



U.S. House of Representatives

CAO

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MEMBER AND COMMITTEE VACANCY LISTING

Week of February 8, 2021

MEM-036-21 The Democratic staff of the House Natural Resources Committee (HNRC) seeks an organized, enthusiastic, and detail-oriented **Staff Assistant (SA)**. Candidates should be passionate about issues within the Natural Resources Committee's jurisdiction, possess basic knowledge of the Committee process, have excellent time management and multitasking skills, and display an active willingness to learn.

The SA for the Democratic staff of the Natural Resources Committee oversees day to day administrative duties, carrying out miscellaneous projects for senior staff, corresponding with constituents, and serving as Intern Coordinator. The SA will work directly with the Counsel's Office, the Director of Legislative Operations, and the Chief Clerk to track legislation, prepare for Committee meetings, and create reference materials for staff and Members of Congress.

Preferred qualifications: Candidate demonstrates an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations. Understands how HNRC issues intersect with racism, economic and social inequality in the U.S. and is passionate about working to dismantle these systems. Contributes to recruiting, hiring, developing, and retaining a diverse and inclusive workforce.

Full job description and instructions on how to apply can be found here: <https://naturalresources.house.gov/contact/job-postings>

MEM-035-21 **Legislative Assistant** - Congressman Mark DeSaulnier (D-CA) seeks a Legislative Assistant to handle a diverse portfolio of issues. Candidates should have excellent 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 and prior legislative experience on Capitol Hill is required. California ties preferred. Office is an equal opportunity employer.

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

MEM-034-21 **STAFF ASSISTANT** – Progressive Northeastern House Democrat seeks Staff Assistant for Capitol Hill office front desk duties (currently remotely executed), including answering phones, having initial contact with constituents, managing D.C. office interns, processing flag and tour requests, and other office-supporting administrative tasks. Helping the Legislative Correspondent with letter-writing is also a significant part of the job.

Qualified candidates should send resume, cover letter, and a brief writing sample (1-2 pages) to democratic.hilljob@gmail.com. Office is an Equal Opportunity Employer committed to building and maintaining an inclusive and diverse work environment. Women and candidates of color are strongly encouraged to apply.

MEM-033-21 Representative Sean Patrick Maloney (NY-18), a member of the House Permanent Select Committee on Intelligence (HPSCI) and member of House leadership, seeks an aggressive and detail-oriented **communications director** to serve in his Washington, D.C. office.

The position will manage or oversee all aspects of a busy and proactive communications shop by writing press releases, advisories, statements; serving as the Member's spokesperson; managing communications strategy; and developing relationships with members of the local, state, and national media.

The position also manages a digital staffer, legislative correspondent, and press fellow. This is not an entry level position. Candidates should have at least three years of previous political communications experience, relationships with the Congressional press corps and familiarity with national security and transportation issues are encouraged. The office is an equal opportunity employer and encourages people of all identity groups to apply.

Interested applicants should send a cover letter, resume, writing samples, and

professional references to ny18resumes@gmail.com.

MEM-032-21 The Energy & Commerce Committee, Democratic Staff, seeks a **Professional Staff Member** for the Health Subcommittee to work on issues within the subcommittee's public health jurisdiction. This is not an entry level position. Responsibilities will be leading a public health issue portfolio, including drafting and negotiating public health legislation, preparing for hearings and markups, writing letters and talking points, preparing background materials for Members and staff, and supporting Members of the Committee.

Qualified candidates must have at least 4 years of health policy-related experience and be knowledgeable in public health issues related to the Centers for Disease Control and Prevention (CDC), National Institutes of Health (NIH), Health Resources and Services Administration (HRSA), and other public health agencies and programs within the Committee's jurisdiction.

Qualified candidates should also have a strong understanding of the Committee process and procedures of the House of Representatives and an ability to perform under short timelines and in a high-pressure environment while juggling competing priorities. Excellent writing and analytical skills are required.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), gender identity, disability, or age. Please submit a cover letter, resume, short writing sample, and at least two professional references to ecdjobs@mail.house.gov using the subject line Public Health PSM Candidate.

MEM-029-21 Chairman Ro Khanna is seeking a **staff director** for the Subcommittee on Environment, Committee on Oversight and Reform.

The staff director will manage a small team and be responsible for: developing an oversight and investigation plan; holding periodic oversight hearings; conducting investigations of governmental and non-governmental entities; drafting official letters, memoranda and investigative reports; publicizing activities and investigative findings; coordinating with the full committee.

