting with interview preparation and rapid-response messaging;
- Pitching stories and responding to media inquiries from national, state, and local press;
- Maintaining and strengthening relationships with reporters and media outlets;
- Monitoring press coverage and compiling daily news clips;
- Managing and updating the office's social media platforms and website content;
- Coordinating closely with the Communications Director, legislative staff, and district office to ensure consistent messaging.

Ideal candidates will have:

- Exceptional writing and editing skills with strong attention to detail;
- 2–3 years of relevant experience in a congressional office, on a political campaign, or in another fast-paced communications environment;
- Sound judgment and the ability to work under tight deadlines;
- Strong organizational skills and the ability to manage competing priorities;
- Capacity to communicate with a variety of personalities in a tactful, courteous, and professional manner;
- Willingness to accept direction and guidance on performance and process improvements from the Communications Director, 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 nights and weekends.

This position reports to the Communications Director and 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



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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 “Press Secretary” as the subject line to jobs@mail.house.gov

MEM-027-26

Title: Press Secretary

Position Type: Full-time

Location: Garden City, NY

Salary: \$65,000 - \$75,000 annually

Summary: The Office of Congresswoman Laura Gillen (NY-04) is seeking a Press Secretary to be based in the district on Long Island. The ideal candidate has excellent writing, editing, and photography skills as well as experience building press relationships. They will assist the Communications Director in drafting releases, talking points, event remarks, and quotes, staffing the Member at district-based press events, and help craft digital content. Strong proofreading and copyediting skills are a must.

The role requires the ability to operate efficiently under tight deadlines, occasionally work outside of traditional business hours, juggle multiple priorities, and work closely with colleagues across the D.C. and district offices. The Press Secretary will assist in maintaining relationships with in- state press and will report to the Communications Director.

This is not an entry-level position. The ideal candidate will have 2-3 years of experience working with various digital platforms, working with reporters, writing, and managing social media accounts for a political candidate or elected official. Candidates should be detail-oriented and highly motivated to serve in a fast-paced environment. Ties to the district and Spanish fluency are a plus.

Key responsibilities include:

- Collaborate closely with the Congresswoman, Communications Director, and staff to craft cohesive and engaging messaging in local press and across digital platforms;
- Draft and edit press releases, media advisories, statements, remarks, and daily press clips;
- Support the Communications Director in responding to local and national media inquiries;
- Help identify and cultivate relationships with local reporters and content creators in the district;



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- Staff and manage reporter interactions with the Member at district-based press events;
- Manage recording and photography at district-based press events;
- Work with the District Office and DC-based Press Assistant to craft content and publicize constituent services;
- Edit and maintain the Member’s website to include relevant updates, press releases, news, photos, and more;
- Lead the creation of the weekly newsletter to highlight the Congresswoman’s official work.

The salary range for this position is \$65,000-\$75,000, depending on experience, with full benefits including up to \$833/month in student loan repayments; health, dental, and vision insurance; and both defined-benefit and defined-contribution retirement plans.

TO APPLY: Please email a brief cover letter, resume, and two writing samples in a single PDF to NY04Press@mail.house.gov with “Press Secretary – [Your Name]” in the subject line. Applicants may also provide one example of their digital design work and/or photography (this is optional). Applications will be accepted on a rolling basis.

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MEM-026-26

The office of Congresswoman Laura Gillen is looking for a dedicated and organized individual to join her team as a **Caseworker/Community Liaison**. This position requires bilingual proficiency in Spanish. The ideal candidate will act as a key point of contact for constituents, serving as a liaison between the office and intergovernmental agencies. Responsibilities include addressing constituent concerns, responding to casework correspondence, and facilitating timely resolutions to issues. Additionally, the Caseworker/Community Liaison will lead community engagement efforts and may represent the office at various community events. This position will be based in the District Office.

Title: Caseworker/Community Liaison *Bilingual Spanish *

Position Type: Full-time

Location: Garden City, NY

Salary: \$55,000/ year

JOB DUTIES:

- Serves as the primary point of contact for constituents seeking assistance with federal issues by navigating intergovernmental pathways.
- Respond to casework correspondence (letters, emails) and manage constituent calls and inquiries.



