

House Vacancy Announcement and Placement Service

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Member and Committee Openings

Week of June 30, 2025

MEM-216-25

The **Press Assistant/Digital Content Manager** is responsible for advancing Congresswoman Suzanne Bonamici's priorities to help the people of NW Oregon by developing and deploying digital media content and engaging with local journalists. They will be based in Oregon and report to the Communications Director, based in DC, and the District Director, also based in Oregon.

Essential Job Functions:

- Draft engaging social media posts that promote progressive values and make complex policy topics easy to digest;
- Develop and edit videos, graphics, and photos for social media, email, and the website;
- Coordinate digital communications with constituents, advocacy groups, and other private or public entities;
- Assist in the production, editing, coordination, and promotion of in person and virtual meetings and events;
- Develop and pitch creative ideas/content to highlight the Congresswoman's priorities, in-district meetings, events, and more;
- Staff the Congresswoman at in-person events and help coordinate media coverage, including capturing video, audio, photos;
- Aid Communications Director in responding to media inquiries and pitching events to print, TV, radio, and online media outlets;
- Help draft press releases, quotes, video scripts, newsletters, remarks and other materials;
- Update and manage content on the Congresswoman's website;
- Other duties as assigned.

Education/Experience:

- Completion of a four-year college degree is preferred
- 1+ year experience working in a digital media, journalism, or public relations role

Skills and Knowledge Required:

- Advanced communication and editing skills, dedicated attention to detail, and



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receptiveness to a collaborative multi-step review process;

- Willingness to respond to constructive feedback and incorporate into future work;
- Ability to work closely with the Congresswoman, staff, and stakeholders;
- Proficiency in graphic design and video editing (knowledge of the Adobe Suite preferred);
- Experience managing branded Facebook, Instagram, Bluesky, and YouTube accounts;
- Ability to work in a fast-paced environment with tight deadlines, multi-task, prioritize assignments, and quickly adapt to changing news cycle;
- Experience interacting with journalists to cover/pitch events;
- Spanish language skills a plus

Working Conditions:

- Work is mainly performed in an office environment. The Press Assistant/Digital Content Manager will also frequently staff the Congresswoman at events in district;
- Ability to work in an open office environment without an expectation of privacy;
- Willingness to work irregular hours including evenings and weekends.

To apply please email (1) a cover letter describing your interest in and qualifications for this position; (2) a current resume, and (3) a sample of your digital media work to:

natalie.crofts@mail.house.gov

This is an immediate opening and the position will remain open until filled. The starting salary is \$58,000 to \$60,000 annually based on experience, plus federal benefits, and federal student loan repayment.

MEM-212-25

Staff Director, Subcommittee Disability Assistance and Memorial Affairs, House Committee on Veterans' Affairs

Core Responsibilities:

- Serve as the principal advisor to the full Committee Chairman, subcommittee Chairman, and Republican Members for issues under the jurisdiction of the Subcommittee.
- Provide in-depth policy analysis and political strategy for issues that fall under the jurisdiction of the Subcommittee.
- Lead and supervise the implementation of the Subcommittee's legislative initiatives including the formulation, drafting, introduction, passage, negotiation, and enactment of all legislation under the jurisdiction of the Subcommittee.
- Plan for and supervise the Subcommittee staff in the organization of, and preparation for, hearings, to include but not limited to, the determination of the agenda, briefing of witnesses and Members, and drafting remarks and questions for the Chairman.



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- Conduct informational and oversight meetings with Administration officials, including Department of Veterans Affairs (VA) and other agencies, Veteran Service Organizations, non-profit organizations, industry experts, and veterans on all issues under the jurisdiction of the Subcommittee.
- Plan and supervise implementation of the Subcommittee's oversight agenda of issues within its jurisdiction, including sending requests for information, writing oversight letters, conducting oversight visits, reviewing document productions, cultivating sources of information, determining the veracity of information received, and other oversight measures, as needed.
- Build relationships with internal and external partners, including Veteran Service Organizations, member offices, industry, and contacts within VA and other government agencies to promote and enact the legislative and oversight agenda of the Subcommittee, and that of the full Committee Chairman.
- Represent and discuss the full Committee or Subcommittee Chairman's views at various conferences and speaking events.
- Responsible for all other duties assigned by the full Committee Chairman, Staff Director, or Deputy Staff Director; as needed.

