

## Member and Committee Openings

Week of January 05, 2026

Req4122

### **Job Title:**

Communications Assistant/Associate

### **Job Description:**

The House Democratic Policy and Communications Committee seeks a Communications Assistant/Associate. This position will manage the Floor speech recruitment program, provide additional capacity to engage with content partners, assist with event planning and execution, and support all functions of the DPCC as needed.

### **Key Responsibilities:**

- Coordinating, proofing, and sending all materials distributed by DPCC to Democratic Members and staff – including messaging guidance, weekly newsletters and more.
- Managing DPCC's work recruiting Members to deliver one- and five-minute Floor speeches and tracking all speeches for the John Lewis and Donald M. Payne, Jr. Awards.
- Supporting the Content Partnership Manager to assist offices and track successes in booking Members for influencer and new media engagements.
- Proactively handling all incoming communications to DPCC, updating DPCC event tracking, and frequently updating internal contact lists and other records.
- Assisting with the planning and execution of all DPCC events, including briefings, trainings, and Media Rows.
- Providing general administrative and office management support and drafting materials as needed.

### **Preferred Qualifications and Skills**

- A minimum of 1-3 years of experience in political communications, public relations, marketing, or a related field
- Excellent written and verbal communication skills. Spanish language skills are a plus.
- Ability to manage multiple projects in a fast-paced environment and meet tight deadlines.
- Strong understanding of social media platforms, trends, and digital audience engagement.



- Well organized and efficient with strong attention to detail.
- Experience using both Microsoft Office and Google Suite.

Salary and title commensurate with experience. As a member of an active communications and rapid response team, applicants should expect occasional evening and weekend work outside of traditional hours.

*This office is an equal opportunity employer committed to a diverse and inclusive workforce and does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity or disability. Women and minority applicants are encouraged to apply.*

### **To Apply:**

Qualified candidates please apply and submit PDFs of your resume, cover letter, and two professional references online by following the instructions in this link: <https://house.csodfed.com/ux/ats/careersite/19/home/requisition/4122?c=house&q=req4122>

MEM-004-26

### **CONSTITUENT ADVOCATE**

Office of Congresswoman Julie Fedorchak – North Dakota

Please send resumes to State Director, John Odermann – [john.odermann@mail.house.gov](mailto:john.odermann@mail.house.gov)

### **SUMMARY:**

The Office of Congresswoman Julie Fedorchak is seeking a compassionate, detail-oriented Constituent Advocate to help North Dakotans navigate federal agencies and receive timely assistance from their government. This is a frontline role based in the state, focused on providing exceptional constituent service and support through professional, prompt, and persistent casework.

The ideal candidate is a clear communicator, a meticulous record-keeper, and a dedicated problem-solver who shares our office values of Respect, Responsiveness, Resourcefulness, Resilience, and Results. You'll work closely with constituents, federal agencies, and teammates to ensure every case is handled with care—and that every North Dakotan feels heard, helped, and valued.

### **KEY RESPONSIBILITIES:**

- **Constituent Casework**

- o Assist North Dakotans experiencing problems with federal agencies such as Social Security, VA, IRS, USCIS, and others.
- o Open and manage case files in office database; track every action and communication.



- o Submit timely, well-documented inquiries to agency liaisons on behalf of constituents.
- o Draft and send professional case updates, letters, and closure correspondence.
- **Agency Liaison**
  - o Serve as a point of contact between constituents and relevant federal agencies.
  - o Learn and follow each agency's protocol for congressional inquiries.
  - o Follow up persistently on open cases and escalate when needed.
  - o Build strong, professional relationships with agency contacts to improve responsiveness and outcomes.
- **Constituent Communication**
  - o Provide a response to every new constituent request within 24 work hours.
  - o Submit all complete inquiries within 48 work hours of receiving the privacy release and supporting documents.
  - o Keep constituents updated at key milestones and every 30 days thereafter.
  - o Ensure all interactions are professional, empathetic, and solution-oriented.
- **Office Coordination**
  - o Collaborate with teammates to ensure high-quality service during vacations, transitions, or spikes in case volume.
  - o Refer non-federal matters appropriately and document them accordingly.
  - o Ensure your work is accessible and transparent to the team—no sticky notes, no silos.

#### **QUALIFICATIONS:**

- Strong writing, communication, and organizational skills.
- Ability to maintain professional detachment while showing empathy and care.
- Attention to detail and a methodical approach to documentation and follow-through.
- Sound judgment and discretion, especially with sensitive personal information.
- Comfort working independently in a fast-paced, high-trust environment.
- Familiarity with casework tracking systems is a plus.
- Knowledge of federal agencies, North Dakota communities, and constituent service is helpful—but not required. We will train the right person.

#### **WORK ENVIRONMENT:**

- This position is based in the Fargo or Bismarck office.
- Standard hours, with some flexibility for urgent case needs.
- Reports to the Director of Constituent Advocacy or State Director.

#### **MEM-003-26**

Congresswoman Frederica Wilson (FL-24) is seeking a self-driven, proactive, and creative **Communications Director** to lead her office's communications efforts in D.C. and Miami. The ideal candidate is someone who needs little direction, can handle multiple projects at once in a fast-paced environment, frequently reads the news, understands congressional



work and South Florida politics, is nimble to rapidly changing objectives, and is a skilled writer and digital strategist who can help elevate the Member's voice and profile to reach constituents, the press, and national audiences. In addition to the technical skills of communications and digital work, this person should think strategically at a big-picture level and serve as a senior team member, working closely with the Member and staff to shape public stances and priorities, communication, legislative, and district priorities.

South Florida ties and Capitol Hill experience are a plus. The role requires flexibility, including early mornings, late evenings and weekends, especially when Congress is in session or the news is moving quickly. Someone who is team player, easy going, and a good sense of humor for a very friendly and fun office is always preferred!

Job is located in Washington D.C. office with occasional travel to South Florida for large district events and press conferences.

### **Job Expectations:**

The Communications Director is expected to work closely with the Member, Chief of Staff, Legislative Director, District Director, as well as other members of the team, to develop and execute a robust communications plan. The job requires someone who is self-motivated, organized, detail oriented, able to adapt communications strategies easily, and explore innovative approaches to traditional communications methods. The Communications Director will act as a spokesperson for the Member, draft and finalize all statements, press releases, advisories, speeches, social media posts and digital communications. This person also reviews and edits all legislative documents, including committee remarks, letters, section-by-section, and one-pagers.

