



U.S. House of Representatives

CAO

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MEMBER AND COMMITTEE VACANCY LISTING

Week of November 13, 2023

MEM-588-23 TITLE: **Legislative Assistant**, Subcommittee on Disability Assistance and Memorial Affairs, House Committee on Veterans' Affairs, Majority Staff
REPORTS TO: Majority Staff Director, Subcommittee on Disability Assistance and Memorial Affairs

CORE RESPONSIBILITIES:

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

DUTIES:

- Drafting and maintaining Subcommittee archive, activities reports, and relevant publications;
- Analyzing proposed legislation and assisting with the drafting of legislation within the Majority agenda;
- Assisting with full Committee hearings and Subcommittee hearings on matters within Subcommittee jurisdiction, including assisting Subcommittee staff in organization of, and preparation for, hearings, to include determination of Majority agenda, briefing of Members, drafting memoranda and remarks for Chairman, and development of questions;
- Coordinating with Member staff during full Committee hearings and Subcommittee hearings on matters within Subcommittee jurisdiction;
- Research preparation of hearings by reviewing previous hearing transcripts, relevant statutes, and VA policy;

- Requesting information from the Department of Veterans Affairs (VA) on matters within the Subcommittee jurisdiction;
- Determining and tracking the status of pending legislation;
- Reviewing the Congressional Record, Federal Register, House Calendar, and other publications for matters of interest to subcommittee Members and staff;
- Participating in staff-level negotiations, to include knowledge of background information on legislation being considered;
- Conducting meetings with VA, veteran service organizations or other scheduled parties;
- Preparation of memorandums for the full Committee and Subcommittee Chairman on matters under the jurisdiction of the Subcommittee;
- Developing recommendations on VA policy and serving as a resource for Members both on and off Committee;
- Conducting VA oversight visits; and,
- Responsible for all other duties assigned by the full Committee Chairman, Staff Director, or Deputy Staff Director; and assist other Committee staff, as needed.

MINIMUM QUALIFICATIONS:

- Bachelor of Arts or Science;
- At least one (1) year of full-time experience as a staffer working for Congress. Experience working as staffer for a committee is a plus.

REQUIRED SKILLS:

- Strong writing skills;
- Proficiency in Microsoft Office;
- Organizational skills;
- Problem solving;
- Strong verbal communication;
- Team oriented;
- Ability to work well under pressure; and,
- Attention to detail.

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

Other Information: Employment with the U.S. House of Representatives is at-will. The U.S. House Page 23 of 24 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 three (3) writing samples to the following e-mail address: VAR.Resumes@mail.house.gov with “DAMA Republican Legislative Assistant” in the subject line. No calls or walk-ins, please.

MEM-585-23 Congressman-elect Gabe Amo (RI-01) seeks a **Scheduler** to join his office in Washington, D.C. Candidates must have exceptional organizational and communications skills, be detail oriented, proactive, and able to work in a fast-paced, collaborative environment.

Candidates are expected to keep the Congressman’s schedule updated, respond to and process invitations for meetings and events in a timely manner, and manage the Congressman’s travel plans and logistics. The Scheduler will work closely with the Chief of Staff and District Director and may have other duties as assigned.

Capitol Hill or other relevant administrative, operations, or scheduling experience is strongly preferred. This is not an entry-level position. Rhode Island ties are a plus.

Candidates of diverse backgrounds are encouraged to apply. The office does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

To apply, send in a single PDF with a resume, a cover letter, and three references (including name, current title and organization, phone number, email, and relationship to the reference) to RI01AmoJobs@gmail.com, with the following subject line: “Full Name – Scheduler.”

MEM-580-23 Special Assistant

The primary responsibility of the Special Assistant is to transport the Member and other staff members to meetings and appointments as necessary, deliver and pickup materials for the office, staff the Member at various meetings, plan for and cater to various constituents and VIPs in DC, and serve as a personal aide to the Member when he is in Washington, DC. When the Member is in the district, the Special Assistant will assist the Operations Team with special projects and other misc. tasks.

Typical responsibilities may include, but are not limited to:

- Driving the Member and other staff members as required for their official duties, sometimes before or after typical business hours.
- Driving the Member to and from the airport, sometimes before or after typical

business hours.

- Deliver and pickup materials for the office, including letters, packages, and documents from other government agencies.
- Working with the Operations Director to be aware of the Member's schedule in order to prepare the Member for his events/meetings.
- Running errands and assisting the Operations Team with supplies and other misc. administrative matters.
- Assisting in sorting and delivering mail.
- Staffing the Member at various meetings and events.
- Catering to constituents and VIPs who happen to be in Washington, DC.
- Coordinating a weekly, Member-led Capitol tour for constituents and VIPs who are visiting Washington, DC.
- Serving as a personal aide to the Member, tending to various needs as they arise while he is in Washington, DC.

The requirements for this position are:

- Located in Washington, DC.
- Regular, predictable and punctual attendance at assigned locations required for performance of duties.
- Ability to communicate effectively with the Member and office staff, Members and representatives from other offices, outside organizations, and others.
- Ability to work outside of traditional business hours as the Member's schedule dictates.
- Ability to handle difficult and sometimes tense interactions with members of the public, including constituents, with tact while also prioritizing the well-being of the Member.
- Work is public-facing and requires frequent interaction with members of the public, including constituents, in a courteous and tactful manner. Work requires extended and unscheduled hours as dictated by the Member's schedule and office needs.
- Must possess a valid driver's license and have a good driving record. A personal vehicle used to drive the Member is not necessarily required.
- Regularly lifts and moves luggage, books, files, documents, and other office materials.
- 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.