Minimum Qualifications:

- Bachelor of Arts or Science
- This is not an entry level position.
- At least five to seven years of relevant policy or oversight experience. Experience on Capitol Hill or knowledge of veteran policy is desired but other experience will be considered.

Required Skills:

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

Employees may be eligible for the following benefits:

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



- Dental & Vision Insurance Program (FEDVIP)
- Metro or Parking Benefits

Other Information:

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

How to Apply:

Interested candidates should send their cover letter, resume, three professional references to VAR.Resumes@mail.house.gov with “DAMA Staff Director” in the subject line. In your cover letter please indicate what you believe are the three most pressing challenges facing the Department of Veterans Affairs. No calls or walk-ins, please.

MEM-201-25

The Committee on Ways and Means, U.S. House of Representatives, seeks applications to fill a **Trade Counsel** position on the Democratic staff.

The position entails: arranging and staffing hearings; legislative drafting; providing expert legal analysis; negotiating and corresponding with Executive agencies; and conducting oversight and investigative activities.

Candidates for the position must be graduates of an accredited law school and members in good standing of a state or the District of Columbia Bar. Candidates must be a U.S. citizen and have at least five years of direct litigation experience. Exceptional legal research and writing skills are required.

Candidates must be able to obtain and maintain a U.S. security clearance.

Previous federal government experience is preferred with a specific background in customs law, trade remedies, sanctions, investment law, intellectual property rights, labor law, environmental law, or human rights.

Applicants must be able to travel internationally. Candidates with an ability to converse in French or Spanish is highly desirable.

Interested applicants should submit a cover letter, resume, and references to WMDemTradeSubmissions@mail.house.gov.

This position closes on July 28, 2025.



**Senior Field Representative & Caseworker
Oakland, CA**

The Senior Field Representative and Caseworker serves as a key liaison between the Congresswoman and her constituents, managing casework and ensuring effective communication within the district. This position involves handling constituent inquiries, collaborating with local, state, and federal agencies, and assisting in the identification of legislative needs based on constituent concerns. The Senior Field Representative and Caseworker will also participate in district/stakeholder meetings, provide regular updates to the Congresswoman and District Director on casework trends, and work to build and maintain strong relationships with community stakeholders and government officials.

Key Responsibilities:

- Act as one of the Congresswoman's primary representatives in the district, managing casework and responding to constituent inquiries.
- Serve as a liaison between constituents and federal, state, and local agencies, ensuring timely resolutions to casework issues.
- Provide regular updates to the Congresswoman, Chief of Staff, and District Director on local developments, media trends, and constituent concerns.
- Organize, attend and monitor district/stakeholder meetings, ensuring efficient coordination and communication between the Congresswoman and constituents.
- Identify legislative issues arising from casework, and collaborate with the District Director to assess and recommend potential actions.
- Foster strong relationships with local, state, and federal officials, community leaders, and organizations to enhance the Congresswoman's outreach efforts.
- Work effectively under pressure, managing competing priorities and maintaining professionalism in a fast-paced environment.
- Maintain a flexible work schedule, including availability for long hours, evening, and weekend events.
- Perform additional duties as assigned by the Congresswoman, Chief of Staff, or District Director.

Skills and Qualifications:

- Strong oral and written communication skills, with the ability to effectively communicate with diverse stakeholders.
- At least 3+ years of experience handling Federal casework; Extensive knowledge of local, state, and federal agencies and their processes.
- Understanding of the issues and events affecting the district, particularly those within the Congresswoman's focus areas.
- Ability to manage multiple priorities, demonstrate attention to detail, and maintain confidentiality.