### **Job Duties:**

- Develop and execute a comprehensive communications strategy across earned, owned, and paid (franked) media
- Serve as primary spokesperson for the Member and manage strategy and relationships with national and local press
- Create and manage digital content operation, including social media content, videos, newsletters, and website updates
- Oversee proactive press planning and rapid response operation, including writing press releases, op-eds, speeches, and talking points
- Coordinate media appearances and interviews
- Organize press conferences, tele-town hall, roundtables, and other public facing events
- Collaborate proactively with the legislative and district teams to ensure cohesive messaging on committee documents, key legislative letters, policy rollouts, constituent services, and district events
- Pitch ideas for events and opportunities for the member



- Serve as a senior member of the team to advise the member on key positions, stances, and priorities on legislation, district engagements, and communication engagements.
- Staff the member at key public appearances and take photos
- Help create daily morning press clips for the member
- Requirements:
- Experience in communications or journalism experience, including on Capitol Hill, political campaigns, or news publications
- Demonstrated success creating and managing digital content from start to finish to grow engagement and reach larger audiences (Experience in creating content in adobe platforms is preferred)
- Experience developing and managing press relationships, with on and off the record experience
- Strong writing and editing skills, both long and short formed writing.

Salary and title commensurate with experience. Applicants should expect occasional evening and weekend work outside of traditional hours.

This office is an equal opportunity employer committed to a diverse and inclusive workforce and does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity or disability. Women and minority applicants are encouraged to apply.

#### **To Apply:**

Interested candidates should submit their resume, cover letter, and two references to [FL24.Resumes@Mail.House.gov](mailto:FL24.Resumes@Mail.House.gov) with “Communications Director - Candidate Full Name” as the subject line. Applications are accepted on a rolling basis but interested candidates are encouraged to apply by January 5th.

#### **MEM-002-26**

Congresswoman Val Hoyle (D-OR-04) seeks a self-starting, highly experienced, and creative **Communications Director** to join her Washington, D.C. office and lead a fast-paced communications team.

The ideal candidate will have familiarity with national press, the House franking process, and will work closely with the Deputy Chief of Staff/District Director, Legislative Director, and report to the Chief of Staff to set the Congresswomen’s messaging priorities. This position will be the direct supervisor of the Press Secretary and any Press Interns. This is not an entry-level position.

#### **Essential Job Functions Required**



- Develops and implements strategic communications plans for the office, including working closely with the legislative team to develop media strategies to roll out legislation, send letters, and make other major announcements
- Successfully and consistently pitches the Congresswoman to both local and national TV, radio, and print media
- Helps plan and staffs DC- and district-based events such as press conferences, tele-townhalls, and roundtables, etc.
- Prepares for, brief, and staffs the Congresswoman for media interviews, press conferences, roundtables, and other engagements;
- Drafts talking points, speeches, press releases, op-eds and other materials, as necessary, and in the Congresswoman's voice;
- Speaks on background with reporters and act as a media liaison for the Congresswoman;
- Helps manage social media presence, this includes drafting social media copy, clipping interviews, and creating graphics to circulate across platforms;
- Maintains and updates office website to ensure that it features timely content;
- Serves as the formal spokesperson and media liaison for the Member;
- Develops and implements media, communications, and public relations strategy for the Member;
- Oversees digital media, website and other communications consultant;
- Remains abreast of current legislative and non-legislative issues about which the Member may be questioned;
- Evaluates current events and media reports in the district and the nation for their impact on the Member;
- Provides ideas and advice on the effect in the media of the Member's actions and legislative activities;
- Creates official digital ads and other graphics;
- Writes speeches for the Member;
- Meets attendance requirements as established by the office;
- Maintains a good working relationship with the Member, staff, media, and constituents;
- Works well under pressure and handles stress;
- Supervises Press Secretary and any assigned Press Interns;
- Accepts performance-based criticism and direction;
- Works a flexible schedule including long hours, nights and weekends; and
- Performs other duties as assigned. Rep. Val Hoyle's Office, Oregon District

### **Qualifications/Skills**

- Exceptionally strong writing, editing, and proofreading skills;
- Deep understanding of print, broadcast, and online media;
- Understanding of House franking process and regulations;
- Experience with digital communications, including paid ads and analytics reports;
- Background in graphic design, including graphics, videos, CANVA or Adobe Suite preferred;
- Experience developing communication strategy for a Member of Congress, an elected official, a federal agency, or a private or non-profit organization;



- Expertise in advising others on a communication strategy and ability to work well on a team;
- Able to make split-second decisions and develop communications under tight deadlines;
- Strategic thinker, politically savvy and comfortable navigating difficult situations with press and staff; and
- Time management skills, ability to work under pressure, and comfortable balancing multiple responsibilities at once.

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, national origin, sex, gender identity or expression, pregnancy, sexual orientation, age, disability, marital status, parental status, military status, or any other factor or basis prohibited by applicable federal law.

### **Qualified candidates**

should submit a resume and cover letter. Resume and a cover letter should be sent to [resumes.hoyle@mail.house.gov](mailto:resumes.hoyle@mail.house.gov) with the subject line containing Communications Director

### **Working Conditions**

- Work is performed in an office environment. A hybrid work arrangement involving telecommuting may also be approved, consistent with the needs of the office.
- Noise levels in the office are usually moderate.
- Ability to work in a small workstation without expectation of privacy.

### **Education/Experience**

At least three-years of political and/or communications experience with strong academic credentials. Alternatively, four-years of related experience or training in communications or equivalent similar experience. Experience working in Congress is preferred.

**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 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](mailto:jobs@mail.house.gov).

Req 4125

**Job Title:**

House Democratic Policy and Communications Committee (DPCC) Executive Director

**Job Description:**



**Office of Talent and Development**  
CAO | U.S. HOUSE OF REPRESENTATIVES



The House Democratic Policy and Communications Committee (DPCC) Executive Director is responsible for working with the DPCC Chair and Co-Chairs, as well as the Office of the Democratic Leader, to develop daily and long-term messaging for House Democrats and provide resources to empower Members to share that messaging directly with the American people.

