



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

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MEMBER AND COMMITTEE VACANCY LISTING

Week of April 26, 2021

MEM-132-21 The Office of Congressman Tom McClintock (R-CA) seeks applications for a **Senior Advisor/Counsel** to handle the Judiciary portfolio with an emphasis on immigration in the Washington, D.C. office.

Responsibilities include advising the Member on all legislative areas within their portfolio, prepare and staff the Member in committee hearings and markups, draft and advance legislation, and represent the Member in meetings with constituents and stakeholders concerning policy matters in their portfolio.

Applicants should possess strong conservative credentials, effective writing and research skills, strong attention to detail, and the ability to manage multiple tasks at once. Previous Capitol Hill experience and JD preferred. To apply, please email resume and cover letter to gopwestcoastjobs@gmail.com

To apply, please email resume and cover letter
to gopwestcoastjobs@gmail.com with Subject: Senior
Advisor/Counsel_LastName.FirstName

MEM-128-21 Rep. Ro Khanna (CA-17) seeks a **Legislative Assistant** to help advance the Congressman's economic justice and tech policy priorities including job creation, raising the minimum wage, and expanding tech opportunities to communities of color, and rural, low-income, and other left-behind communities.

Please submit the requested information via <https://airtable.com/shro7e3dFgjyE8hA0> by May 1st at noon Eastern. Please include no more than 150 words for each question below.

The Legislative Assistant would manage a portfolio of economic policy, labor, financial services including housing, taxes, small business, internet/tech privacy, antitrust, and/or other judiciary issues that may be tailored to the candidate's expertise. The Legislative Assistant would also staff the member for his work on the Oversight Committee and Government Operations Subcommittee, and serve as his Congressional Asian Pacific American Caucus (CAPAC) liaison for his role as the Co-Chair of the CAPAC Economic Development Taskforce.

You could be a great fit if you:

- Are inspired to end poverty, expand wealth generation opportunities for the working-class, and grapple with big questions like how to ensure that every American has a voice in the tech revolution
 - Love to dive deep into the details and on a daily basis distill policy wonkery into succinct talking points that can be useful to the member for both communications and legislative purposes
 - Have experience working on at least one of the issue areas referenced above and are excited to take on new issue areas
 - Have experience working with grassroots activists and connections to progressive groups working in these policy spaces
 - Have exceptional rapid response writing and communication skills
 - Have *at least* 2 years of Capitol Hill legislative experience or the equivalent--this is not an entry-level position
 - Are excited about the prospect of serving a diverse district rich in many different immigrant and diaspora communities, and the only Asian-American majority district in the continental U.S.
- Also
- Bay Area or California ties are a plus
 - Due to the volume of applications we receive, we will only contact you if we decide to move forward with your application. Please no calls, direct emails, or walk-ins.

The Office is an equal opportunity employer. Candidates of diverse backgrounds are strongly encouraged to apply. The office does not discriminate on the basis of race, color, ethnicity, religion, sex, national or social origin, age, disability, military status, gender identity, gender expression, marital status, parental status, sexual orientation, or any other protected characteristic under applicable law, in any of its activities or operations.

MEM-127-21 House Committee on Energy and Commerce, Subcommittee on Oversight & Investigations is seeking a **counsel** or **professional staffer** to work on environment and energy oversight for the Committee's Majority staff. Experience

with congressional oversight, investigations, or issues within the Committee's jurisdiction is a plus.

Responsibilities include staffing congressional hearings, conducting investigations, research, document review and analysis and writing and editing. Successful candidate will be detail oriented, possessing strong communication and writing skills. J.D. preferred but not required, as experience within the areas of the Committee's environment and energy jurisdiction may be equally relevant.

Salary commensurate with skills and experience. Please send resume, cover letter, writing sample, and at least two professional references to ecdjobs@mail.house.gov.

MEM-126-21 **The Field Representative/Travel Aide** for Congresswoman Vicky Hartzler liaises with fellow Missourians to assist with carrying out her duties as a government official. This individual also travels with her when she visits cities, towns, and rural communities to meet with old and new friends.