- Strong interpersonal skills and a professional demeanor when engaging with constituents, colleagues, and public officials.
- Ability to work independently and exercise discretion in casework management.
- Proficiency with office practices, procedures, and computer applications.
- Bilingual proficiency (Spanish, Mandarin, or Cantonese) is a plus.

Working Conditions and Other Job Requirements:

- Reports directly to District Director.
- Works during business hours (9-5 p.m.), with the ability to work a flexible schedule that may include long hours, nights and weekends as assigned.
- Primary duty station is in the office, with travel throughout the District to perform driving duties and attend events as assigned.
- Due to the nature of constituent services work, telework is limited and provided on a case-by-case basis.

Salary Range : \$70,000-\$75,000

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.

To apply please submit a cover letter and resume to ca12ls.jobs@mail.house.gov with the subject line “Application for Senior Field Rep & Caseworker Position”

MEM-199-25

Position Overview:

The Office of Congresswoman Kelly Morrison (MN-03) is hiring for a **Digital Director** to run our digital communications strategy based out of Washington, DC. We’re looking for a sharp, creative, and deeply online digital strategist who lives at the intersection of culture and politics. This senior-level position will lead on turning traditional media, legislative efforts, and live events into compelling, shareable content – with an emphasis on short-form video and creative rapid-response.

The Digital Director will be responsible for creating and executing digital strategy for the first and only pro-choice OBGYN in Congress. We’re excited to bring on a strategic thinker, a thoughtful writer, and a digital native who thrives on turning creative ideas into content that resonates.

Hill experience is not required. Campaign, firm, and/or video production experience is strongly preferred.



You can check out some of Rep. Morrison's social media here: Instagram and TikTok

Responsibilities:

- Develop and lead a proactive, cross-platform digital strategy aligned with the Congresswoman's legislative priorities and communications goals
- Oversee all digital platforms and manage the day-to-day content calendar in coordination with the communications director
- Write and produce persuasive video scripts for direct-to-camera, green screen, and influencer-style formats
- Create engaging, accessible content across formats—graphics, videos, infographics, and short-form storytelling
- Work closely with press and legislative teams to translate hearings, speeches, and media hits into digital-first content
- Support rapid response efforts with timely, platform-specific content
- Pitch and execute bold digital ideas that push beyond traditional Hill communications
- Build and manage relationships with content creators, journalists, and digital media partners
- Track analytics and engagement data to assess performance and refine strategy

Qualifications:

- 3–5+ years of experience in digital communications, social media, video production, or multimedia storytelling (campaign experience strongly preferred)
- Proficiency in design tools like Canva or Adobe Creative Suite
- Strong experience with video editing and captioning tools, as well as photography and graphic design
- Fast, sharp writer with a strong visual and narrative instinct
- Strong political instincts and a habit of consuming a wide range of traditional and digital media, from news to niche internet culture
- Demonstrated experience working with creators or influencer collaborations
- Highly organized, detail-oriented, and comfortable managing multiple projects under pressure
- Self-starter with good judgment, creative instincts, and the ability to work independently

Compensation: \$72,000 - \$90,000

Application Instructions:

Interested candidates should email their resume and digital portfolio or sample to MorrisonPress@mail.house.gov with the subject line "Digital Director - Full Name."



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We are looking to fill this position as soon as possible and interviews will be conducted on a rolling basis as applications are received. Ideal start date would be in late June or early July 2025.

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

The office offers a competitive package of benefits (health insurance, retirement match, student loan repayment program – eligibility requirements apply, etc.). Salary is commensurate with experience.

MEM-198-25

Immigration Caseworker – Rep. Dina Titus

The Office of Congresswoman Dina Titus seeks an organized and detail-oriented caseworker for her Las Vegas office.