The Executive Director manages a member services-oriented communications team that distributes weekly talking points and paid communications resources, coordinates rapid response materials in a fast-paced environment, and shares a multitude of other resources to assist House Democratic offices with their communications programs.

The Executive Director oversees all facets of the DPCC's work, including a robust creator partnerships program, and represents the DPCC and its leadership during internal and external meetings, presentations and convenings. In this role, the Executive Director coordinates closely with other Leadership offices and committees of jurisdiction while being responsive to the needs of all Members of the House Democratic Caucus.

### **Key Responsibilities:**

- Manage full process to create and disseminate messaging guidance and resources to Members, staff and external stakeholders.
- Mentor and oversee several junior- and mid-level communications professionals in a fast-paced environment.
- Advise the DPCC Chair and Co-Chairs, as well as the Office of the Democratic Leader, on messaging strategy and goals.
- Present at widely-attended meetings, including of Chiefs of Staff and Communications Directors, about daily and weekly messaging priorities.
- Lead weekly meetings of committee and leadership communication directors.

### **Preferred Qualifications and Skills**

- Minimum 5-7 years of political communications experience in progressively senior roles working with Members of Congress or political candidates.
- Experience directly managing a diverse staff of communications professionals.
- Excellent, flawless writing skills on a tight deadline. Bilingual competency will be considered a plus.
- Proven executive judgment and discretion.
- Ability to work nights, weekends and holidays as the unusual House of Representatives schedule requires.

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**To Apply:**

**Qualified candidates please apply and submit PDFs of your resume and cover letter online by following the instructions in this**

**link:** <https://house.csodfed.com/ux/ats/careersite/19/home/requisition/4125?c=house>

**MEM-393-25**

Congresswoman Val Hoyle (D-OR-04) seeks a self-starting, disciplined, constituent focused **legislative assistant** to work with the legislative team to develop and plan legislative initiatives for her office. This person helps monitor legislative developments within Committees and on the House floor. They have an opportunity to work both independently and in collaboration with a team. They develop floor speeches and/or talking points in their issue areas; are expected to draft constituent correspondence for the Member; and draft memos about key meetings, issues, and constituent groups for the Member. This staffer will track legislation, coordinate co-sponsorship of bills, and represent the Member at meetings and with interest groups. This position further requires briefing the Member on bills before the House, providing advice on Committee activity, and assisting the district office with legislative matters that impact the local community and Oregon.

**Essential Job Functions Required**

- Formulates legislative initiatives for assigned issues areas which include the following:
  - Devising a legislative plan;
  - Drafting the plan into legislative form;
  - Planning coordinating, and scheduling introduction of legislation in the House (or offering it on an appropriate vehicle if it is an amendment);
  - Gathering support for a bill or amendment from other Members, as well as appropriate interest groups;
  - Working with committees on legislation;
  - Coordinating legislative support to get the bill passed in the House.
- Supervises, plans, assigns, and evaluates work of Legislative Correspondent, when applicable;
- Tracks legislation and other developments in their assigned issue areas and briefs the Member for floor work, committee work, and work in the district;
- Monitors legislative developments within committees;
- Plans and coordinates co-sponsorships and support of other legislation;
- Monitors legislation on the House floor, providing Members with information on each vote;



- Writes Floor speeches for the Member when necessary;
- If assigned to issues pending before specific committee, prepares for and attends committee meetings and hearings with or without the Member (i.e., keeps in contact with committee staff)
- Acts as a liaison with committee and agency staff;
- Performs special projects assigned by the Member or Chief of Staff;
- Meetings with constituents and interest groups;
- Provides information on and generates ideas for press, digital media, and newsletters;
- Answers constituent letters and helps constituents on federal matters;
- Meets attendance requirements as established by the office; Maintains a good working relationship with the Member, staff, and constituents;
- Accepts performance-based criticism and direction;
- Works well under pressure and handles stress;
- Works a flexible schedule including long hours, nights and weekends;
- Performs other duties as assigned

### **Qualifications/Skills and Knowledge Required**

- Thorough knowledge about the legislative process and of the House organization and procedures;
- An ability to perform the essential job functions above;
- Ability to exercise discretion and independent judgment in the formulation and recommendation of policy positions for the Member;
- Provides necessary organization, supervisory, leadership, and motivation to assist in the supervision of Legislative Correspondents when appropriate;
- Ability to work cooperatively and courteously with others;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Knowledge of office policies, practices, and procedures;
- Knowledge of office computer applications;
- Proficiency in word processing.

### **Working Conditions**

- Work is performed in an office environment. A hybrid work arrangement involving telecommuting may also be approved, consistent with the needs of the office.
- Noise levels in office are usually moderate.
- Ability to work in a small workstation without expectation of privacy.

### **Education/Experience**



At least two-years of legislative experience with strong academic credentials. Alternatively, four-years of related experience or training in legislation or equivalent similar experience. Experience working in Congress is preferred.

The Office is accepting resumes and will review them on a rolling basis. Please have them send a resume and cover letter to [resumes.hoyle@mail.house.gov](mailto:resumes.hoyle@mail.house.gov) with the subject line: Legislative Assistant Opening. No calls or drop-ins please.

## MEM-392-25

### **Press Secretary & Digital Director – Office of Congressman Gabe Vasquez (NM-02)**

The Office of Congressman Gabe Vasquez seeks a dynamic and digital-savvy **Press Secretary & Digital Director** to support the office’s strategic communications, including social media and messaging operations.

The ideal candidate will possess excellent writing skills, digital media skills, attention to detail, and ability to work in a fast-paced environment with tight deadlines. Spanish fluency and New Mexico ties are preferred but not required. Capitol Hill or campaign experience is a plus.

The Press Secretary & Digital Director reports to the Communications Director and works closely with the Legislative and District teams to execute a comprehensive external communications strategy that highlights the Congressman’s work in New Mexico and Washington, D.C.

This is not an entry-level position. Ideal candidates will have 1-2 years of experience working in a fast-paced communications or political environment. The role is based in Washington, D.C., and will require periodic travel to New Mexico.