To apply: Please send Resume, Cover Letter, Letter of Recommendation, Official/Unofficial Transcript to
floodhiring@mail.house.gov

MEM-579-23 Staff Assistant

OFFICE OF REPRESENTATIVE MIKE LEVIN (CA 49th Congressional District)

REPORTS TO: District Director

SUMMARY:

This position is responsible for managing the front desk and all administrative duties of a Congressional district office. The staff member in this role interacts regularly with constituents, responds to correspondence and verbal communications with constituents, and occasionally staffs the Member of Congress. This staff member is based in the Oceanside office but may be required to travel on occasion to the Dana Point office.

ESSENTIAL JOB FUNCTIONS:

- *Manages the front desk
- *Collaborates with other district and DC-based Staff Assistant to log all incoming mail, telephone calls, and correspondence
- *Tracks office supplies
- *Assists with recruiting, interviewing, training, and management of district interns
- *Oversees production and tracking of certificates and proclamations
- *Screens phone calls and refers cases, when appropriate, to other district office
- *Scans and sends invoices to DC office
- *Maintains records of incoming grants, constituent recognition and thank you letters
- *Meets attendance requirements as established by the office
- *Maintains a good working relationship with the Congressman, staff, and constituents
- *Performs other duties as assigned
- *Takes initiative to identify needs and takes action to complete tasks required
- *Knowledge of office policies, practices, and procedures

SKILLS AND KNOWLEDGE REQUIRED:

- *Strong oral and written communication skills
- *Familiarity with local, state, and federal agencies and departments
- *Familiarity with issues and events in the district in which the Congressman is involved
- *Proficiency with word processing and spreadsheets
- *Professional telephone manner
- *Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner
- *Ability to perform the essential job functions above
- *Ability to work cooperatively and courteously with others
- *Thoroughness and careful attention to detail

The salary for this position is \$45,000 to \$47,000, commensurate with experience.

To apply: Please send resume, cover letter, and three professional references to: CA49.applications@mail.house.gov.

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

MEM-578-23 Senior Democratic Member is seeking an enthusiastic, well organized, and professional individual to serve in the role of **Staff Assistant**. The successful applicant will be personable, organized, possess excellent communication and time-management skills, the ability to exercise sound, independent judgment, and the ability to work cooperatively and courteously with others.

Daily tasks include answering phones, processing mail, assisting with constituent requests for information, coordinating tours, and other administrative duties supporting the Member and staff as needed. We are especially interested in talking with tech savvy individuals familiar with Apple products, Zoom, Outlook and WebEx.

To apply, please send a resume and a cover letter to staffassistant2023@yahoo.com. No walk-in applicants or phone calls, please.

MEM-577-23 House Democrat is seeking a **Legislative Correspondent/Legislative Assistant** who will be responsible for managing the office's constituent mail program and a small but substantive portfolio of legislative issues, including one or more Appropriations subcommittees.

Responsibilities will include, but are not limited to:

- Organizing and managing incoming constituent correspondence in Fireside
- Conducting research and drafting constituent letters, as well as training interns and Fellows to draft letters
- Ensuring that constituent casework inquiries and other constituent requests are directed to the appropriate staff member in a timely manner
- Implementing a proactive and targeted 499 mail program
- Overseeing a digital ad program in coordination with the communications team
- Handling a small legislative portfolio, including meeting with constituents and stakeholders, drafting talking points, analyzing legislation, and conducting research
- Supporting other members of the legislative team as well as the communications and district teams as needed

A successful candidate will have excellent writing and proofreading ability, outstanding organizational and time management capacity, strong attention to detail, and the ability to work independently. The salary range for this position is \$50,000 - \$60,000, 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, disability, military status, age, marital status, or parental status.

Interested applicants should send a cover letter, resume, and brief writing sample to housedemjobs@gmail.com with “Legislative Correspondent/Legislative Assistant” in the subject line.

MEM-574-23 The Office of Congressman Jamie Raskin (MD-08) seeks a **Staff Assistant/Driver** to work in the D.C. office in a full-time capacity.

This position will be responsible for driving and assisting the Member, answering phone calls and greeting visitors, managing and organizing the reception area and Member’s office, helping to manage and train interns, onboarding new staff, processing tour and flag requests, maintaining office inventories, sorting incoming constituent mail, and providing varied administrative support to the team. The experiences gained in this role provide a unique entry-level opportunity to work directly with a Member and a solid foundation to advance into positions of increasing responsibility.

The successful candidate must be a motivated self-starter and team player who demonstrates scrupulous attention to detail, excellent verbal and written communication skills, keen organizational skills, effective time management, and a professional and discreet demeanor. Reliable access to a vehicle is required.

Candidates from diverse backgrounds and/or other underrepresented communities are strongly encouraged to apply. The U.S. House of Representatives is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, military status, gender identity and expression, marital status, parental status, or sexual orientation, or any other characteristic protected by applicable law, in any of its activities or operations. Ties to Maryland’s 8th District and Spanish fluency are a plus.