YOU'RE GOOD AT:

- Listening to, talking with, and befriending strangers (some of whom won't agree with you).
- Traveling to unfamiliar places and driving safely.
- Problem solving issues completely new to you.
- Taking initiative when your boss isn't watching.
- Occasionally working hours that fall outside the traditional workday.
- Collaborating with remote team members located hundreds of miles from you.
- Planning events and getting people to show up to said events.
- Communicating well verbally and through writing.
- Speaking in front of small groups.
- Accessing the internet and operating basic computer programs.
- Utilizing (or are open to learning how to utilize) social media.
- Learning and trying new things.

A DAY IN THE LIFE:

- Attend community meetings, network with locally elected officials, and update the Congresswoman on issues of importance within the service area which includes the Counties of Benton, Henry, Hickory, Johnson, Pettis, and St. Clair.
- Travel with the Congresswoman as she visits with constituents at various events.
- Serve as an advocate for constituents and a conduit between them and the Congresswoman while she works on their behalf in Washington, DC.
- Stop by local businesses to meet with the owners and employees, learn about their products being sold, and connect them with federal resources.
- Contact a federal or state agency to learn about how a policy issue is being implemented.
- Assist a local nonprofit with finding federal and state resources to solve an issue.
- Provide feedback to supervisors on concerns raised by constituents on issues of

the day.

- Handle meeting requests and serve in stead of the Congresswoman when she is in DC.
- Spend time in the Harrisonville office taking calls, returning messages, and filing reports.

WHAT YOU'LL NEED:

- Bachelor's degree or equivalent professional experience.
- A current driver's license, clean (or mostly clean) driving record, and functioning vehicle.
- Interest, familiarity, or prior experience in the federal and/or state government.
- A passion for working with Missourians to help find solutions and resources for them.

Interested applicants should email their resumes to Austin.Kramer@mail.house.gov.

MEM-124-21 LEGISLATIVE ASSISTANT –The 58-member bipartisan Problem Solvers Caucus (PSC) seeks a highly organized, motivated, and strategic junior legislative assistant based in Washington, D.C., who has a passion for bipartisanship. The staff member in this position performs legislative, research, and administrative functions to support caucus priorities and activities.

The junior legislative assistant works closely with the executive director, communications director, PSC co-chairs, and staff to carry out assigned duties. This position is responsible for supporting activities of PSC working groups, monitoring legislative developments within Committees and on the House floor, scheduling and coordinating various meetings, drafting policy memos, and working collaboratively with the legislative staff in PSC member offices.

This position is not entry-level; candidates need at least one year of Hill experience and knowledge of legislative processes to be considered. A disposition aligned with the caucus mission of breaking the gridlock in Congress by promoting bi-partisan, bi-cameral collaboration and policies is essential.

Candidates must possess strong interpersonal communication skills, organizational skills, and the ability to work with members and their staff under tight deadlines. Excellent writing and analytical skills are required. This position requires the ability to produce quality work under short timelines in a fast-paced environment while juggling multiple assignments.

Salary range for this position is \$40,000 to \$45,000 plus benefits. The Problem Solvers Caucus is an equal opportunity employer and will be taking applications through April 30, 2021. All applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, national origin, or service in the military.

Please submit a resume and cover letter with at least two professional references to Jaclyn.ODay@mail.house.gov, with the subject line as “PSC Legislative Assistant Application.”

MEM-123-21 Southern Democratic Member seeks an experienced **Legislative Assistant** to cover a robust portfolio with an emphasis on education and labor, judiciary, and immigration issues. This position will support the Member’s work on the Education and Labor Committee. Knowledge of labor and higher education issues, including policies impacting minority serving institutions and Historically Black Colleges and Universities, is required.

Specific duties will include developing and advancing legislation, staffing the Member for Committee proceedings and all events within the portfolio, and maintaining close, collaborative relationships with local, state, and national stakeholders. Candidates should possess knowledge of the legislative process, strong oral and written communication skills, excellent interpersonal skills, and the ability to manage multiple priorities in a fast-paced environment. This is not an entry-level position. Preferred candidates will have prior legislative experience and a background in education and labor policy.