#### **Essential Responsibilities:**

- Designing graphics and digital content, including video creation
- Collaborating with the Communications Director to guide the office’s digital and social media strategy-Building and maintaining press lists
- Drafting press releases, talking points, scripts, op-eds, newsletters and other written materials as assigned
- Pitching media as needed
- Working with the district office to publicize constituent services and events
- Assisting with developing franked communications through e-newsletters, print mailers, SMS, TV and radio ads, etc.
- Maintaining and updating the Congressman’s website
- Managing interns’ communications tasks, including daily press clips



**Preferred Qualifications:**

- Familiarity with digital media trends, graphic/video content creation, franking guidelines, and key digital platforms (including Canva and Switchboard);
- Spanish proficiency, particularly the ability to proofread and edit content;
- Proven ability to manage multiple priorities and deadlines in a fast-paced environment;-Understanding of New Mexico's 2nd Congressional District and its unique political landscape;

To Apply: Please email your resume, cover letter, two digital samples (one graphic design and one video editing), and two writing samples (press-focused preferred) to [NM02Press@mail.house.gov](mailto:NM02Press@mail.house.gov) with the subject line: "Press Secretary & Digital Director – [Your Full Name]". Salary is competitive and commensurate with experience. Applications will be accepted on a rolling basis until January 9, 2026.

MEM-389-25

**Legislative Assistant**

Congresswoman Debbie Dingell, Co-Chair of the Congressional Labor Caucus and the PFAS Task Force, is seeking a **Legislative Assistant** to primarily manage her work on the Labor Caucus, energy, and the environment.

This position will work closely with and report to the Legislative Director to advance the Congresswoman's legislative priorities. In addition to staffing the Congresswoman on the Labor Caucus, the Legislative Assistant will also manage a broad portfolio including energy, environment, financial services, tax, among other policies. The ideal candidate will be a strong writer with knowledge of the legislative process, labor dynamics, the Heartland, and have a strong creative policy and oversight acumen, who can effectively prepare the Congresswoman in assigned issue areas while building coalitions and trust among a wide variety of stakeholders.

This is not an entry level position. One to two years of experience on Capitol Hill is preferred. Excellent writing and strong organizational skills are essential, along with the ability to be a self-starter and team player while working in a fast-paced environment. Salary will be commensurate with experience. 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.



Qualified candidates should submit their resume, cover letter, three references, and one writing sample as a single PDF to [Dingell.Jobs@mail.house.gov](mailto:Dingell.Jobs@mail.house.gov) with “Legislative Assistant – [Name]” in the subject line.

## MEM-387-25

The Office of Representative Tom Suozzi seeks a **Staff Assistant** for the Washington, DC office. Candidates should possess sharp attention to detail, strong driving skills, and be a team player with a positive attitude. The successful candidate will have strong interpersonal skills and the ability to communicate clearly in a fast-paced environment and work effectively with teams in both the DC and district offices. New York ties are preferred.

This entry-level role serves as an integral member of the DC team. Responsibilities include, but are not limited to, managing the front desk, greeting visitors, processing flag requests, answering phones, conducting tours, overseeing the intern program, image and video editing, driving, and other duties as assigned. A valid U.S. driver’s license and a clean driving record are required for the position, but owning or having access to a car is not required.

This is a full-time position. Candidates of all educational backgrounds are 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. No phone calls or drop-ins please.

Interested applicants should send a resume, writing sample, and cover letter to [NY03.jobs@mail.house.gov](mailto:NY03.jobs@mail.house.gov) with the subject line “Last name – Staff Assistant.” Starting salary for this position is \$45,000 and is eligible for retirement benefits with an employer match, student loan repayment assistance and transit or parking benefits.

## MEM-381-25

### **Scheduler/Director of Operations for Midwest Republican Member**

The ideal candidate will be exceptionally organized, detail-oriented, responsive, possess the ability to prioritize and manage multiple tasks under tight deadlines, and superior written and oral communication skills.

This person will work closely with the Chief of Staff in the DC office to organize and plan the Member’s schedule in DC and district, interact with constituents, track events, and respond to all invitations. Strong preference for applicants with scheduling experience. Midwest ties preferred.



Pay and title will be commensurate with experience.

Any resume, cover letter (not required), and references can be sent to [Ashley.Gutwein@mail.house.gov](mailto:Ashley.Gutwein@mail.house.gov) with the subject line: “[Your Full Name] - Scheduler/Director of Operations Application.”

### MEM-380-25

The Office of Representative Emanuel Cleaver (D-MO) seeks a **Legislative Correspondent/Staff Assistant** for his Washington, D.C. office. This position is responsible for opening and managing the front office each day, greeting visitors, and managing constituent communications, including tour and flag requests. The LC/SA is responsible for maintaining the office's constituent response program and recruiting and managing the DC interns.

This is a customer service focused position. The ideal candidate has superb organizational and problem-solving skills, attention to detail, strong time and project management skills, a good sense of humor, and a desire to be part of a highly-collaborative, high-achieving team. The successful candidate will have strong writing skills, the ability to communicate clearly in a fast-paced environment and can work effectively with teams in both the DC and District offices. Prior Hill internship and familiarity with the IQ system is preferred. Access to a car and a license in good standing to help with driving the Congressman is helpful but not required.

This position is full time, and the salary range is \$55,000-57,000, depending on experience. Benefits with this position include health, vision and dental insurance, retirement benefits, paid sick and annual leave, transit or parking benefits, and access to the Student Loan Repayment Program. The office is an equal opportunity employer. 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.

Interested candidates should submit a cover letter, resume, and writing sample (no more than 3 pages), and at least 2 references to [Midwest.Jobs@mail.house.gov](mailto:Midwest.Jobs@mail.house.gov) with the subject line "Last Name – LC/Staff Assistant". Applications will be accepted until January 12th, 2026.

### MEM-379-25

The Office of Congressman Johnny Olszewski (MD-02) is seeking an experienced, highly organized, and detailed-oriented **Director of Scheduling and Operations**.





Based in the D.C. office, this position is essential in managing the Congressman's daily schedule, coordinating the office's logistics, and supporting other operational activities. The Director of Scheduling and Operations will act as a liaison between the Congressman, staff, the public, and other Members of Congress. Additionally, the scheduler will work closely with the chief of staff to ensure efficient overall D.C. office/staff operations.

Ideal candidates will remain flexible and calm under pressure, have excellent written and verbal communications skills, strong interpersonal skills, and must be able to navigate competing demands while anticipating the Member's needs.