To apply, please send an email to MD08.Resumes@mail.house.gov with “Staff Assistant: Last Name” in the subject line and the following application materials attached as one combined PDF:

- Cover letter (not to exceed one page) – please customize your letter to this position
- Résumé
- Two writing samples (not to exceed one page each)

- Three references (not to exceed one page) – for each reference, please include name, current title/office, phone number, email, and a one-sentence description of your relationship to the reference

The deadline to apply is 5:00 p.m. on November 14, 2023

MEM-573-23 Representative Ami Bera, M.D. (CA-06) is seeking a dynamic and creative **Press/Digital Assistant** to join his office. The Press/Digital Assistant will play a key role in supporting the Communications Director in developing and implementing the office’s communications strategy and digital outreach efforts.

This position requires a candidate who can leverage graphics, videos, and impactful writing to enhance our online presence and engage with the constituents in CA-06.

Ideal candidates will have Sacramento or California ties, a strong proficiency in writing, digital skills, and photography, along with the ability to think innovatively in order to effectively convey key messages to new audiences. A minimum of 1-2 years of prior experience in digital outreach and graphic design (using tools like Canva, Photoshop, etc.) is essential.

Key responsibilities will include creating graphics and social media content, producing videos, managing press lists, compiling press clips, drafting newsletters for constituent outreach, drafting press materials, providing support for Franked communications plan, and performing additional tasks as assigned.

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

Please submit a resume, cover letter, one writing sample, and two examples of your graphic design or video/photography work in a single PDF document to jobs.ca06@gmail.com with “Press/Digital Assistant – Last Name, First Name” in the subject line. No walk-ins or phone calls.

MEM-570-23 The Committee on Ethics has an opening for a **Staff Assistant**.

Duties include assisting the technology needs of Committee staff; editing and maintaining the Committee’s website; answering telephones; assisting with the tracking and processing of committee correspondence; providing administrative support in setting up committee meetings; and entering data and navigating databases with accuracy.

This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Applicants must

have excellent organizational skills and a professional telephone manner; good computer skills; proficiency in Microsoft Word and Excel; ability to work cooperatively and courteously with others; ability to use good judgment in responding to inquiries and requests; and flexibility in assisting with daily tasks and projects.

Applicants with experience or interest in learning information technology assistance are strongly encouraged to apply. This is an entry level position with a starting salary of \$49,382 per year.

Please email cover letter and resume with “Staff Assistant” in the subject line to ethicsjobs@mail.house.gov
NO PHONE CALLS PLEASE

MEM-565-23 Title: **Professional Staff Member**, Subcommittees on Oversight and Investigations and Technology Modernization – House Committee on Veterans’ Affairs (Democratic Staff)

Summary: The Democratic Staff of the House Committee on Veterans’ Affairs seeks a Professional Staff Member (PSM) to serve as joint staff for the Oversight & Investigations and Technology Modernization Subcommittees. The PSM will manage a portfolio that includes issues related to the ongoing oversight of the operations of the Department of Veterans Affairs, as well as efforts to modernize information technology within the Department. This is not an entry-level position. The PSM will report directly to the Subcommittee Staff Directors. Some travel will be required.

The deadline to apply is 5 pm ET on Friday, November 17, 2023, however applications will be reviewed on a rolling basis.

Key Responsibilities:

- Conducting oversight and investigations, including assisting with subcommittee hearings;
- Supporting and advising Committee members, as well as providing assistance to other House Member offices on issues within the portfolio;
- Tracking legislative and policy developments;
- Developing and drafting legislation, including by collecting cost-estimates, technical assistance, feedback, and support from agency officials and other stakeholders;
- Drafting written product, to include memoranda, correspondence, reports, and public statements;
- Participating in briefings with agency officials and conducting site visits; and,
- Engaging with Veteran Service Organizations (VSOs), stakeholders, and whistleblowers.

Preferred Qualifications:

Qualified candidates will have strong research, critical thinking, writing, and communications skills with a demonstrated ability to work on a team, generate ideas, develop legislative and oversight strategies, execute events, and work on competing projects and priorities. Congressional experience is a plus, and public policy experience is strongly preferred.

Exceptional candidates will have strong knowledge of and experience with any of the following:

- Department of Veterans Affairs policies and operations;
- Veterans policy or advocacy;
- Public policy development and execution;
- Congressional oversight of federal programs;
- Legislative process, including planning and executing committee hearings;
- Investigations of fraud, waste, and abuse; or,
- Federal program management of any of the following:
 - *Cybersecurity, information technology, or data management;
 - *IT project management;
 - *Human capital management and federal personnel policy;
 - *Acquisition and contract management;
 - *Federal program performance management;
 - *Financial management, federal budget development, or cost estimation; or,
 - *Whistleblower policy.

Candidates will be evaluated on experience, skills, character, and fitness, and how well they meet the qualifications and requirements. In an effort to build a diverse and more inclusive work environment, the Committee strongly encourages veterans, minority, women, people with disabilities, and LGBTQ+ candidates to apply. Salary range is \$75-85k, commensurate with experience.

Application: All candidates are required to complete an online application at <https://democrats-veterans.house.gov/opportunities> to be considered.

Candidates must submit a resume, cover letter, and professional writing sample.

MEM-564-23 TITLE: **Professional Staff Member**, Subcommittee on Health, House Committee on Veterans' Affairs (Democratic Staff)

SUMMARY: The Democratic staff of the House Committee on Veterans' Affairs seeks a Professional Staff Member (PSM) to support the Subcommittee on Health. This is not an entry-level position. The PSM will manage a portfolio of issues related to oversight and operations of the Department of Veterans Affairs' (VA) Veterans Health Administration. The PSM will report directly to the Health Subcommittee Staff Director. Some travel will be required.