Interested candidates should email a resume, cover letter, and two writing samples to nclegislativeassistant@gmail.com.

Candidates from BIPOC, LGBT+, working class, and/or other underrepresented communities are strongly encouraged to apply, as well as candidates with North Carolina ties. Due to the volume of applications we receive, we will only contact you if we decide to move forward with your application. Please no calls, direct emails, or walk-ins.

The interview process will be conducted on a rolling basis. Applications must be received via email no later than 11:59PM on Friday, April 30, 2021.

MEM-122-21 **District Director** | Congresswoman Nanette Diaz Barragán (CA-44)

Location: San Pedro, CA – Los Angeles County

Salary Range: \$100,000 – 120,000

Congresswoman Nanette Diaz Barragán (CA-44) seeks a District Director to oversee all operations of the district office. The District Director will oversee management and operation of the District Office, serve as liaison to local organizations and elected officials, manage a team of 5-8 in the District including interns, and develop and implement long-term strategic plans, including but not limited to outreach, casework, and grants programs.

This position is responsible for recruiting, hiring, training, and managing district staff and ensures that district staff complies with office policies, practices, and procedures; represents the Member assigns appropriate staff to do so at events or functions through the district as needed and will serve as the primary liaison between the Congresswoman, constituents, and entities in the district.

The District Director will also be responsible for strategizing, developing, and implementing constituent outreach plans, managing casework, and managing their own fieldwork book of business. The District Director will also work with the office's scheduling team to implement an aggressive schedule of community events and outreach. Further, the District Director acts as an advisor for the Congresswoman on local issues and concerns, politics, and other developments throughout the district, the Los Angeles metropolitan area, Southern California, and the state.

Qualified candidates will demonstrate significant management experience (federal, state, or local government management experience are a plus), strong oral and written communications skills, strategic planning abilities, self-motivation, and outreach experience to local and state organizations. An ability to work collaboratively with district office staff as well as D.C.-based legislative and communications staff is required.

Excellent oral and written communication skills are critical to the success of the candidate, as well as knowledge of the local, county, and statewide processes. The ideal candidate is energetic, detail-oriented, able to multi-task, politically astute, and willing to work including evenings and weekends as needed in a fast-paced and results-oriented setting.

The position requires the ability to multi-task, work well under pressure and the flexibility to work long hours, including nights and weekends. Candidates from diverse backgrounds encouraged to apply. Spanish fluency and Los Angeles ties are a plus.

Candidates should send a cover letter, resume, appropriate writing samples, and three references with "CA44 District Director" in the subject line to CA44Resumes@mail.house.gov.

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

MEM-119-21 Financial Disclosure **Counsel** (Washington, DC) -- The Committee on Ethics seeks an attorney for the position of counsel in the Financial Disclosure office.

The Committee's financial disclosure counsel are responsible for reviewing financial statements and providing legal advice on a high volume of financial disclosure issues, education and training to Members of Congress and their staff through frequent telephone calls, in-person meetings, and written work product.

This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Candidates must possess outstanding analytical and written and oral communication skills, as well as the sound judgment necessary to evaluate the sensitive matters that arise before the Committee. Experience in one or more of the following areas is desirable: government ethics, ethics counseling, accounting, auditing, investment management, taxation, corporate finance, and securities law. Salary commensurate with experience.

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

MEM-118-21 Advice and Education **Counsel** (Washington, DC) -- The Committee on Ethics seeks an attorney for the position of counsel in the Office of Advice and Education. The Committee's Advice and Education counsels are responsible for providing a high volume of ethics advice, education, and training to Members of Congress and their staff through frequent telephone calls, in-person meetings, and written work product.

This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Candidates must possess outstanding analytical and written and oral communication skills, as well as the sound judgment necessary to evaluate the sensitive matters that arise before the Committee. Experience in one or more of the following areas is desirable: government ethics; ethics counseling and training; and criminal law. Salary commensurate with experience.

Please email resume, cover letter, and short writing sample to ethicsjobs@mail.house.gov. Please include the phrase "A&E Counsel" in the subject line.