The position is not an entry level role and requires discretion and sound judgement, excellent relationship management skills. The work requires schedule flexibility, including some non-traditional hours and occasional weekend availability. A valid driver's license and a car is also preferred.

**Main responsibilities include:**

- Maintaining the Member's daily and long-term schedules for both DC and the District;
- Organizing and evaluating all incoming meeting requests and invitations;
- Keeping the Member on schedule throughout the day;
- Working with legislative and communications staff to ensure the Member is prepared for events/meetings;
- Coordinating travel arrangements;
- Processing and managing expenses and reimbursements for the Member;
- -acilitate weekly scheduling meetings with the Member and Chief of Staff to evaluate meeting requests;
- Communicating with constituents by phone and email to address requests;
- Drive the Member as needed; and
- Additional administrative responsibilities as necessary.

Maryland ties are a plus. Anticipated annual salary range \$75,000-\$85,000, commensurate with experience. The office also provides student loan repayment and other benefits.

Interested candidates should submit their resume and brief cover letter to [sean.naron@mail.house.gov](mailto:sean.naron@mail.house.gov).

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



## MEM-378-25

The Office of Representative Kat Cammack (FL-03) is seeking an experienced, proactive, and highly strategic **Communications Director** to lead all internal and external communications efforts for a fast-paced, policy-driven congressional office. The ideal candidate is a strong writer, an effective storyteller, and a disciplined manager capable of shaping a clear communications vision while executing at a high level across multiple platforms.

### Responsibilities

- Develop and implement a comprehensive communications strategy that advances the Congresswoman's legislative, district, and political priorities.
- Serve as the primary spokesperson for the office and main point of contact for national, state, and local media.
- Draft, edit, and oversee production of all written communications, including press releases, op-eds, speeches, newsletters, talking points, and digital content.
- Manage all social media platforms and digital outreach, ensuring consistent messaging, timely responses, and high-quality content.
- Coordinate press events, interviews, media availabilities, and district communications engagements.
- Monitor news cycles, track relevant issues, and identify proactive media opportunities.
- Provide strategic counsel to the Congresswoman and senior staff on messaging, media engagement, and communication planning.
- Oversee communications staff, interns, photographers/videographers, and related vendors.
- Collaborate closely with legislative and district staff to ensure accurate, informed messaging on policy, constituent services, and district initiatives.
- Manage approval processes for all communications materials and ensure compliance with House rules.

### Qualifications

- Minimum 3–5 years of communications experience, ideally on Capitol Hill, in public affairs, government, or political communications.
- Exceptional writing and editing skills, with the ability to synthesize complex issues into clear, compelling messages.
- Strong on-the-record experience and comfort engaging with press.
- Demonstrated ability to manage digital media, including content creation and analytics.
- Ability to work under tight deadlines and handle multiple projects in a rapid-response environment.



- Proven judgment, discretion, and professionalism.
- Experience developing long-term communications plans and executing short-term rapid-response messaging.
- Management experience preferred.
- Familiarity with Florida issues and the 3rd Congressional District is a plus.

All interested applicants should send a resume to [FL03JOBS@mail.house.gov](mailto:FL03JOBS@mail.house.gov)

## MEM-377-25

The Majority staff of the House Committee on Homeland Security is seeking a **Professional Staff Member** to support the Subcommittee on Cybersecurity and Infrastructure Protection (CIP).

The Subcommittee's portfolio includes oversight, policy, and legislative work related to cybersecurity, critical infrastructure protection, intelligence matters, drones, artificial intelligence, and other emerging technologies. This is not an entry-level position. 3–5 years of directly related Hill or policy experience is required.

Primary responsibilities include developing and executing legislative initiatives within the Committee's jurisdiction; conducting policy and legal research; identifying and advancing effective oversight strategies; drafting Committee correspondence; preparing the Chairman and Members for hearings, briefings, and meetings; engaging with federal agencies, industry, and other stakeholders; and performing other duties as assigned.

Candidates must be exceptionally strong writers, detail-oriented, comfortable working under tight deadlines, and able to manage multiple complex projects simultaneously. An active Top Secret security clearance is strongly preferred.

Candidates who have held a TS/SCI within the past two years and remain eligible for reinstatement are encouraged to apply.

A successful candidate must be able to obtain a TS/SCI clearance after joining the office. Salary will be commensurate with education and experience.

Please e-mail a cover letter, resume, and writing sample to [chsjobs@mail.house.gov](mailto:chsjobs@mail.house.gov) with "Homeland Security CIP Position" in the subject line.

## MEM-376-25

### Caseworker / Field Representative



**Office of Talent and Development**  
CAO | U.S. HOUSE OF REPRESENTATIVES

**DESCRIPTION:**

This position supports constituent casework operations and maintains relationships on behalf of the District Office of the Speaker Emerita in **San Francisco, CA**. Applicants should be highly organized with excellent written and oral communication skills, the ability to multi-task, think creatively and meet deadlines all while maintaining a positive, results-driven demeanor as the constituent-facing representative for the office.

**DUTIES:**

- Ensures outreach efforts align with the District Director's and Member's strategic vision and goals
- Serves as a representative for the Member at events in the district as determined by the District Director
- Coordinates closely with the District Director and D.C. staff to ensure district priorities are carried out
- Builds and maintains relationships with constituents and key community leaders and stakeholders
- Informs the District Director and the Member on current and up-and-coming issues in the district
- Serves as a liaison with federal governments for individual constituent concerns
- Maintains constituent casework in assigned areas of expertise
- Monitors and updates the Member and District Director on casework trends
- Prepares and manages incoming and outgoing casework in assigned areas of expertise
- Maintains accurate and complete files on all assigned casework matters
- Monitors, screens, and refers cases, when appropriate, to other government entities

Must be willing to work long and irregular hours, including some nights and weekends. Multi-lingual skills, including Spanish/Cantonese/Mandarin, a plus but not necessary. Knowledge of the City & County of San Francisco, California's 11th Congressional District and the State of California is important. An ability to think creatively and meet deadlines is essential.

Congresswoman Pelosi's office is an Equal Opportunity Employer and strongly values the diversity of its employees.

Please send resume, cover letter and writing sample to [Resume.CA11@mail.house.gov](mailto:Resume.CA11@mail.house.gov). Resumes will NOT be reviewed without a cover letter and writing sample. No phone calls or walk-ins please.