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- Work closely with government entities to facilitate the resolution of constituent and community issues.
- Manage and maintain accurate and detailed casework records to ensure efficient follow-up and reporting.
- Act as a representative of the office at community events. The Community Liaison is responsible for serving as the primary contact for organizations in the community.

QUALIFICATIONS:

- Ability to communicate clearly and interact professionally and empathetically with constituents and agencies.
- High attention to detail with the ability to manage multiple tasks simultaneously.
- Ability to work effectively in a fast-paced office environment.
- Experience in public service, customer service, or constituent relations is a plus.

TO APPLY: Please email your resume to Sarah McCarthy, District Director at sarah.mccarthy@mail.house.gov

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MEM-025-26

Congressman Glenn Grothman has an immediate need to hire a **Scheduler** for the Washington, D.C. office in a full-time capacity. The Scheduler will be expected to work closely with the Chief of Staff and District Director to coordinate the Member's official schedule and arrange travel plans. The Scheduler will act as the Member's liaison with other Congressional offices, constituents, and other VIPs including executives from the public, private, and non-profit sectors.

Responsibilities:

- Collaborates with the Member, Chief of Staff, and District Director to determine and finalize the Member's daily schedule and briefing materials
- Acts as a liaison between the Member and other Members, committee staff, White House, government offices, and government agencies to arrange the Member's attendance at meetings
- Coordinates with event participants and the appropriate legislative and/or District staff to ensure that the Member is provided with briefing materials for each event
- Partners with the communications team and District office staff to facilitate the scheduling of radio and television press interviews
- Coordinates photo opportunities with constituents to maintain outstanding constituent relations
- Plans and books the Member's air travel, ground transportation, and lodging to coordinate official travel arrangements



- Reviews the Member's mail and invitations to ensure all are responded to, either by written correspondence or a personal telephone call
- Maintains files to monitor which of the Member's invitations have been declined, accepted, or are tentative/pending
- Prioritizes tasks based on the situational context to ensure work is completed in an efficient and effective manner
- Prepares, coordinates, and distributes daily meeting schedules in Washington, DC and the District
- Work with district office to schedule district tours and events
- Works well under pressure and tight timelines

Qualifications:

- **Attention to Detail:** Performs work thoroughly and accurately; acts conscientiously when attending to detail.
- **Adaptability:** Adapts quickly to change or unexpected obstacles; easily considers new approaches.
- **Decision Making:** Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions. Commits to action to accomplish organizational goals. Maintains appropriate levels of confidentiality.
- **Interpersonal Skills:** Develops and maintains effective and positive relationships with staff, stakeholders, and constituents.
- **Planning and Coordination:** Organizes work and sets priorities. Coordinates with others to accomplish goals; monitors progress and evaluates outcomes.

To Apply:

Interested candidates are encouraged to submit a resume and cover letter to MidwestResumes@mail.house.gov.

MEM-024-26

Congresswoman Jennifer L. McClellan seeks a proactive, highly organized, and strategic leader to serve as **District Director** in her Richmond, VA office. This position oversees day-to-day operations of the Congresswoman's Richmond office and satellite office in Brunswick.

The District Director serves as the Member's senior staffer and primary community representative within the district. The District Director represents the Member at events and meetings throughout the community, serving as the Office's liaison with important stakeholders. The District Director also manages and oversees all district office(s) operations, workflow, assignment of responsibilities, and performance of the team. Other responsibilities include:



- Coordinating closely with the Chief of Staff, Legislative Director, Communications Director, and Director of Operations to plan in-district events and ensure alignment between the DC and District offices
- Planning district-based events and stakeholder engagements, in collaboration with senior staff in the DC office, and maximizing the Office's presence and visibility within the district
- Overseeing strategic outreach to key stakeholders and communities within the district
- Attending local events and representing the Congresswoman when she is in Washington, D.C.
- Coordinating with the Constituent Services Director to maintain a successful, impactful constituent services program
- Traveling throughout the district to stay abreast of local developments and priorities and facilitating information sharing between the Member's district and DC offices

Successful candidates will have strategic decision-making skills; a strong understanding of Virginia's Fourth Congressional District; previous management experience, including organizational, leadership, and motivational skills to manage staff across the district; strong relationships with local elected officials in VA-04 and Virginia broadly; and excellent oral and written communication skills. This position reports directly to the Chief of Staff.