MEM-117-21 COMMITTEE SEEKS **DIGITAL PRESS SECRETARY** – The Democratic Staff of the House Committee on Budget is seeking an experienced and motivated Digital Press Secretary to join the communications team. The individual selected will have strong writing skills and the ability to simplify complex issues to convey the Committee's objectives and achievements across platforms and medias. This position is based in Washington, D.C. and will work closely with the Communications Director and Digital Director.

Responsibilities include writing press releases, media advisories, and newsletters, crafting content for social media channels, developing graphics and videos, assisting with media monitoring and pitching press, overseeing clips collection and distribution, and working with the Communications team to identify new ways to engage with press and digital audiences. The position may require work outside standard office hours.

Successful candidates will have at least 1 to 2 years of communications and digital experience. The salary for this position is commensurate with experience. Candidates with diverse backgrounds are strongly encouraged to apply.

The ideal candidate is an excellent writer, works well in a team, has a positive attitude and a keen attention to detail, and can meet tight deadlines under pressure. Proficiency in Adobe programs (Photoshop, Illustrator, LightRoom, Premiere Pro, Audition, and After Effects), CMS, CSS, HTML, and analytics is a plus.

Interested applicants should submit a cover letter describing their fit for the role, a resume, a writing sample, and two multimedia design samples to Budget-Democrat.Jobs@mail.house.gov with “Digital Press Secretary” in the subject line. No calls or walk-ins please.

MEM-116-21 Congresswoman Jahana Hayes (CT-05) seeks a **Legislative Assistant** to join her team in Washington, DC. Ideal candidates will have prior Hill experience; excellent written and verbal communication skills; strong organizational and time management skills; a positive attitude; solid knowledge of the legislative process; and an ability to work under pressure and meet deadlines in an fast-paced work environment. Experience with Intranet Quorum (IQ) is preferred. Duties include:

- *Formulating legislative initiatives for assigned issue areas;
- *Tracking legislation and other developments in assigned issue areas and briefing the Congresswoman for floor work, committee work, work in the district, and outside House-related activities;
- *Monitoring legislative developments within relevant committees;
- *Planning and coordinating cosponsorship and support of legislation;
- *Writing floor speeches for the Congresswoman;
- *Acting as liaison with committee and agency staffs;
- *Performing special projects assigned by the Congresswoman or Chief of Staff;
- *Meeting with constituents and interest groups;
- *Assisting with the preparation of weekly reports for the Congresswoman and
- *Staff on legislative activities in assigned issue areas; and
- *Performing other duties as assigned.

Connecticut ties are a plus, but not required. Women and minority candidates are strongly encouraged to apply. Interested parties should e-mail a concise cover letter including salary requirements, resume and two writing samples in a single

PDF to CT05jobs@mail.house.gov with the following subject line: First Name Last Name - Legislative Assistant. No phone calls or walk-ins, please.

MEM-115-21 The District office of Congresswoman Linda Sánchez seeks an attentive, community focused, self-starter to serve as a **Caseworker** based in Norwalk, CA.

Summary: This position primarily entails constituent casework. Other responsibilities include answering phones, greeting constituents and visitors, writing correspondence, and assisting the District Office staff with additional tasks.

Position Description

Caseworker: Casework responsibilities involve assisting constituents of the 38th Congressional District resolve problems with federal agencies or find the appropriate state or local contact for non-federal issues. The candidate should be persistent and detail-orientated, and put a priority on facilitating resolutions and expediting priority requests. Knowledge of federal and California state government agencies and experience in customer service will be highly regarded.

Minimum Qualifications/Education Required

- *Bachelor's Degree from an accredited four-year college or university.
- *Thorough understanding or experience with government agencies (county, state, and federal), community and grassroots organizing.
- *Strong written, communication, analytical, and organizational skills; an ability to relate well with individuals of diverse backgrounds; impeccable customer service manners; and superior public speaking skills.
- *Skilled in Microsoft Word, Excel, Outlook, Publisher and Power Point.
- *Able to work efficiently and effectively as a member of a team, be able to meet strict deadlines, balance multiple projects simultaneously, and work under pressure.
- *Positive attitude, commitment to excellence, upbeat demeanor, flexibility, and sense of humor.
- *Enjoy working with the public and constituents.