**MEM-375-25**

**Research Assistant**, Subcommittee on Economic Opportunity, House Committee on Veterans' Affairs, Majority Staff



**Office of Talent and Development**  
CAO | U.S. HOUSE OF REPRESENTATIVES

**REPORTS TO:** Majority Staff Director, Subcommittee on Economic Opportunity

**CORE RESPONSIBILITIES:**

- Provide administrative and research support to Subcommittee staff and assists with duties as assigned.

**DUTIES:**

- Maintain Subcommittee archives of activities, including Member and stakeholder engagements.
- Travel and conduct oversight visits at agency locations.
- Draft trip reports, requests to agencies for information (including tracking deadlines), hearing recaps, and other work product relevant to the Subcommittee's jurisdiction.
- Subcommittee casework as assigned.
- Answer telephone and respond to caller inquiries.
- Keep abreast of emails, including Member inquiries and agency notifications.
- Organize and maintain Subcommittee electronic records, including meeting notes, agency reports, and other documents.
- Participate in staff-level discussions on legislation being considered; draft policy memoranda as assigned.
- Assist with due diligence being performed as part of the Subcommittee's oversight duties, including requesting information from agencies on matters within the Subcommittee jurisdiction.
- Assist with hearing preparation and coordination of hearings, including drafting memoranda and remarks for Chairman.
- Attend meetings with agencies, veteran service organizations, and other parties, and maintain notes on such meetings.
- Assist with the drafting of memoranda for the full Committee and Subcommittee Chairman on matters within the jurisdiction of the Subcommittee.
- Review the Congressional Record, Federal Register, House Calendar, and other publications for matters of interest to Subcommittee Members and staff.
- Assist with developing policy recommendations and serve as a resource for Members both on and off Committee.
- Responsible for all other duties assigned by the full Committee Chairman, Subcommittee Chairman, full Committee Staff Director or Deputy Staff Director, and Subcommittee Staff Director, and assisting other Committee staff, as needed.

**MINIMUM QUALIFICATIONS:**

- Bachelor of Arts or Science.

**REQUIRED SKILLS:**

- Strong research skills. Legal research skills (e.g., LexisNexis) is a plus.
- Strong writing and editing skills.
- Strong Microsoft Office proficiency, including expertise in Word and the ability to use Excel.



- Strong organizational skills.
- Strong verbal communication.
- Excellent attention to detail.
- Excellent listening skills.
- Strong ability to manage fluctuating workloads and juggle and prioritize tasks, including managing short-, medium-, and long-term tasks.
- Team oriented.
- Excellent ability to work well under pressure and time constraints.
- Problem solving and analytical skills are a plus.
- Potential to work independently.

**BENEFITS:** 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
- Many other supportive services and benefits offered by the U.S. House of Representatives.

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:** Qualified candidates please send their cover letter, resume, and two (2) references to the following e-mail address: [VAR.Resumes@mail.house.gov](mailto:VAR.Resumes@mail.house.gov) with “EO Republican Research Assistant” in the subject line. In your cover letter, please include one policy within the jurisdiction of the Subcommittee on Economic Opportunity that you believe needs review and your policy recommendation. No calls or walk-ins, please.

## MEM-374-25

Congressman Mike Flood, Chair of the Republican Main Street Caucus, is seeking a **Legislative Assistant** to join his Washington, D.C. office. The Legislative Assistant is responsible for managing a portfolio of legislative issues, providing policy recommendations, monitoring floor activity, advising the Congressman, and developing legislative initiatives. The Legislative Assistant will work to advance the Member’s priorities



and maintain a strong overview of their assigned portfolio of issues. The legislative Assistant reports to the Legislative Director. The ideal candidate is professional, works well in a fast-paced environment, can quickly digest complex information, is a creative problem solver, engages well with stakeholders, and pays close attention to detail.

The policy portfolio is flexible but generally includes healthcare, education, homeland security, immigration, judiciary and veterans issues.

**Typical responsibilities may include, but are not limited to:**

- Providing technical analysis of pending legislation, providing legislative developments on specific issues, recommending strategies and tactics on bills and amendments, and maintaining up-to-date status reports on legislation relating to specific issues.
- Crafting vote recommendations for the Member's consideration
- Drafting memos to the Member and staff on policy topics, relevant issues, and recommended actions
- Acting as a liaison with Committees, House and Senate staff, government agencies, and outside groups.
- Engaging with constituents, stakeholder groups, and other parties. Building and maintaining relationships with constituents, advocacy organizations, federal agencies, and industry stakeholders. Meeting with constituents and outside groups.
- Tracking constituent concerns relevant to the legislative portfolio and integrating feedback into policy strategy.
- Attending briefings, hearings, and stakeholder events on behalf of the office.

**The requirements for this position are:**

- Position is based in the Washington, DC official office. Regular, predictable and punctual attendance required for the performance of duties.
- Work requires physical presence at the office during business hours and when working outside business hours, as needed.
- Ability to communicate effectively with the Member and office staff, Members and representatives from other offices, constituents, outside organizations, and others.
- Work is public-facing and requires frequent interaction with members of the Senate and congressional community and the public, including constituents, in a prompt, courteous and tactful manner.
- Work is performed in a front office work station or other commonly traveled areas of the office, meaning that there should be little expectation of privacy.
- Work occasionally requires extended and unscheduled hours.
- Must be able to prioritize and perform duties under pressure in a fast-paced environment.
- Regularly use typical office equipment, software programs, and methods of communication, including, for example, a computer, email, telephone, smartphone, photocopier, fax machine, etc.





**Nebraska ties are strongly preferred but not required for application. Interested applicants may submit their resume to [FloodHiring@mail.house.gov](mailto:FloodHiring@mail.house.gov).**

## MEM-373-25

Congresswoman Debbie Dingell (MI-06) seeks a highly motivated and detail-oriented individual to serve as her **District Scheduler** based out of her Ann Arbor District Office.

The District Scheduler serves as an essential member of the team by managing all scheduling and logistical needs for Congresswoman Dingell while she is in Michigan. This role reports to and works closely with the Chief of Staff and District Director, but is expected to be a leader in coordinating closely with the full team regarding the Member's schedule.