The deadline to apply is 5 pm ET on Friday, November 17, 2023, however applications will be reviewed on a rolling basis.

Key Responsibilities:

Among other things, the PSM will be responsible for:

- Assisting with preparation for Subcommittee hearings, including by conducting background research, developing witness questions, and drafting opening and closing statements;
- Supporting and advising Democratic Committee members and other House members and their staff on veterans' healthcare issues;
- Developing and drafting legislation, including by collecting cost-estimates, technical assistance, feedback, and support from agency officials and other stakeholders;
- Drafting written product, to include memoranda, correspondence, reports, and public statements;
- Participating in briefings with agency officials and conducting site visits; and
- Engaging with Veterans Service Organizations (VSO), healthcare professional associations, VA employee union leaders, and other stakeholders.

Preferred Qualifications:

Qualified candidates will have strong research, critical thinking, writing, and communications skills with a demonstrated ability to work on a team, generate ideas, develop legislative and oversight strategies, execute events, and handle competing projects and priorities. Congressional experience is a plus, and public policy experience is strongly preferred.

Exceptional candidates will have strong knowledge of and experience with any of the following (though not necessarily all):

- VA healthcare programs, policies, and operations;
- Veterans policy or advocacy;
- Public policy development and execution;
- Congressional oversight of federal healthcare programs;
- Legislative process, including planning and executing committee hearings;
- Knowledge and expertise in of any of the following:
 - *Mental health and suicide prevention;
 - *Medical research, clinical trials, and health services research;
 - *Academic affiliations and health professions education and training;
 - *Prosthetics and medical devices; or
 - *Prescription drug formulary development.

Candidates will be evaluated based on experience, skills, character and fitness, and how well they meet the qualifications and requirements above. In an effort to build a diverse and more inclusive work environment, the Committee strongly encourages veterans, minorities, women, people with disabilities, and LGBTQ+ candidates to apply. Salary range begins at \$80k, commensurate with experience.

All candidates are required to complete an online application on <https://democrats-veterans.house.gov/opportunities> for consideration. Candidates must submit a resume, cover letter, and professional writing sample.

MEM-556-23 Legislative Director

Congresswoman Susie Lee (NV-03) seeks an experienced Legislative Director to join her office in Washington, D.C. In close collaboration with the Member, Chief of Staff, and her communications and district teams, the Legislative Director will oversee the Member's policy agenda, particularly through her work on the House Appropriations and Natural Resources Committees and manage her legislative team. This position reports to the Chief of Staff and works closely with the COS in formulating the Member's legislative strategy while uplifting the legislative team in their work.

Candidate should have a strong track record of managing, training, and supervising a team in a fast-paced environment, translating authorizing and appropriations priorities into successful outcomes, and developing strong relationships with on- and off-Hill stakeholders. Sound policy judgement and firm grasp of committee, floor, and other House procedures are musts.

Candidate should have strong verbal and written communication skills fit to keep the Member and full team consistently briefed. Candidate must be driven, creative, good-humored, skilled at receiving and delivering feedback, and committed to furthering a team-first, collaborative work environment. Candidate will also oversee the office's constituent correspondence program. Nevada ties are a plus, as is experience with immigration, defense, foreign affairs, education, and judiciary issues.

Applications will be reviewed as they are received, and interviews could begin very soon, with an eye to quickly filling this position. Interested candidates are encouraged to apply as soon as they can.

Candidates of diverse backgrounds are encouraged to apply. The office does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

To apply, send in a single PDF a resume, cover letter, writing sample of 1,000 words or fewer, and three references (including name, current title and organization, phone number, email, and relationship to the reference) to nv03resumes@gmail.com, with the following subject line: "Full Name – Legislative Director."

MEM-552-23 The Congressional Equality Caucus, a caucus of 195 U.S. Representatives focused on advancing LGBTQI+ equality, is looking for a **Press Secretary/Digital Director to work full-time in Washington, DC.**

The Press Secretary reports directly to the Executive Director of the Congressional Equality Caucus and also works closely with the communications team in the Chair's personal office.

Job responsibilities include:

- Drafting social media guidance documents for Equality Caucus members, including talking points and sample social media posts for themed days and anniversaries (e.g., Pride Month, Transgender Day of Remembrance) and high-profile legislative activity;
- Managing the Caucus' website and social media channels, including updating the website, drafting Facebook posts, tweets, and Instagram posts, and creating graphics;
- Drafting press releases and communicating with the press;
- Building and maintaining relationships with Equality Caucus Members' communications staff;
- Working with the Equality Caucus fellow on drafting the weekly newsletter and daily clips;
- Assisting the Executive Director, as needed, with logistical and administrative support, such as coordinating event and briefing logistics; and
- Other duties as assigned.

Ideal qualifications: Ideal candidates will be excellent writers, detail-oriented, organized, self-starters, team players, and able to produce high quality work in a fast-paced environment under tight deadlines. Experience on Capitol Hill is not required but candidates must have a familiarity with the House of Representatives and a basic understanding of the legislative process. In addition, experience working on LGBTQI+ issues is a plus but not required. This is not an entry-level position. Candidates should have 2-3 years of relevant experience.

Salary and Benefits: Salary is commensurate with experience; the salary range for this position is \$60,000-\$75,000.

Additional benefits include health, dental, and vision insurance; retirement benefits; transit benefits; access to the student loan repayment program for House employees; ability to work remotely during certain non-session days; and 20 days of annual leave, among other benefits.