Salary will depend on the experience of the applicant. Employees will receive health care insurance, 401(k)-style retirement benefits, and other federal employee benefits.

To Apply

Interested applicants should submit a resume, cover letter, writing sample, and references by email to: CA38Jobs@mail.house.gov. Please indicate the title of the position in the subject line.

The Office of the Honorable Linda Sánchez is an equal opportunity employer. All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), military status, disability, or

age. Pursuant to current appropriations law, to be employed by a House office in a paid position in the continental United States an individual must: (a) be a U.S. citizen; (b) be lawfully admitted for permanent residence and seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B); (c) be admitted as a refugee under 8 U.S.C. § 1157 or granted asylum under 8 U.S.C. § 1158, and have filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or (d) owe allegiance to the U.S. (i.e., qualify as a non-citizen U.S. national under federal law). Employment is at-will.

MEM-113-21 Texas conservative Republican member seeks a **scheduler** for DC office. This position is responsible for organizing, tracking, evaluating, and responding to all scheduling requests as well as managing all aspects of the member's schedule. Relevant experience includes processing and managing scheduling requests, arranging travel, and keeping an organized calendar.

Scheduler will work closely with the member, chief of staff, and district director in strategically planning the member's schedule to advance office priorities. Applicants must have attention to detail, ability to work in a fast-paced environment, strong organizational skills, and ability to work collaboratively with a team.

Hill experience and Texas ties preferred; prior relevant experience required. Salary commensurate with experience. Please email cover letter, resume, and 2 professional references as a single PDF with the file name, "Last name.First name" to txgopofficejobs21@gmail.com

MEM-111-21 Congresswoman Nanette Diaz Barragán (CA-44) seeks an experienced **scheduler**. Individual should be highly organized, detail-oriented and able to multi-task and work in a very fast-paced office.

Main responsibilities include maintaining the Member's daily and long-term schedules for both DC and the District, processing all incoming invitations and meeting requests, coordinating travel arrangements, and communicating with constituents by phone and email to address requests, concerns, and questions. Additional Responsibilities may also include some administrative tasks including processing and managing expenses and reimbursements.

Candidates should be resourceful, team-oriented, and have a positive attitude.

This is NOT an entry-level position. Applicants should have previous scheduling experience (at least one year in a similar position). Salary is commensurate with experience.

A car and good driving record are helpful in the event we need a back-up driver for the Member.

Southern California ties and Spanish fluency are a plus.

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

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

MEM-108-21 Counsel - House Judiciary Subcommittee on Antitrust, Commercial, and Administrative Law

The House Judiciary Subcommittee on Antitrust, Commercial, and Administrative Law seeks a hard-working lawyer with significant legal experience to serve as counsel.

Responsibilities include: serving as a resource for Democratic Members of the Subcommittee on matters of law and policy; drafting legislation; coordinating hearings and witnesses; drafting statements, memos, and briefing materials; and providing guidance to offices both on and off the Subcommittee on matters of antitrust law.

A strong background in antitrust is required. Exceptional writing skills, sound political judgment, and the ability to work closely and collaboratively with other congressional offices and advocacy organizations are also strongly preferred.

The Committee strives to ensure that our staff represents the diversity of the country’s population; candidates from minority backgrounds are strongly encouraged to apply. The Committee 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 resume, cover letter, and writing sample to JDEM.Job@mail.house.gov. Please include “Antitrust Counsel” in the subject line.

MEM-104-21 SENIOR LEGISLATIVE ASSISTANT/COUNSEL – Rep. Karen Bass (CA-37) seeks a hardworking lawyer with legal, policy, and Hill experience to serve as a Senior Legislative Assistant/Counsel, with the primary portfolio focusing on the Member’s Judiciary Committee work.

Responsibilities include preparing and staffing the Member in committee hearings and markups; drafting talking points and speeches; and researching, drafting, and introducing legislation. All candidates should be a team player and

possess excellent writing and communication skills, ability to work independently, and a thorough understanding of the legislative process.