An ideal candidate must possess time management skills and the ability to multitask in a fast-paced environment. The caseworker will be responsible for handling immigration casework and correspondence and serving as a liaison with federal, state, and local agencies. This person will process casework assignments and assess casework challenges requiring action from the Office. Additionally, this individual will continuously screen active cases and maintain correspondence with constituents to ensure that their cases are handled in a responsive manner, and maintain up-to-date and detailed files on all cases. Occasionally, the caseworker may be assigned other duties, including administrative or outreach such as mobile office hours in Nevada's First Congressional District.

Candidates should have excellent written and oral communication skills and the ability to work under pressure. The person who fills this role should be a team player while also working independently, and have a strong commitment to public service. This role regularly interacts with constituents and stakeholders and should have a friendly and professional demeanor.

Candidates with a diverse background, Nevada state ties, and Spanish-language proficiency are strongly encouraged to apply. Rep. Titus 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.



Those interested in applying should e-mail a cover letter, resume, and one short writing sample to NV01Jobs@gmail.com subject: “Caseworker”. Applications will be accepted on a rolling basis and will remain open until the position is filled.

MEM-197-25

CONSTITUENT ADVOCATE: The Office of U.S. Representative Chrissy Houlahan, PA-06 is seeking a customer service oriented, high performing individual to serve as a Constituent Advocate in our satellite office in Reading, Pennsylvania.

As a Constituent Advocate for a congressional district office, you will be a liaison between constituents and federal government agencies. You will respond to constituent requests for assistance – from individuals, businesses, and nonprofits – and resolve casework issues through inquiries, facilitation, and problem solving. Additionally, you will represent the Congresswoman in meetings and at events in our congressional district while building and maintaining productive, supportive working relationships with local government, business groups, non-profit, and other stakeholder groups within our community. Constituent Advocates also identify local problems that can be solved by federal action and are knowledgeable of the impact of proposed and enacted federal legislation on stakeholders in our community. Job responsibilities include in-person outreach to relevant stakeholder groups in our community and successful candidates must have their own reliable transportation.

The right candidate will serve as a critical part of a close-knit team. Applicants should have an enthusiastic interest in public service, superior attention to detail, and be motivated to serve our community. Excellent written and oral communication skills are essential, as well as the ability to manage multiple tasks, deadlines, and work well under pressure in a fast-paced environment. Optimistic demeanor and a good sense of humor are a must. Connections to Pennsylvania and the 6th district are advantageous.

Our office hours are 9:00am – 5:00 pm Monday through Friday. Our district staff alternates days in the office and days in a work-from-home/outreach schedule (flex days). You must be able to attend work duties on some evenings and weekends for events as needed. Starting annual salary is \$60,000 and a parking space is provided in the office building lot. Medical benefits, savings and investment planning, tuition loan reimbursement, and 20 days paid time off are available as benefits for full-time staff members. Additionally, as Rep. Houlahan believes in actively giving back to our community, each staff member is allocated 5 additional days of paid leave for volunteer work annually.

Please submit resume, writing sample, and cover letter to PA06HoulahanJobs@gmail.com and indicate “CONSTITUENT ADVOCATE: (your last name)” in the subject line. No walk-ins or drop-bys, please. Incomplete applications will not be considered.



This position is an immediate opening and will report to the District Director.

THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER: Women and minorities are strongly encouraged to apply. 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-189-25

Congressman Jason Crow (CO-06) seeks a full-time **Staff Assistant/Legislative Correspondent** for our Washington, D.C. office.

Responsibilities include staffing the front office of a fast-paced congressional office, including greeting visitors, answering incoming phone calls, handling tour and flag requests, and managing the D.C. internship program. This position is also responsible for constituent correspondence duties, including sorting incoming mail, drafting constituent letters and responses, ensuring timely responses to constituents, and sending mail.