Candidates must have excellent organizational, communication, and problem-solving skills; keen attention to detail; a resilient work ethic; and the ability to manage competing priorities in a fast-paced environment.

### **Job Duties:**

- Collaborates with the Member, Chief of Staff, District Director, and Director of Operations to manage and maintain the Member's district schedule
- Works closely with the Director of Operations to ensure seamless coordination between the DC and in-district schedules
- Compiles the Member's daily in-district schedule and finalizes daily briefing materials (e.g., memos, talking points, and speeches)
- Serves as the main scheduling contact for district stakeholders and evaluates and responds to all incoming meeting and event requests, in coordination with the District Director
- Tracks all scheduling requests, event details, and follow up actions
- Works with district staff to compile in-district events and offer recommendations to the Member
- Maintains a strong familiarity with important annual in-district events
- Oversees the collection of all relevant topical and logistical information for meetings and events the Member is attending
- Communicates key information and scheduling changes to the Member, staff, and stakeholders in a timely and efficient manner
- Coordinates the Member's travel arrangements as well as other staff travel arrangements when necessary
- Other duties as assigned

### **Qualifications:**

- Strong organizational and time-management skills
- Exceptional attention to detail



- Ability to multitask under tight deadlines
- Flexibility to navigate scheduling changes
- Familiarity with the district, local stakeholders, and congressional operations is preferred.

Salary will be commensurate with experience. All interested candidates are encouraged to submit a resume, cover letter, and references to [dingell.jobs@mail.house.gov](mailto:dingell.jobs@mail.house.gov) with the subject line “District Scheduler - [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; 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. Candidates of diverse backgrounds are encouraged to apply.*

## MEM-371-25

The Office of Congressman Darrell Issa (CA-48) is hiring a high-level, full-time, in-office, DC-based **Press Secretary/Digital Director** communications team member.

This position will work principally with the Deputy Chief of Staff and focus on executing press releases, media advisories, Member booking, digital production, op-eds, and e-newsletters.

In partnering with legislative team and senior leadership, this role will also lead proactive and responsive constituent communications and district relations.

Qualified candidates will have advanced writing skills, social/digital media expertise, be detailed-oriented, and the ability to multi-task and work under strict deadlines. Travel to the Southern California District region expected. Previous Hill or communications experience needed.

Email resume and cover letter to: [issapressoffice@mail.house.gov](mailto:issapressoffice@mail.house.gov) with subject line: resume.

## MEM-370-25

The Democratic Staff of the Ways and Means Committee seek a creative and detail-oriented **Digital Assistant** to join a fast-paced, committed team. This position requires strong writing skills, familiarity with creative tools, and the desire to develop social media content to connect the Committee’s jurisdiction to almost any conversation. The ideal



candidate is early in their career and eager to grow in social media content development while delving into the world of policy and politics.

**Essential Job Functions:**

- Create and publish regular social media posts that lift up and align with the Committee's priorities
- Produce graphics and assets for organic and paid social media
- Assist the team with video creation
- Assist the team with managing press lists, clips, and website

**Minimum Qualifications:**

- Strong copywriting and editing skills
- Strong graphic design skills with proficiency in Adobe Creative Suite and/or Canva
- Ability to take direction and adapt quickly
- Interest in emerging platforms and trends
- Creative under short deadlines
- Exceptionally Qualified Candidates will have:
- Experience creating content for multiple social media platforms
- Familiarity with brand development and visual identity systems
- Demonstrated understanding of or familiarity with Ways and Means' jurisdiction

Please send a cover letter, resume, and at least 2-3 sample posts and graphics, additional video samples welcome but not required, to [dylan.peachey@mail.house.gov](mailto:dylan.peachey@mail.house.gov) with the subject line "Digital Assistant: Last name". We are an equal opportunity employer and do not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability. Diverse applicants encouraged to apply.

Applications will be reviewed on a rolling basis.

**MEM-369-25**

Congressman Jason Crow (D-CO-06) seeks an innovative and forward-thinking **Director of Digital & New Media** to serve in his Washington, DC office. The position will lead the Congressman's digital, video, and new media strategy to help build and expand opportunities for the Congressman to engage online.

Candidates must be willing to travel, work long hours (including nights and weekends), and be part of an office on the front lines of resisting harmful Trump Administration policies. Candidates should be well-versed in photography and videography and should have a background in advanced photo and video editing programs. Because this position will also manage digital platforms and relationships, candidates should be comfortable writing social copy and working with external messaging partners and online content creators.



The ideal candidate will have a background in political communications or campaigns, but any creative and self-starting person should apply. This is not an entry level position. The Director of Digital & New Media will work regularly with the Congressman, report to the Communications Director, and collaborate hand-in-hand with the rest of a four-person communications team.

**Responsibilities include:**

- Envisioning, drafting, and posting engaging digital content across relevant platforms, including but not limited to Meta (Facebook/Instagram), X, BlueSky, TikTok, and YouTube
- Creating high-quality videos from start to finish, including idea generation, script drafts, film design, film edits, and final posts
- Assisting with rapid response needs as they relate to digital platforms, including clipping/captioning content, boosting posts, and coordinating with external partners on them
- Booking the Congressman on new media platforms—including podcasts, Substacks, and digital content creator livestreams—and coordinating/staffing appearances for them
- Managing relationships with external digital partners and building new partnerships to advance the Congressman's brand
- Maintaining and updating the Congressman's website
- Designing digestible graphics and one-pagers for internal and external partners
- Collaborating with policy staff and the rest of the press team to translate the Congressman's priorities into a digital format
- Supporting other day-to-day needs of the Communications team

The salary range for this position is \$80,000-\$85,000 per year, commensurate with experience. In addition, the Congressman's office offers a competitive package of benefits, including health insurance, transit benefits/parking, 401(k) retirement match, student loan repayment/tuition assistance, paid family leave, and more.

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.

Interested applicants are encouraged to submit a resume, cover letter, and digital portfolio as a single PDF to [co06.resumes@mail.house.gov](mailto:co06.resumes@mail.house.gov) with the subject line "[LAST NAME] – Director of Digital & New Media." Applications will be considered on a rolling basis. No walk-ins or phone calls, please.