Strong candidates will have good relationships on the Hill with Democrats and Republicans, the ability to work effectively in a fast-paced environment, and a track record of turning ideas into legislation and preferably legislation into law. This is not an entry-level position.

Qualified candidates should submit a resume, cover letter, and two short (1-2 page) writing samples to CA37.HR@mail.house.gov with “Senior Legislative Assistant” in the subject line.

The office is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, gender identity, sexual orientation, disability, military status, age, marital status, or parental status. Women, people of color, LGBTQ+ individuals, and members of other underrepresented communities are strongly encouraged to apply. No phone calls or drop-ins, please.

MEM-103-21 Congressman Steve Cohen (TN-09) seeks a **Scheduler** for his DC office. This individual is responsible for organizing, tracking, evaluating, and responding to all DC and legislative scheduling requests, making travel arrangements, and managing all aspects of the member’s daily and long-term DC schedule.

In addition to these duties, the Scheduler will be involved in various administrative tasks including tracking leave requests, House training compliance, member and staff reimbursements, parking coordination, and other duties as assigned. The ideal candidate will, in a fast-paced environment, have exceptional attention to detail and problem-solving skills, the ability to remain flexible to last-minute changes and demands, and a strong work ethic.

Interested applicants should email a resume, writing sample, and cover letter to Cohen.jobs@mail.house.gov with the subject line, “Scheduler: Last name.”

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

Applicants with disabilities who require reasonable accommodation to participate effectively in the application or hiring processes are encouraged to request an accommodation at any time during those processes. Requests for accommodation should be directed to Cohen.jobs@mail.house.gov.

MEM-102-21 The House Committee on Education and Labor (Democratic staff) seeks a motivated, creative, and organized **Digital Manager**.

The Digital Manager will be responsible for developing, implementing, and executing a digital strategy to effectively communicate with the public and grow the Committee's online presence. Daily responsibilities will include developing creative content, managing the Committee's website, and coordinating digital media strategy with Member offices and stakeholder groups.

The ideal candidate will be resourceful and proactive, have strong graphic design and video editing skills, and a working knowledge of the legislative process and Hill press operations. Candidates should have at least three years of experience working in digital communications. Congressional or campaign experience preferred but not required.

To apply, applicants must submit a resume, cover letter, 2 work samples, and 3 professional references to E&L.Jobs@mail.house.gov with "Digital Manager" in the subject line. Salary commensurate with education and experience.

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

MEM-101-21 Southern California Democrat is seeking a bilingual, high energy, highly-organized, and detail- oriented **Field Representative/Caseworker** for San Diego County District Office.

PRIMARY RESPONSIBILITIES:

- Serve as an official representative for the Member throughout communities in the District.
- Act as liaison to federal, district, and local government agencies and elected officials.
- Establish and maintain effective relationships with community members and organizations.
- Monitor local issues of importance and keep the District Director updated.
- Provide logistical support and staff the Member at district meetings and events.
- Assess local and casework-related issues for problems requiring possible legislative action; make recommendations to the District Director and Chief of Staff.
- Respond to casework correspondence and inquiries from constituents.
- Provide casework assistance to constituents in a timely and efficient manner; proactively follow up on all open cases until a resolution is reached.

QUALIFICATIONS:

- A candidate with an understanding of federal issues.
- Veterans, women, and minorities encouraged to apply.

- Ability to work non-traditional hours, including nights and weekends.
- Excellent written and interpersonal communication skills.
- Ability to work with staff at all levels, work well under pressure and be detail-oriented.
- Possess an understanding of the federal legislative process.
- Ability to quickly learn about key issues and events in the district for which the Member is involved.
- A qualified applicant must possess a valid California driver's license with the ability to travel as needed.

Applicants bilingual in Spanish and/or Tagalog preferred. To apply, please email a resume and cover letter to cajobs@mail.house.gov.

MEM-099-21 Chairman Khanna seeks Professional Staff Member

Chairman Ro Khanna seeks an exceptional, self-motivated candidate to staff Mr. Khanna on the Committee on Oversight and Reform, Subcommittee on the Environment.

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.