This is not an entry-level position. The salary range is \$100,000 - \$110,000 commensurate with experience. This full-time position includes federal benefits such as health insurance, retirement plans, generous PTO, paid FMLA, student loan repayment assistance, and flexible work-from-home options.

Interested applicants should submit one PDF that contains a cover letter, résumé, and a list of at least three references to VA04.Jobs@mail.house.gov, with the subject line “FULL NAME District Director Application.” Applications will be reviewed on a rolling basis. If you are selected for an interview, a staff member will contact you. No phone calls or drop-bys, please.

Congresswoman McClellan's office is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, or veteran status. We strongly encourage applicants from diverse backgrounds — including women, people of color, LGBTQ+ individuals, and members of other underrepresented communities — to apply.

MEM-020-26

The Office of Rep. Gluesenkamp Perez (WA-03), the Administrative Co-Chair of the Blue Dogs Coalition, is seeking a **Communications Director** to join her official staff. This position serves as a member of the senior staff team, working closely with the Member,



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Chief of Staff, Legislative Director, Operations Director and District Director to develop and execute an external communications plan that effectively communicates the unique district and messaging of Rep. Gluesenkamp Perez. This role oversees all press relations, an active social media operation, speeches, Franked communications, newsletters and all other communications needs of the office. This position is expected to work non-traditional hours and to regularly travel between DC and southwest Washington. Position can be based in the District or DC office.

Essential duties:

- Implementing the Congresswoman's communications strategy, including earned media coverage, overseeing a strategic mass communications plan and executing an effective social media plan.
- Serving as the formal spokesperson and media liaison for the Congresswoman.
- Drafting speeches, press releases, media advisories, talking points, op-eds, newsletters and statements for the Member based on her existing and evolving positions.
- Creating and editing digital communications content, including social media copy, photography, videos, graphic design, and updates to the website.
- Fielding all incoming press inquiries, including interview requests for TV, print, radio, and other media and proactively pitching the Congresswoman's work to press.
- Briefing and staffing the Congresswoman for interviews, press conferences, and other public events.
- Organizing media events.
- Managing the Franked mass communication strategy, which includes franked radio, direct mail and digital, and all reporting requirements.

Preferred qualifications:

- Outstanding written, oral, and strategic communications skills.
- Keen critical thinking skills, with the ability to look beyond daily tasks to engage thoughtfully, identify patterns, and develop reasoned conclusions.
- Time management skills, ability to work under pressure, and comfortable balancing multiple responsibilities at once.
- Commitment to understanding the Member's unique voice and messaging.
- Sharp attention to detail.
- Strong visual intelligence and photography skills.
- Familiarity with southwest Washington a strong plus.
- While this is not an entry level position, a college degree is not required. Non-traditional candidates are strongly 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.



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Qualified candidates should submit a cover letter, resume, and two writing samples to WA03jobs@mail.house.gov with the subject line: "Full Name – Communications Director." Please share where you learned of this opportunity in the body of the email. Resumes will be reviewed on a rolling basis until the position is filled. Please no phone calls or drop ins.

MEM-019-26

The Office of Congresswoman Gluesenkamp Perez (WA-03) is seeking a **Field Representative** to be the primary person handling outreach and issues in the trades community in Southwest Washington. This position serves as a member of the Congresswoman District Office with the option to be based in the Congresswoman's Vancouver or Kelso office. This role will work closely with the Congresswoman and her team to meet with local stakeholders, businesses, and organizations—with an emphasis on focusing on trades and technical stakeholders.

Background:

Congresswoman Gluesenkamp Perez co-owns an auto repair and machine shop with her husband and has made the trades and technical pathways a focus during her time in Congress. In D.C., she has advocated for honors-level shop class, funding for local CTE programs, and ensuring young people can use 529 plans to pay for tools instead of 4-year college. Back home, she's visited CTE programs in all seven counties in her district and has advocated for state-level changes to allow 6th graders in CTE programs. The Field Representative will help the Congresswoman engage with constituents in the trades to help inform this important work.