The Staff Assistant/Legislative Correspondent will work closely with the Legislative Director and Director of Scheduling and Operations. Successful candidates will have a self-starting personality, strong oral and written communication skills, and a demonstrated willingness and desire to continuously learn. Applicants should be detail-oriented, have strong organizational skills, and be effective in managing their time. Colorado ties are a plus but not required.

Interested candidates are encouraged to submit a resume, cover letter, and a writing sample (not to exceed three pages) as a single PDF to co06.resumes@mail.house.gov with the subject title “[LAST NAME] - Staff Assistant/Legislative Correspondent.” Applications will be considered on a rolling basis. No walk-ins or phone calls, please.

The salary of this position is \$55,000.

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.

MEM-188-25

Congresswoman Susie Lee (NV-03) seeks an experienced **Communications Director** to lead and execute an aggressive communications strategy for a battleground district. In close collaboration with the Member, Chief of Staff, and legislative and district teams, the Communications Director will oversee the Member’s communications agenda and



manage a fast-paced communications team in the district and D.C. This position reports to the Chief of Staff and is not an entry level position.

Responsibilities include maintaining relationships with national and local reporters, replying to press inquiries, and proactively pitching stories; drafting and editing press releases; developing media strategies to roll out legislative wins; spearheading communications components of district outreach and events; running an aggressive and responsive social media program; writing op-eds, talking points, and speeches; managing and coaching the communications team; and working collaboratively with District Office and legislative staff to amplify the office's work. The Communications Director will also oversee franked communications and a robust 499 program.

Candidates should have a minimum of 3-5 years of political communications experience, strong oral and written communication skills, sharp attention to detail, experience managing a team, and a track record of successfully pitching media outlets. The ideal candidate is politically astute, calm under pressure, collaborative, and willing to work the long, irregular hours required by a communications job in the modern-day news cycle. Nevada ties are a plus.

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.

Qualified candidates should submit a cover letter, resume, three references (including name, title, organization, phone, email, and relationship), and writing sample to nv03resumes@gmail.com with the following subject line: "Full Name – Communications Director."

MEM-185-25

Congressman Mike Levin (D-CA-49) is seeking a **Press Assistant** for his Carlsbad district office or Dana Point district office to assist in executing a robust and fast-paced communications strategy and expand his presence online and across all social media platforms.

Responsibilities include but are not limited to supporting and staffing district press conferences and press events, staffing district press interviews, drafting press releases and media advisories, creating social media content for various platforms, designing graphics and print materials, recording and editing videos of the Congressman and constituents, seeking and recording constituents' testimonials, managing the Constituent of the Month program, and more. The individual will work closely with the D.C.-based Communications Director and Press Secretary/Digital Manager on day-to-day operations of the communications team



Candidates should have some experience with social media strategy, strong writing skills, proficiency in graphic design, and experience with both videography and photography. Ability to work well with others, manage competing priorities, and turn around high-quality products under tight deadlines are a must. Professional communications experience (whether through full time employment, internships, or volunteer experience) is required. Prior experience on Capitol Hill or with advocacy campaigns is a plus but not necessary. Salary range is \$45,000-\$50,000, commensurate with experience.

To apply, please send a cover letter, resume, writing sample, references, one to two digital graphic work samples, and one video sample to ca49.applications@mail.house.gov with “Press Assistant” in the subject line.

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation. We strongly value the diversity of our employees and encourage candidates from diverse backgrounds to apply, including women, people of color, and members of the LGBTQ community.

MEM-182-25

Job Opportunity: **Communications Director**
Office of Congressman Don Davis (NC-01)

Congressman Don Davis, representing North Carolina’s 1st Congressional District, seeks an experienced Communications Director to lead a comprehensive communications strategy in a highly competitive district. The ideal candidate is a responsive and collaborative professional with strong writing and digital skills, and sharp attention to detail. This role requires close, ongoing coordination with the congressman and staff to shape and carry out a fast-paced, strategic communications plan often balancing multiple priorities under tight deadlines.

This is a Washington, D.C.-based position and is classified as exempt.