Equal Opportunity Employer: The Equality Caucus benefits from a staff that reflects the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply. The caucus does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, gender identity and expression, and sex characteristics, including intersex traits), disability, age, or national origin.

About the Congressional Equality Caucus (CEC): Founded in 2008, the mission of the Congressional Equality Caucus is to promote equality for all, regardless of

sexual orientation, gender identity or expression, or sex characteristics, including intersex traits. The Caucus is strongly committed to achieving the full enjoyment of human rights for LGBTQI+ people in the U.S. and around the world. You can learn more at <https://lgbtq.house.gov/>.

To apply: All interested candidates are encouraged to apply. Interested candidates should send a one-page resume, a one-page cover letter (covering, at minimum, why you want to work for the CEC and how your past experiences have provided you the skills to succeed in this role), and a short writing sample as a single PDF to equality.caucushire@mail.house.gov. Please put “Press Secretary/Digital Director – [Your First and Last Name]” in the subject line. Applications will be reviewed on a rolling basis.

MEM-551-23 Congresswoman Susie Lee (NV-03) seeks an experienced **Legislative Director** to join her office in Washington, D.C.

In close collaboration with the Member, Chief of Staff, and her communications and district teams, the Legislative Director will oversee the Member’s policy agenda, particularly through her work on the House Appropriations and Natural Resources Committees, and manage her legislative team. This position reports to the Chief of Staff and works closely with the COS in formulating the Member’s legislative strategy while uplifting the legislative team in their work.

Candidate should have a strong track record of managing, training, and supervising a team in a fast-paced environment, translating authorizing and appropriations priorities into successful outcomes, and developing strong relationships with on- and off-Hill stakeholders. Sound policy judgement and firm grasp of committee, floor, and other House procedures are musts.

Candidate should have strong verbal and written communication skills fit to keep the Member and full team consistently briefed. Candidate must be driven, creative, good-humored, skilled at receiving and delivering feedback, and committed to furthering a team-first, collaborative work environment. Candidate will also oversee the office’s constituent correspondence program. Nevada ties are a plus, as is experience with immigration, defense, foreign affairs, education, and judiciary issues.

Candidates of diverse backgrounds are encouraged to apply. The office does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

To apply, send in a single PDF a resume, cover letter, writing sample of 1,000 words or fewer, and three references (including name, current title and organization, phone number, email, and relationship to the reference)

to nv03resumes@gmail.com, with the following subject line: “Full Name – Legislative Director.”

MEM-546-23 Member Services Director, Congressional Black Caucus (CBC)

The Congressional Black Caucus (CBC) seeks a Member Services Director who is exceptionally motivated, dynamic, strategic, and detail-oriented to engage with CBC Member offices and outside partners to advance a robust member services portfolio.

The Member Services Director will be expected to proactively build strong relationships across CBC Member offices and develop strategic opportunities for Member engagement advancing shared priorities. The individual will also be expected to coordinate with CBC staff to field and respond to inquiries and requests for support from Member offices and respond to and share external opportunities for Member engagement as they arise.

The Member Services Director is also responsible for assisting in overseeing all aspects of caucus operations, logistics, designated administrative responsibilities and to support caucus leadership.

The Member Services Director responsibilities will include:

- Conducting regular outreach to Member offices to build relationships with staff, share opportunities for Member or staff participation in events, messaging, and other efforts, and identify new ideas for collaboration with Member offices
- Sharing resources with Member offices and working with CBC, congressional, and external staff to develop high-quality materials for Member office use
- Drafting regular newsletters for Member offices with relevant updates and opportunities, as well as for external audiences to uplift Member engagement on CBC issues
- Developing a network of external partners working on issues relevant to the CBC and Member offices
- Maintaining staff contact information and distribution lists
- Provides orientation and training for new staff;
- Assists departing employees with necessary administrative procedures (i.e., returning keys, House I.D. cards, and other office property; obtaining forwarding addresses, work files, and records);
- Supervises the mail operations and the administrative files and personnel records;
- Assists staff in scheduling House or Capitol rooms for outside group functions;
- Organize and facilitate meetings and other strategic convenings to support institutional
- change, policies, and programmatic work;
- Oversees operations for CBC including organizing weekly meetings and events
- Provides logistical support for all programming
- Works with the CBC personal office staffs and coordinates with the CBC

Schedulers to implement the Caucus' priorities

- Builds and maintains databases of internal and external stakeholders

Qualified candidates must have an understanding of CBC policy priorities and familiarity working with the African American community. Outstanding writing and communication skills, sound political judgment, and the ability to work closely and collaboratively with multiple Member offices and key stakeholders are essential. Top candidates should also be detail-oriented and possess the ability to multi-task, work well in a fast-paced setting, and act as a team player.

Candidates should have a demonstrated understanding of House and Senate legislative processes.

To apply, please send a cover letter, resume to vincent.evans@mail.house.gov. No walk-ins or calls please.

MEM-544-23 The House Committee on Transportation and Infrastructure is seeking a **Committee Clerk**.

This is a non-partisan position, which requires discretion and confidentiality in handling committee matters, strong organizational skills, and attention to detail. The ideal candidate will have a minimum of four years of previous Congressional experience, ideally as a Committee Clerk, knowledge of Congressional administrative rules and procedures, the ability to manage multiple tasks and projects, work well under pressure, have strong oral and written communication skills, and the ability to exercise discretion and independent judgment.