Essential duties:

- Acts as a liaison between the Congresswoman, District Director, and other senior staff and stakeholders.
- Informs the Congresswoman and team of updates to his or her assigned issue area by screening district media and interacting with constituents.
- Builds durable relationships with stakeholders and provides updates to them on the Congresswoman's work.
- Briefs and staffs the Congresswoman at events in the district.
- Travels throughout the district to meet with constituents and stakeholder groups on issues related to the Congresswoman's priorities.
- Acts as a representative of the office at events, including updating groups on the Congresswoman's work and speaking on her behalf.
- Collaborates with the District Director and DC legislative staff to ensure district priorities inform the Congresswoman's legislative agenda.

Preferred qualifications:

- A college degree is not required. Non-traditional candidates are strongly encouraged to apply.



- Ties to Southwest Washington strongly encouraged.
- Individuals with a background as a tradesperson, craftsman, or skilled worker are highly encouraged to apply.
- Strong interpersonal and relationship-building skills, with a commitment to public service and constituent engagement.
- Ability to manage multiple priorities, work independently, and collaborate with a team.

This full time position is expected to work non-traditional hours and to regularly travel throughout Southwest Washington. Salary for this position is \$50,000-60,000, commensurate with experience. 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.

Qualified candidates should submit a cover letter, resume, and a paragraph each about two recent projects they've worked on to WA03jobs@mail.house.gov with the subject line: "Full Name – Field Representative." Photos of recent projects are encouraged. Please share where you learned of this opportunity in the body of the email. Resumes will be reviewed on a rolling basis until the position is filled. Please no phone calls or drop ins.

MEM-018-26

Congresswoman Summer L. Lee (D-Pittsburgh) has an immediate need to hire an experienced **Legislative Director** in the Washington D.C. office at a full-time capacity. Interested candidates are encouraged to **submit a resume and cover letter by 2/15**. The office will contact the best qualified candidates to begin our interview process on a rolling basis.

Job Expectations:

The Legislative Director plays an essential leadership role in the office by working closely with the Chief of Staff in assisting with the formulation of the Member's policy and legislative strategy. The Legislative Director will maintain status reports on all legislation affecting the district and legislation in which the Member is a principal sponsor or cosponsor. The Legislative Director may also manage and oversee the performance of the legislative team (e.g., legislative assistant, legislative correspondent). Congresswoman Lee currently sits on the House Committee on Oversight and Accountability and the House Committee on Education and the Workforce.

Salary Level/Range:

\$100,000 - \$120,000, Commensurate with Experience

Job Duties:

- Advises the Member on all legislative policy areas



- Assists in the development of policy positions and legislative initiatives
- Maintains up-to-date status reports on all legislation affecting the district, legislation in which the member is a principal sponsor, or legislation which the Member is a cosponsor
- Monitors and reports floor action to the Member and the Chief of Staff
- Manages and supervises the Member's legislative staff
- Coordinates responses to all legislative mail

Requirements:

- Experience researching public policy and preparing legislative recommendations for a Member of Congress required
- Deep understanding of House floor and committee procedures
- Strong written and verbal communication skills
- Politically savvy and able to navigate challenging situations
- Experience collaborating and forming partnerships to advance legislative agendas
- Comfortable making swift decisions and advising a Member of Congress on important issues
- Able to manage a team of staff members and accomplish desired outcomes
- Strong time management and organization skills

Preferences:

- Bachelor's degree or higher in government, political science, public policy, or related field
- A demonstrated interest in public service

Applicant Instructions:

All interested candidates are encouraged to submit a cover letter and resume by **2/15** to Wasi.Mohamed@mail.house.gov. Please add PA-12 Legislative Director to the subject line.

Notice:

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-016-26

The **Office of U.S. Representative Shomari C. Figures (AL-2)** seeks a highly organized, creative, and team-oriented **Press Secretary & Digital Manager** to execute a fast-paced and dynamic communications plan. The Press Secretary & Digital Manager will play a critical part in shaping, branding, and maintaining the public image of the Congressman, requiring a combination of strategic thinking, strong digital skills, and the ability to be creative and thrive under pressure. This position reports to the Deputy Chief of



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Staff/Communications Director and is based in the Washington, DC office. This is not an entry-level position.