Key Responsibilities:

- Serve as the principal contact for national and local media; manage incoming press inquiries and proactively pitch stories.
- Draft and edit a wide range of written materials, including press releases, op-eds, talking points, newsletters, speeches, and event messaging.
- Develop and manage digital content across platforms, including drafting social media posts, producing video and graphic materials, and maintaining updates to the official website.
- Lead development and execution of communications plans to highlight the Member’s legislative and district activities.



- Oversee official communications, including management of franked content and the 499 program.
- Supervise and mentor communications staff and interns.
- Collaborate across departments to amplify constituent outreach, district initiatives, and policy priorities.

Qualifications:

- 3–5 years of political or policy communications experience required.
- Strong writing, editing, and strategic messaging skills.
- Demonstrated media relations success and ability to lead communications in a fast-paced environment.
- Experience managing official (franked) mail preferred.
- Track record of producing content on digital platforms, graphic design, or video production.
- Ties to North Carolina and previous Hill experience are strongly preferred.
- Must be a collaborative, high-energy team player committed to advancing the office’s mission and responsive to emerging priorities.

Application Process:

Review of applications will begin immediately, with interviews to follow shortly, aiming for a swift hiring process. Interested applicants are urged to apply promptly.

Our office is an equal opportunity employer, committed to inclusivity and non-discrimination based on race, color, religion, sex, disability, age, or national origin.

To Apply:

Submit a resume, cover letter, a writing sample of no more than 1,000 words, and three references (including name, title, organization, contact details, and your relationship with them) in a single PDF to nc01resumes@gmail.com.

Use the subject line: “Your Full Name – Communications Director.”

MEM-180-25

District Press Secretary – Office of Rep. Angie Craig (MN-02)

Rep. Angie Craig (MN-02) is seeking a Press Secretary in her Eagan office to join a fast-paced communications team. The ideal candidate will have excellent writing, editing, and photography skills. Additionally, they will assist the Communications Director in drafting releases, talking points, speeches, and quotes, maintaining press lists and staffing the Member at district-based press events. They will also assist the DC-based Press/Digital Assistant in drafting and posting social content for district events.

Responsibilities:



- Assist the Communications Director with drafting press releases, quotes, statements, speeches and talking points
- Help identify and cultivate relationships with local reporters in the district
- Staff and manage reporter interactions with the Member at MN-based press events
- Work with the District Office to publicize constituent services and events
- Manage live-streaming and photography at MN-based press conferences and events

Qualifications:

- Exceptional writing, editing, and organizational skills
- Experience with social media platforms and tools
- Strong photography and videography skills
- Detail-oriented, with the ability to juggle multiple tasks and meet tight deadlines
- Experience staffing a principal and working with local reporters

Salary: The starting salary for this position is \$65,000.

Application Instructions:

Interested applicants should submit a resume, two writing samples, and one digital work sample (i.e. graphic or video) to RepCraigPress@mail.house.gov. Include “Press Secretary – (First Name) (Last Name)” in the subject line. Applications will be accepted on a rolling basis.

The office of Representative Angie Craig is an equal opportunity employer; the office does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability. Our office encourages candidates of diverse backgrounds to apply. Minnesota ties are a plus.

MEM-177-25

The U.S. House Committee on Agriculture has an immediate need to hire an experienced, full-time **Digital Director** in Washington, D.C. Interested candidates are encouraged to submit a resume, cover letter, and portfolio to HouseAgDemJobs@mail.house.gov. Applications will be reviewed on a rolling basis.

Job Expectations:

As Digital Director, you will be responsible for recognizing opportunities and building digital communications programs and campaigns in support of the Committee’s communications strategy. Your work will focus on building smart, sophisticated, and measurable programs and campaigns that support both short- and long-term goals and meet rapid response needs. This will include outlining content plans, producing digital content, developing editorial calendars, drafting various digital communications products (e.g., social media posts, graphics, video scripts) and working with policy staff to ensure



content is timely and accurate. Understanding digital amplification strategies, audience segmentation, and algorithms across platforms is important for this role. This position requires the ability to work outside of normal office hours, including nights and weekends, when needs arise.