Core Responsibilities Include:

- Maintaining Committee official records in compliance with House and Committee Rules including the maintenance of the House Repository and Committee archive records.
- Responsible for the distribution of Hearing and Markup notices and materials pursuant to House and Committee Rules.
- Managing hearing materials including testimonies, biographies, truth in testimony forms, materials and questions submitted for the record as well as responses in preparation for publishing the contents of hearings as an official House documents.
- Oversight of the Government Publishing Office (GPO) operations as they relate to the Committee.
- Providing monthly data regarding Committee action to the Committee on House Administration.
- Organizing and documenting Committee markups in coordination with the Committee Counsels.
- Acting as Reading Clerk and Tally Clerk, including the live posting of amendments and their disposition to the House Repository during Committee markups.

- Maintaining legislative files, including referral of legislation to Subcommittees.
- Assisting in the preparation and filing of Committee legislative reports and Committee Activity Report.

This is not an entry level position, and salary is commensurate with experience. The Committee is committed to, and benefits from, a diverse staff, and candidates of all backgrounds are encouraged to apply.

Interested candidates should email a resume and cover letter to: TIResumes@mail.house.gov with the subject line Committee Clerk.

MEM-543-23 **TITLE: Caseworker**
REPORTS TO: District Director

CORE RESPONSIBILITIES:

- Maintain extensive casework through written correspondence and verbal communication with constituents.
- Serve as liaison to federal, district, and local agencies on behalf of the Congressman and his constituents.
- Demonstrate professionalism and practice discretion.

QUALIFICATIONS:

- Strong oral and written communication skills.
- Thorough knowledge of the federal legislative process.
- Ability to maintain working knowledge of major issues and events in the district.
- Microsoft Suite proficiency (Word, Excel, Outlook, ect).
- Thoroughness and careful attention to detail.
- Ability to organize and prioritize tasks and activities.
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities.
- Availability to work long hours as needed, under immense pressure while maintaining a professional and courtesy demeanor.
- Enjoy working cooperatively with a dynamic, fast-paced team environment.

DUTIES:

- Logs in all incoming and outgoing mail and incoming telephone calls relating to casework.
- Acts as a representative for the Member within his area of responsibility including answering casework correspondence, verbal communications with constituents, and acting as liaison with federal, district, and local agencies.
- Assesses casework for problems requiring legislative action and makes recommendations to the District Director.
- Screens and refers cases, when appropriate, to other district offices.
- Prepares weekly reports for leadership on pending cases and district activities in his or her assigned issue areas.
- Continually screens active cases and acts as liaison with constituents to ensure

that their cases are handled in a responsive manner.

- Performs other duties as assigned.

Resumes should be submitted to: Lisa.gilmore@mail.house.gov (District Director)

- Salary range: 45k to 50k a year
- Schedule: M-F 8a to 5pm
- Location: Houston, TX

Please list your interview availability dates when sending resumes and cover letters to Lisa Gilmore.

MEM-538-23 Position Description: Congresswoman Porter seeks a **legislative assistant** to handle civil rights, defense, federal courts, immigration, international affairs, trade, veterans' affairs, and related issues assigned by the office and to support her work as a member of the Oversight & Accountability Subcommittee on National Security, the Border, and Foreign Affairs.

The ideal candidate will have two to four years of Hill and comparable advocacy experience, familiarity with congressional process and procedure, and a demonstrated ability to design and execute legislative projects. The candidate will have the creativity, drive, and confidence to propose original and compelling legislative work, including drafting legislation, hearing questions, and oversight letters that resonate with our ideologically diverse constituents. This is not an entry level position. The salary for this position is \$70,000.

KEY JOB RESPONSIBILITIES

- Manage the Congresswoman's work on civil rights, defense, federal courts, immigration, international affairs, trade, veterans' affairs, and related policy issues as assigned by the office.
- Monitor House floor and committee activity to recommend votes and legislative action.
- Identify and pursue legislative opportunities for the Congresswoman, including sponsoring or cosponsoring bills and drafting and cosigning letters.
- Draft and edit constituent correspondence, oversight letters, op-eds, talking points, legislation, and other written material related to the issue area portfolio.
- Provide regular verbal and written reports to the Deputy Chief of Staff & Legislative Director and Chief of Staff on legislative work and priorities.
- Communicate with the Chief of Staff and District Director to help them amplify legislative work locally.
- Support the District Office in writing speeches and memos for events the Congresswoman attends that fall under the issue area portfolio.
- Other duties as assigned the Deputy Chief of Staff & Legislative Director and Chief of Staff.

Applications: To apply, send a resume and a short writing sample to CA47.Resumes@mail.house.gov with “Legislative Assistant” in the subject line. Applications will be accepted until the position is filled. The office is an equal opportunity employer and does not discriminate based on race, ethnicity, color, religion, sex, national origin, age, family status, military status, disability, gender identity or expression, or sexual orientation.

MEM-508-23 Congresswoman Shontel Brown (OH-11) seeks an exceptional, experienced **Press Secretary/Digital Director** (PS/DD) to join a dynamic, fast paced team, working out of the Washington, DC office.

Working with the Communications Director, located in the District, the PS/DD will develop, coordinate, and implement digital and traditional media and communication strategies that highlight the Member’s work and advance her robust online/digital presence. Other primary responsibilities include but are not limited to developing, editing, and producing graphics, videography, and other creative tools to enhance messaging; fielding press requests from local and national media; producing the Member’s newsletters; drafting releases and advisories, speeches , and talking points.