Responsibilities include:

- Drafting written materials, including press releases, remarks, speeches, e-newsletters, talking points, and social media content
- Pitching and coordinating press interviews, managing press inquiries, and building and maintaining District and national press relationships
- Collaborating with the Legislative and District Office teams to proactively identify and execute message events and opportunities that elevate Congressman's work to residents of the 2nd District
- Staffing and supporting logistics for the Congressman's interviews, press conferences, and other public-facing events, both virtual and in-person
- Planning, managing, and creating content for Congressman's social media platforms, the website, and e-newsletter
- Capturing and maintaining a database of video and photos of the Congressman
- Staying informed about relevant current events in the 2nd District and across the country and advising on messaging strategy across key priority issue areas including, but not limited to agriculture, transportation, infrastructure, civil rights, and education
- Compiling daily press clips and managing a robust media monitoring and reporting process
- Maintaining local, national, and specialty media press lists

Skills and experience required:

- Previous experience on Capitol Hill and of 3-5 years of relevant experience in communications
- Exceptional writing, editing, and organizational skills; knowledge of AP style and communications best practices
- Understanding of the digital media landscape and graphic design, photography, and video editing skills
- Deep familiarity with social media platforms (i.e., Facebook, Instagram, Twitter, BlueSky, YouTube) and CRMs, including IQ
- Ability to exercise discretion in the representation of the Congressman
- Ability to work well under pressure and for long hours as needed

The salary for this position is commensurate with experience, and our office offers a competitive benefits package. Alabama state and/or district ties are a plus. Qualified candidates should include a resume, cover letter, a writing sample, and a sample of social media content in their application. Please send complete applications to AL02Resumes@mail.house.gov with “**Press Secretary & Digital Manager**” in the subject line. No calls or office drop-ins, please.



MEM-015-26

Office of Congresswoman Debbie Dingell Communications Director Job Posting

Congresswoman Debbie Dingell (MI-06) seeks an experienced, creative, and highly motivated **Communications Director** to lead the office's fast-paced communications operations.

The Communications Director will lead the development and execution of a comprehensive strategy encompassing national and local press, digital and new media, and franking. Responsibilities include but are not limited to:

- Developing and maintaining relationships with reporters and producers,
- Drafting press releases, talking points, speeches, and op-eds,
- Identifying opportunities for proactive media outreach,
- Responding to press inquiries, serving as on-the-record spokesperson,
- Coordinating, preparing for, and staffing TV interviews and public speaking events,
- Developing and implementing franked media plan,
- Overseeing all digital operations, managing a DC-based Digital Director and district-based Digital Assistant.

The Communications Director will work collaboratively with legislative and district staff and closely with the Member.

This is a senior-level position. The ideal candidate will possess strong written and oral communications skills and the ability to work effectively in a fast-paced setting. They will have at least 2-4 years of experience as a press secretary, communications director, or similar communications role. Salary is commensurate with experience.

All interested candidates are encouraged to submit a resume, cover letter, two writing samples, and references to dingell.jobs@mail.house.gov with the subject line "Communications Director - [Name]" The office will contact the best qualified candidates to begin our interview process on a rolling basis. Please, no phone calls or drop ins.

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, age, disability, military status, marital or parental status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

MEM-013-26

Communications Director Job Position



Office of Talent and Development
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Rep. Raul Ruiz, M.D. Office (CA-25)

Rep. Dr. Raul Ruiz's office is seeking candidates to fill an open **Communications Director** position (title and salary based on experience). Please pass this along to anyone you think might be interested.

Rep. Ruiz (CA-25), senior member of the Energy and Commerce Committee, seeks an energetic and well-organized professional to lead his communications portfolio. The position is based in Washington, DC and will travel to the district as needed. Preferred candidates will have professional fluency in both English & Spanish.

Position Overview

The Communications Director is responsible for the creation and quality of all public external communications from the Member and the office, the communications strategy plans, franking budget, and messaging that is authentic, strategic, and on brand. The Communications Director manages and coordinates all internal communications activities, assesses constituent and public sentiment, evaluates communication outcomes against objectives and goals, and acts as the Member's spokesperson and primary liaison with all media stakeholders. The Communications Director holds a leadership position within the office and is part of the leadership team.