**MEM-368-25**



**Office of Talent and Development**  
CAO | U.S. HOUSE OF REPRESENTATIVES

Congressman Jim Baird has an immediate need to hire an experienced **Digital Director/Press Secretary** for the Washington, D.C. office in a full-time capacity. Interested candidates are encouraged to submit a resume and cover letter. Interviews will be conducted on a rolling basis.

### **Job Expectations:**

The Digital Director/Press Secretary develops media advisories, press releases, talking points, digital content, and other materials for the Member with a heavy focus on social media and publishing quality content online that highlights the Congressman's legislative work, constituent meetings, and other comparable information. This position also assists the Communications Director with development and implementation of the Member's communications and media strategy.

### **Job Duties:**

- Works with key staff to develop and implement a comprehensive communications and media strategy that promotes the Member's policies and priorities
- Manages all social media channels and web content to ensure all platforms are adequately maintained and up to date
- Works with the Communications team to identify new ways to engage with press and digital audiences
- Oversees the communications schedule to manage the Member's digital media accounts and work with local and national reporters
- Assists the Communications Director to draft news releases, advisories, talking points, op-eds, and other materials
- Stays informed on the current issues impacting the Member and their district and anticipates any inquiries from the press
- Monitors news to determine how the Member and their agenda is portrayed by the media
- Prepares the Member for all interviews (including TV, radio, and print) and other public appearances to maintain a positive public perception
- Builds relationships with local and national reporters to book the member for media spots
- Works with the Communications Director to write press releases, op-eds, speeches, newsletters, and talking points
- Assists with developing materials to communicate with the media, including press releases, talking points, emails, advisories, pitches, media kits, and reports
- Manages the staffing of virtual, D.C., and district-based events such as press conferences and roundtables to ensure adequate staffing
- Oversees the creation of the Member's newsletters and questionnaires to ensure materials are distributed as planned
- Compiles daily press clips to distribute to office staff
- Pitches and fields a high volume of press requests to engage the press in the Member's activities

### **Featured Skills:**



- Attention to detail: Performs work thoroughly and accurately; acts conscientiously when attending to detail.
- Digital Media Expertise: Understands and applies audio, graphics, text, and/or other digital media technology principles, methods, tools, and techniques.
- Media Relations: Works with various media outlets to effectively provide information on the Member's objectives and activities.
- Verbal Communication: Makes clear and convincing oral presentations that are appropriate to listeners and situations. Listens effectively, attends to nonverbal cues, and responds appropriately.
- Written Communication: Writes in a clear, concise, organized, and convincing manner for the intended audience.

#### **Preferences:**

- Bachelor's degree
- Experience on the Hill and/or working in fast-paced media environments is preferred
- On-the record experience is preferred

#### **Applicant Instructions:**

All interested candidates are encouraged to submit a cover letter and resume to [Baird.staff.resumes@gmail.com](mailto:Baird.staff.resumes@gmail.com)

#### **MEM-367-25**

Rep. Jim Baird is looking for an experienced **Legislative Director**. The ideal candidate will be a self-starter with a law degree and 1 to 2 years of relevant professional experience developing and advancing policy on Capitol Hill, in the Administration, or the private sector. Superior written and oral communications skills, legislative drafting experience, a passion for interfacing with and developing junior staffers, and the ability to work as part of a team are critical. 1-2 years of management experience preferred. Salary will be competitive and commensurate with experience.

#### **Duties and responsibilities include:**

- Partners with the Member and senior staff to develop the Member's legislative strategy
- Ensures that all legislative staff are positioned to support and implement the Member's legislative strategy
- Works with Committee staff to advance legislation sponsored by the Member
- Builds coalitions with Member offices and key stakeholders to advance the Member's policy priorities through the legislative process
- Drafts legislative memos, talking points, opening statements for committee hearings, and floor speeches for the Member



- Meets with VIPs, and executives from private, government, and non-profit sectors to discuss the Member's legislative priorities and initiatives
- Maintains knowledge of legislation affecting the District and legislation in which the Member is a principal sponsor or cosponsor to provide updates to the Member and Chief of Staff
- Coordinates with staff to ensure all legislative mail is addressed
- Organizes workload to prioritize tasks in accordance with varying deadlines and ensure work is completed in an efficient and effective manner
- Trains and supervises legislative staff to ensure that staff comply with office policies, practices, and procedures
- Schedules and directs legislative staff meetings to ensure all tasks are handled and assigned
- Collaborates with the Chief of Staff to evaluate and manage legislative staff work

#### **Featured Skills:**

- **Coalition Building:** Develops networks and builds alliances; collaborates across groups or organizations to gain cooperation, build strategic relationships, and achieve common goals.
- **House Knowledge:** Knows the mission and functions of the House of Representatives, and how to operate effectively.
- **Legislative Knowledge:** Applies understanding of laws, legal codes, precedents, legislative practices and documents, Government regulations, Executive orders, Government organization and functions, and the democratic political process.
- **Managing Others:** Plans, distributes, and monitors work assignments of others; evaluates work performance and provides ongoing feedback to others on their performance and opportunities to learn through formal and informal methods.
- **Written Communication:** Writes in a clear, concise, organized, and convincing manner for the intended audience.

Interested individuals should send a resume and cover letter to

[Baird.staff.resumes@gmail.com](mailto:Baird.staff.resumes@gmail.com) with the subject line "<Applicant First and Last Name> - Legislative Director

#### **MEM-355-25**

Congresswoman Lizzie Fletcher (TX-7) seeks a positive, well-organized, and outgoing **Field Representative** in her Houston, TX office. Primary duties include attending local events as the Congresswoman's representative; building and maintaining relationships with constituents, community leaders and organizations, and local government offices; assisting with the outreach programs; planning events; and staffing the Congresswoman.

Strong candidates will demonstrate excellent written and oral communication skills and attention to detail, strong organizational skills, ability to manage multiple projects at once,





and function well in a team-oriented environment. Candidates should be able to communicate clearly in a fast-paced environment with good humor, and to work effectively with different teams in the office as well as organizations and government offices in the community.

This position requires flexible working hours, including on weekends, and availability by phone and email during evenings and weekends. Previous government experience is highly desirable. Salary is commensurate with experience. Interested candidates should email their resume, writing sample, and references to [TX07.hiring@mail.house.gov](mailto:TX07.hiring@mail.house.gov) with the subject line “Field Representative.” No phone calls or walk-ins please.

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.