Salary Level/Range: The salary range for the Digital Director role is \$75,000-\$90,000, commensurate with experience.

Job Duties:

- Designs and implements comprehensive digital communications strategies that promote the Committee's policies and priorities.
- Manages all social media channels and web content to ensure all platforms are adequately maintained and up to date.
- Identifies and pitches new ways to engage with digital audiences and content creators.
- Oversees digital editorial calendars to manage the Committee's digital media accounts.
- Educates, trains, and amplifies digital content use among Committee member offices.
- Leads the crafting of compelling digital content that furthers the Committee's short- and long-term goals.
- Stays informed on the social media trends impacting the Committee's communications efforts and strategies.
- Prepares the Ranking Member for all audio and video clips for social platforms.
- Develops digital media kits for Committee member offices.
- Compiles regular reports on digital analytics to distribute to Committee staff.
- Builds connections with Committee member office staff to satisfy digital content requests, earn trust, and identify opportunities for coordinated campaigns across Committee and member office accounts.
- Assists in drafting statements, press releases, and talking points, and performs other duties as needed.

Required Experience and Skills:

- 3+ years of work experience in relevant digital content programs and social media management.
- Demonstrated experience in one or more of the following fields: digital content development, social media management, online analytics, graphic design, and video production.
- Self-driven with a proven ability to set strategy.
- Excellent written and verbal communication skills.
- Curiosity about new channels and technology.
- Comfort with tight deadlines and quick-turn projects.



Preferences:

- Bachelor's degree or equivalent work experience in digital media, mass communications, or similar.
- Agency experience in a digital role.
- Comfort and track record in rapid response and/or crisis scenarios.
- Experience working in fast-paced political environments.

Applicant Instructions:

All interested candidates are encouraged to submit a cover letter, resume, and digital portfolio including social copy, video, and graphic design (e.g., social media graphic, infographic, factsheet) to HouseAgDemJobs@mail.house.gov. Applications will be reviewed on a rolling basis.

MEM-173-25**District Director**

U.S. Representative Ed Case (Hawai'i - 01) is seeking a Hawai'i management professional with federal government experience to serve as his District Director in his Honolulu district office.

This position is a key staff leadership role in assisting the Congressman's representation of Hawai'i in the U.S. House of Representatives. The District Director manages all operations of his district office and district staff. This includes being the primary point of contact and public face of the Member's office in the district, facilitating the Member's visibility and engagement in the district through joining and representing the Member in regular district meetings and events, building and maintaining strong relationships with local community leaders and stakeholders, overseeing the Member's constituent casework activities with federal, state and county departments and agencies, and coordinating with the Member's Washington-based staff, in particular his D.C.-based Chief of Staff, to align district office work with the Member's D.C. and broader priorities.

The position requires, among other qualities and experience, an extensive knowledge of government and Hawai'i, initiative, interpersonal and management skills, the ability to multitask, work independently and effectively under pressure, make decisions and solve problems, orientation to detail, verbal communication and writing skills, and long and unpredictable hours.

Applicants should be longtime current or recent residents of Hawai'i with government experience, preferably the federal government generally and the U.S. Congress specifically. Other preferred qualifications include experience developing and implementing community relations strategies for an elected official, federal agency or similar organization; proven ability to manage staff, make sound decisions and prioritize



competing demands in a fast-paced environment; familiarity with the key issues and stakeholders in Hawai'i overall and the First Congressional District (Honolulu) specifically; and demonstrated commitment to public service and community engagement.

To apply, please send a resume and cover letter detailing these qualifications together with three references to HI01resumes@gmail.com with "Honolulu Director Vacancy" in the subject line. Please, no phone calls, faxes or drop-ins.