Responsibilities include, but are not limited to:

- designing and preparing congressional hearings;
- working with multiple stakeholders to design legislative solutions to address complex national policy concerns;
- conducting legal and factual research;
- writing memoranda, statements, questions and speeches;
- ensuring subcommittee priorities are reflected in appropriations and authorization bills;
- and leading oversight initiatives.

The Chairman is particularly interested in candidates with a commitment to and an interest in engaging:

- *Clean technology jobs of the future, regenerative agriculture, toxic substances, and other sustainable energy and environment issues;
- *Environmental justice and the disproportionate effects of pollution on vulnerable communities;
- *Experience working with environmental federal agencies;
- *Congressional procedure, investigations, and legislation; and
- *Progressive policy solutions to combat the climate crisis.

The right candidate will serve as a critical part of a close-knit team. This person will keep Chairman Khanna and the Staff Director fully informed of and staff all Environment Subcommittee events and activities and be an integral member of the subcommittee staff.

Qualifications: Applicants should have (i) an interest in public service and (ii) expertise in the areas described above (iii) the ability to work closely with a team and remain entrepreneurial. They also must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Applicants will be working from home in the short-term. Once the team returns to work in the office, the candidate should be willing to be in the office full time and be able to attend work duties on some evenings and weekends.

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 reprokhannaca17@gmail.com with the subject line as “Environment Subcommittee Professional Staff Member.”

MEM-094-21 The House Committee on Education and Labor (Democratic staff) seeks a **Director of Labor Oversight** to manage oversight and investigations on the Labor team.

Responsibilities include organizing oversight hearings, writing investigative reports and executing a complementary legislative and oversight strategy with positive results. Qualified applicants must have a J.D. and relevant policy experience with at least 3-5 years of experience conducting investigations.

Experience in labor policy is not a requirement, however preferred. In addition, the applicant must have exceptional writing skills, strong attention to detail, ability to juggle multiple projects, and have direct management experience.

To apply, applicants must submit a resume, a writing sample (5-10 pages), a writing sample describing an investigation the applicant would like to pursue, and 3 professional references. The second writing sample must include a hyperlink to a current news item from any source (newspapers, blogs, or other websites) and two paragraphs detailing why the Committee should investigate the issue presented and the steps the applicant would take to begin an investigation.

Please submit all materials to E&L.Jobs@mail.house.gov with “Director of Labor Oversight” in the subject line. The salary range is \$95K - \$115K, commensurate with education and experience.

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

MEM-093-21 The House Committee on Education and Labor (Democratic staff) seeks a proactive, hard-working individual to serve as **Press Assistant**.

Candidates must have exceptional writing skills, strong attention to detail, and the ability to work effectively in a team environment. Responsibilities include but are not limited to: drafting press releases and remarks, coordinating press activities with Committee offices, managing the Committee website, compiling and distributing press clips, tracking press and social media analytics, and supporting a wide range of other communications work.

The ideal candidate will have 1-2 years of relevant communications experience. To apply, applicants must submit a resume, cover letter, brief work samples, and 3 professional references to E&L.Jobs@mail.house.gov with "Press Assistant" in the subject line.

Salary commensurate with education and experience. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation. Candidates of diverse backgrounds are strongly encouraged to apply.

MEM-090-21 Congresswoman Linda T. Sánchez, a Senior Member of the Committee on Ways and Means, seeks a **Legislative Assistant** to handle the Congresswoman’s work on the Social Security Subcommittee, as well as a diverse portfolio including Defense, Foreign Affairs, Housing, and other legislative issues. The Legislative Assistant will be responsible for developing legislative initiatives, meeting with constituents and interested groups on behalf of the Congresswoman, and staffing the Congresswoman for committee hearings and markups.

Qualified candidates should have at least 3 years of Hill experience and possess a strong understanding of the issues listed. Applicants must demonstrate an ability to work well with a team in a small, fast-paced environment, while maintaining a sense of humor. The Congresswoman strongly values diversity and encourages candidates of all backgrounds to apply.

Please submit a resume, cover letter, and writing sample
to CAdemofficejob@gmail.com.