Successful candidates will have a J.D. (preferred); experience with investigations and/or enforcement actions in environmental protection, energy policy, and sustainable development. Previous federal or state government experience is preferred. In addition, candidates must have supervisory experience, excellent oral and written communication skills, careful attention to detail, and availability to work non-traditional hours on occasion. Digital and mass media experience is a plus.

The jurisdiction of the subcommittee includes: global climate change; environmental protection, public lands, endangered species, air and water quality;

oceans; public health; conservation; international agreements; energy policy, research and development; and oversight and legislative jurisdiction over regulatory affairs and federal paperwork reduction. The Oversight and Reform Committee is the principal oversight committee in the House of Representatives.

Salary is commensurate with experience. Women, minorities, veterans and LGBTQ+ candidates 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.

Please submit cover letter, resume and writing sample to reprokhannacal7@gmail.com with the subject line as “Environment Subcommittee Staff Director.”

MEM-026-21 TITLE: **Research Assistant**, Subcommittee on Disability Assistance and Memorial Affairs, House Committee on Veterans’ Affairs, Republican Staff

REPORTS TO: Republican Staff Director, Subcommittee on Disability Assistance and Memorial Affairs

CORE RESPONSIBILITIES:

- Provides administrative, legislative, and research support to Subcommittee staff, and assists with duties as assigned.

QUALIFICATIONS:

- Bachelor of Arts or Science;
- Work, internship, or other experience in a professional environment;
- Strong writing skills;
- Proficiency in Microsoft Office;
- Organizational skills;
- Problem solving;
- Strong verbal communication;
- Team oriented;
- Ability to work well under pressure; and,
- Attention to detail.

DUTIES:

- Answering the telephone and responding to caller inquiries;
- Reviewing incoming mail and preparation of correspondence;
- Maintaining Subcommittee archive, activities report, and relevant publications;
- Assisting with full Committee hearings on matters within Subcommittee jurisdiction;
- Maintaining the Subcommittee’s outstanding deliverable requests made to the Department of Veterans Affairs (VA);
- Determining and tracking the status of pending legislation;

- Reviewing the Congressional Record, Federal Register, House Calendar, and other publications for matters of interest to subcommittee Members and staff;
- Participating in staff-level negotiations, to include knowledge of background information on legislation being considered;
- Assisting Subcommittee staff in organization of, and preparation for, hearings, to include determination of Minority agenda, briefing of Members, and development of questions;
- Conducting meetings with VA, veteran service organizations or other scheduled parties;
- Drafting remarks for Ranking Member and suggested questions for hearing;
- Preparation of memorandums for the full Committee and Subcommittee Ranking Members on matters under the jurisdiction of the Subcommittee;
- Research preparation of hearings by reviewing previous hearing transcripts, relevant statutes, and VA policy; and,
- Responsible for all other duties assigned by the full Committee Ranking Member, Staff Director, or Deputy Staff Director; and assist other Committee staff, as needed.

How to Apply:

Qualified candidates please send résumés only to the following e-mail address: VAR.Resumes@mail.house.gov with “DAMA Republican Research Assistant” in the subject line. No calls or walk-ins, please.

MEM-025-21 POLICY ADVISOR – Congressman Jerry McNerney (CA-09) seeks an experienced and proactive legislative staffer to handle the energy and environment portfolio and his related work on the House Energy and Commerce Committee and the House Science, Space, and Technology Committee, in addition to other issues.

This position offers many opportunities to help drive policy in areas that are among the Congressman’s top priorities.

Responsibilities include crafting and advancing legislative initiatives, preparing and staffing the Congressman for committee activity, meeting and working with stakeholders, closely monitoring policy developments, and drafting talking points, floor statements, press-related materials, and briefings.

Candidate must be detail-oriented, have excellent written, verbal, interpersonal, and time management skills, and work well in a collaborative, fast-paced environment.

This is not an entry-level position; candidates should have 3-5+ years of Capitol Hill experience, including relevant legislative experience and a strong command of energy and environmental issues.

Candidates of diverse backgrounds are encouraged to apply, and California ties are a plus. Qualified applicants should submit a cover letter, resume, and two writing samples to McNerneyResumes@mail.house.gov.