The successful candidate will have a creative and strategic approach to visual and graphic design, excellent oral and written communications skills, an ability to handle multiple assignments on tight deadlines, a desire to hone the Member’s voice, a strong collaborative approach to cross functional teaming, and a good sense of humor. They will also have a working knowledge of the legislative process, procedures, and organization of the House, with a proven ability to build strong, collaborative relationships while working in a crisis-oriented environment and handling stress appropriately. Ohio ties are a plus, but not required, but proven effective digital and videography experience is required.

This is not an entry level position. The ideal candidate will have at least three years of Hill and/or other communications experience in a policy or constituent services environment with an emphasis on professional digital media, videography, and general communications proficiency beyond the intern level. The salary is flexible and dependent upon proven experience and expertise.

Applicants should submit a cover letter, resume, two writing and one creative samples to Ohio11Resumes@mail.house.gov with the subject line “Press Secretary – Last Name, First Initial.” No drop-ins, direct emails to staff or phone calls, please. The position is open until filled, but applications will be screened as they are received.

MEM-468-23 The Office of Congressional Ethics (OCE), an independent, non-partisan investigative entity established by the United States House of Representatives, seeks one attorney with 5-10 years of experience to serve as **Investigative Counsel**.

The Investigative Counsel reports to the Staff Director and Chief Counsel and will be responsible for conducting sensitive inquiries into allegations of possible violations of federal law and ethical standards of conduct by current Members, Officers and Staff of the House of Representatives and advising the Staff Director and Chief Counsel on legal and policy matters.

The OCE is seeking attorneys interested in the OCE's work supporting ethics and transparency within the House of Representatives. The Investigative Counsel would join a small, Washington, DC-based, investigative team, and would be eligible to apply for hybrid work accommodations combining in-person core days and remote work.

Core Responsibilities:

- Review information received by OCE, discern possible violations, and identify facts requiring further investigation
- Plan, organize and conduct investigations regarding allegations and advise the Staff Director and Chief Counsel regarding appropriate evaluation of cases
- Advise the Staff Director and Chief Counsel on legal issues in matters under investigation and on broader legal and policy issues involved in the operations of OCE
- Draft lengthy and detailed memoranda, reports, and referrals for Board consideration and potential public release

Qualifications:

- Demonstrated ability to conduct and direct complex legal research and present the results in a clear, precise and persuasive manner
- Thoroughness and careful attention to detail
- Strong oral and written communication skills
- Strong legal judgment and demonstrated professional integrity
- Experience auditing large sets of data or evidence and providing detailed analysis
- Desirable but not required:
 - *Investigative experience with high-profile and sensitive matters;
 - *Experience with investigations involving public officials;
 - *Experience with campaign finance or ethics law;
 - *Experience conducting interviews or depositions;
 - *Experience writing public reports or legal documents; and
 - *Advanced proficiency in development and use of electronic databases, and other computer skills including knowledge of current information technology tools related to investigations

- Ability to:
- *work independently or as part of an investigative team;
- *manage multiple tasks and projects;
- *work well under pressure and tight time deadlines; and
- *exercise discretion and independent judgment

Duties:

- Developing investigative strategies and implementing investigative plans
- Reviewing evidence and data in order to analyze, develop, and provide detailed written and oral reports of findings
- Identifying information to substantiate or disprove allegations and assess the likely sources of that information
- Collecting and reviewing documents, electronic media, and physical evidence
- Interviewing witnesses and subjects
- Performing other duties as assigned

Requirements:

- Ability to pass Security Background Investigation to obtain Top Secret clearance
- Graduation from an ABA accredited law school and active bar membership

Applicant Instructions:

Please send cover letter, short writing sample, and resume (electronic submissions preferred) to:

Omar S. Ashmawy
 Staff Director and Chief Counsel
 Office of Congressional Ethics
 United States House of Representatives
 P.O. Box 895
 Washington, DC 20515-0895
OCEJOB@mail.house.gov

MEM-451-23 The Office of the Rep. Maxine Waters (D-CA-43) the Ranking Member of the House Committee on Financial Services (FSC), has an immediate need for an experienced policy professional and manager to be the Member's **Legislative Director/Counsel**.

The Legislative Director will focus on the Member's non-FSC policy priorities including civil rights issues. Working closely with the Chief of Staff and Communications Director the Legislative Director will aim to ensure the Member's strategic legislative vision is implemented. This is not an entry-level position. The ideal candidate will have significant previous experience working in legislative roles on Capitol Hill.

CORE RESPONSIBILITIES AND DUTIES:

- Ensures legislative staff focuses on Member's policy goals.
- Proposes policy positions and formulate legislative solutions.

- Recommends strategies and tactics on advancing Member's legislative priorities.
- Handles short-term and long-term legislative planning for the Member.
- Manages direction of legislative team.
- Monitors and reports floor action to the Member and the Chief of Staff.
- Writes and reviews legislative memos.
- Works with legislative team to develop vote recommendations.
- Coordinates responses to legislative mail.
- Communicates and strategizes with the District Director and/or district office staff on policy initiatives targeted towards constituents.
- Maintains up-to-date status reports on all legislation affecting the district, legislation sponsored by the Member, legislation on which the Member is an original, lead cosponsor, and legislation on which the Member is a cosponsor.
- Oversees activities in the office in the absence of the Chief of Staff.
- Performs other duties as assigned.