Other duties include developing messaging and talking points; overseeing all communications materials, including press releases, website content, franked mail, and social media accounts; working with policy staff to translate policy into simple, accurate and concise language; and regularly briefing and staffing the Member.

Candidates should be self-motivated, diligent, and a team player, and able to develop and maintain relationships with local, state, and national press and nontraditional media stakeholders like influencers and podcasters. The ideal candidate will have a passion for inspiring people through communications, and digital organizing/communications in all formats.

This position will mentor and manage the Digital Director, all communications activities, and any press interns in all offices. **This is not an entry-level position.**

Required Experience and Skills

Ideal candidates should have, or can articulate, experience in the following areas/topics/platforms:

- Strong written and oral communications skills (writing, editing, proofreading) with at least two years of political communications experience including producing op-ed's, press releases and other communications.
- Experience in managing, coaching, and mentoring staff.
- Experience in brand development and growing brand presence in the press and all digital portfolios and an ability to amplify media coverage & grow its impact.



- Able to create and implement comprehensive communications strategy and plans and manage budget and reports.
- Able to track public sentiment on issues and the Member, translate polls into communication messaging and activities.
- Able to learn the Member's voice and communication style including storytelling.
- Understanding of print, broadcast, & online social media tools/platforms (Instagram, Facebook, Twitter, Canva Pro, Adobe Premiere, etc.).
- Strong skills & experience producing excellent written & visual content, including graphics & video, for a variety of social media platforms and b-roll for the press.
- Thorough knowledge of the legislative process, procedures & organization of the House – a plus.
- Ability to work with the leadership team on short/long-term communications goals, identify press opportunities and mitigate threats.
- Ability to exercise discretion & judgment in the representation of the Congressman's position on policy issues.
- Must have the ability to prioritize duties & manage staff in a fast-paced work environment while meeting rapid timelines.
- Ability to translate complex policy issues into simple, accurate, concise language, creating talking-point summaries.
- Leading, managing & optimizing production needs surrounding virtual & in-person town hall meetings, public forums, & press conferences & creating graphics & media presentations when required.
- Creating e-newsletters & managing the franked mailers process for the office
- Tracking press and social media analytics

Equal Opportunity. The office is an equal opportunity employer and encourages people of all identity groups to apply.

How to Apply. Interested applicants should send a cover letter, resume, and two writing samples (one English and one Spanish on two different topics) to:

CA25Resumes@mail.house.gov with the "**Communications Director-[NAME]**" in the subject line.

MEM-011-26

Representative Zoe Lofgren (CA-18) is seeking an energetic, community-oriented individual for the position of **Field Representative** based in the Salinas office, and under the direction of the District Director and Member of Congress.

The Field Representative will act as a liaison between constituent groups, local elected officials and Representative Lofgren, in addition to initiating community outreach and policy projects. The Field Representative will draft letters of support and respond to in-



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person, written and telephone inquiries from constituents, as well as make legislative and ceremonial presentations on behalf of the Representative. The Field Representative will be expected to assist with casework, administrative tasks, and other duties as assigned.

NECESSARY QUALIFICATIONS:

- Strong public speaking skills
- Flexible schedule; the ability to attend early morning, evening and weekend events
- Knowledge of the concerns and issues specific to the Salinas Valley and understanding of CA-18
- The ability to handle difficult situations with courtesy, tact and compassion
- Strong writing skills
- Problem solving abilities
- The ability to exercise a high degree of initiative
- The ability to work independently and use good judgment
- The ability to maintain confidentiality
- Spanish speaking preferred

REQUIREMENTS: A bachelor's degree or at least 2-3 years experience in a legislative office or other equivalent environment is required. This is a full-time in-person position, with significant travel expected. The salary range for this position is \$65,000 to \$75,000 annually, based upon experience. The office offers a competitive package of benefits (health insurance, retirement match, student loan repayment program, generous holiday package, etc.).

This office is an equal opportunity employer. Candidates from diverse backgrounds are strongly encouraged to apply. Qualified candidates should email a PDF copy of their cover letter, resume, and three professional references to Lofgren.resume@mail.house.gov with "Field Representative" in the subject line.