MEM-024-21 **Legislative Director**

The Office of Congresswoman Frederica S. Wilson seeks a legislative director. Responsibilities will include advancing legislative priorities and supporting the member's work on the Education and Labor and Transportation and Infrastructure committees.

The ideal candidate will have substantial experience working on a variety of issues, including education, health, employment, labor, transportation, appropriations, housing, and other issues affecting majority-minority communities. Strong academic credentials, committee experience, and proven leadership skills are required. Moreover, the candidate should possess strong oral and written communication skills, the ability to work well under pressure, extensive knowledge of the legislative process, and be available to work long hours.

This is not an entry-level position; only candidates with previous Hill experience and proven knowledge of legislative and political processes will be considered. Law degree and previous experience serving as a legislative director or senior policy staff are strongly preferred.

Minorities and candidates with Florida ties are encouraged to apply. Submit your resume, cover letter, and three writing samples to FL24.Resumes@mail.house.gov and include "Legislative Director" in the subject line.

MEM-021-21 The Committee on Energy and Commerce Majority is seeking a diligent, energetic and creative person to serve as **Counsel** focusing on energy issues within the Committee's jurisdiction.

Responsibilities will include providing legal analyses, drafting legislation, preparing hearings, staffing markups, writing memos and statements, and coordinating with stakeholders and member offices.

Ideal candidates must have a law degree, demonstrate in-depth understanding of energy policy issues, and possess some public policy experience. Knowledge of issues within the jurisdiction of the Federal Energy Regulatory Commission and the Department of Energy is particularly helpful. Strong writing skills are essential.

Please submit a cover letter, resume, and short writing sample to ecdenergyjobs@mail.house.gov. The Committee is an equal opportunity

employer and strongly encourages minorities, women, veterans and LGBTQ candidates to apply.

MEM-011-21 Congressman Dwight Evans (PA-03) – is seeking an individual with substantial legislative, policy and staff management experience to join his team as **Legislative Director**.

Responsibilities include managing and implementing the member's legislative priorities and his work on the Ways and Means and Small Business Committees. The Legislative Director will supervise a talented legislative staff, proactively promote the office legislative and policy agenda, manage a personal legislative issue portfolio and perform other duties as assigned.

Candidates must possess very strong communication, writing and analytical skills as well as a demonstrated ability to manage and mentor staff. The candidate must also demonstrate experience in strategic planning and have experience formulating plans for advancing legislation. The ideal candidate will be highly motivated, detail oriented, creative, resourceful and passionate about public service. The candidate must have prior Hill experience beyond internships.

The candidate should also demonstrate excellent writing, verbal and organizational skills. Ties to Philadelphia are a plus as well as familiarity with health care, housing and small business federal policy.

Qualified applicants should email a resume, cover letter and two writing samples to PA03.Resumes@mail.house.gov with “Legislative Director” in the subject line.

MEM-010-21 The House Committee on Energy and Commerce Democratic Staff (majority) seeks an enthusiastic, motivated, and highly organized **staff assistant** for fast-paced committee office.

Responsibilities include tasks associated with a front office such as receptionist duties, answering phones, greeting visitors, ensuring that office and meeting rooms are kept in order, supporting staff in preparations for committee events such as hearings, markups, meetings, and events, delivering documents and obtaining signatures on letters, training and supervising interns, handling and sorting incoming mail, maintaining both digital and paper records and files, maintaining office supplies and mastering basic equipment operations, assisting other staff with research, work product, web content, special projects, and other duties as assigned.

Qualified applicants must possess excellent written and oral communication skills, attention to detail, professionalism, exceptional time management skills, and an ability to work collaboratively. All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental

status), gender identity, disability, or age. Hill experience preferred but not required.

Please submit a cover letter, resume, and a short writing sample to ecdjobs@mail.house.gov

MEM-008-21 Midwestern Republican office is looking for a **Legislative Assistant**. Responsibilities will include drafting and advancing legislation; preparing talking points, vote recommendations, and other legislative materials; monitoring and analyzing legislative developments, committee proceedings; and representing the Member in meetings with constituents and stakeholders.

Portfolio of issues will include Agriculture, Trade, Labor & Pensions, Energy & Environment, and others as needed. Successful candidates must be proactive, possess exceptional organizational skills and attention to detail, and be interested in working in a fast-paced office environment. Candidates should have at least one year of agriculture policy experience.

Interested applicants should email a resume and cover letter with Legislative Assistant in the subject line to RepJobResume@gmail.com. No phone calls or drop-ins.