QUALIFICATIONS

- Juris Doctor degree required.
- Ability to work in fast-paced environment with high-profile Member.
- Prior experience as a Legislative Director or Senior Legislative Assistant strongly preferred.
- 3 – 6 years of Capitol Hill experience strongly preferred.
- At least 2 years of management experience.
- Thorough understanding of the legislative process
- Expertise and/or experience in judiciary related issues, e.g., civil rights, women's rights, gun policy, constitutional law, etc., and foreign affairs strongly preferred.
- Strong leadership and organizational skills.
- Strong time management skills.
- Excellent oral and written communication skills.
- Managing complex, multi-stakeholder initiatives and driving collaborative processes.
- Availability to work long hours.
- Flexible and adaptable to a variety of personalities and situations.
- Familiarity with California and/or district 43 preferred but not required.

SALARY

Commensurate with experience.

Applicant Instructions:

Interested candidates should submit a resume, cover letter and at least 2 references to stephanie.moore@mail.house.gov with "Legislative Director/Counsel" in the subject line. This position will remain open until filled. Incomplete applications may not be considered.

This office is an equal opportunity employer and will consider all applicants without regard to race, color, religion, sex, marital or parental status, sexual orientation, gender identity, national origin, disability or national origin.

MEM-354-23 Policy Director, Congressional Black Caucus (CBC)

The Congressional Black Caucus (CBC) seeks a Policy Director to manage the Caucus' policy agenda, including crafting and executing effective legislative strategies to advance Caucus policy priorities, representing the Caucus as point of contact on all policy engagements, working with Members' staff to advance legislative proposals, developing materials to support the goals and mission of the Caucus, and promoting the Caucus both internally within the House of Representatives and externally to the public. The Policy

Director's responsibilities will include:

- In conjunction with Members, developing Caucus' policy priorities and strategic objectives
- Executing Caucus' policy agenda through nuanced understanding of community stances
- Working collaboratively with the Executive Director and other Caucus staff to advance CBC's work internally on Capitol Hill and through deep engagement with stakeholder entities to push CBC priorities forward
- Collaborating with CBC Member office staff to further Caucus policy objectives and managing communication with CBC policy councils
- Collaborating with communications staff to convey legislative positions and wins into external messaging through statements, social media, and press engagement
- Organizing policy-focused events for Caucus members and external stakeholder participation

Qualified candidates must have an understanding of CBC policy priorities and familiarity working with the African American community.

Outstanding writing and communication skills, sound political judgment, and the ability to work closely and collaboratively with multiple Member offices and key stakeholders are essential. Top candidates should also be detail-oriented and possess the ability to multi-task, work well in a fast-paced setting, and act as a team player.

This is not an entry-level position and candidates should have a demonstrated understanding of House and Senate legislative processes.

To apply, please send a cover letter, resume, and writing sample to vincent.evans@mail.house.gov. No walk-ins or calls please.

MEM-305-23 DPCC COMMUNICATIONS DIRECTOR – The House Democratic Policy and Communications Committee seeks an experienced Communications Director.

The Communications Director will work with the Executive Director to design and execute strategies that advance the message priorities and values of House Democrats; create messaging guidance, event suggestions, sample releases, and other communications tools; help Democratic offices pitch stories, hold strong local press events, and position Members in the media; and assist in bolstering paid communications programs in Democratic offices.

The Communications Director is also expected to assist with the planning and execution of regular DPCC message meetings and policy dinners; support DPCC outreach initiatives; and assist with daily tasks and long-term planning. Spanish language fluency and experience with constituency media is strongly preferred.

This is not an entry-level position; a strong background in communications on Capitol Hill is required. DPCC is an equal opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ+ identification, family status, or military status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

Applications will be accepted on a rolling basis until the position is filled. DPCC will contact the best qualified candidates to begin our interview process.

To apply, please email jobs.DPCC@mail.house.gov with the following application materials attached as one combined PDF: 1. Cover letter; 2. Résumé; 3. Two writing samples, with one coming from work on Capitol Hill; and 4. Two references including name, current title and organization, phone number, email, and a one-sentence description of your relationship to the reference (we will not contact these references without contacting you first).

MEM-300-23 Congressman Steven Horsford (NV-O4) seeks a highly motivated, hard-working, skilled and experienced **Legislative Director** to help shape and manage a robust legislative portfolio.

Congressman Horsford is a member of the Armed Services and Financial Services Committees, Chair of the Congressional Black Caucus, and an active frontline member. Previous legislative experience on Capitol Hill is required, and Nevada ties are a plus.

Ideal candidates will have experience managing and mentoring staff, thinking strategically and will possess a sophisticated understanding of the legislative process, along with excellent writing, organizational and time management skills. The ideal candidate will primarily be responsible for managing a legislative

portfolio that consists of healthcare, taxes, gun violence prevention, and other issues.

Candidates should be creative, proactive and self-motivated, and have an ability to operate effectively under pressure and work closely in a team atmosphere in this fast-moving, dynamic office.

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 LGBTQAI+ candidates are strongly encouraged to apply, as are candidates with Nevada ties.

Salary is competitive and commensurate with experience, along with generous benefits and professional development opportunities.

Interested candidates must include a cover letter, resume, two page max writing sample and three professional references in a single PDF file.

Email submissions to the Director of Administration, Selena Harvey at nv04resumes@mail.house.gov. Subject line must read " MEM-NV04-LD-23_last name". No calls please. Individuals selected for an interview will be contacted.