



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**House Vacancy Announcement and Placement Service (HVAPS)**

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of April 18, 2022**

**MEM-217-22** **Constituent Liaison:** Senior Democratic Member of Congress seeks a bilingual English/Spanish speaker who is an energetic, organized, creative, self-starter to join the District Office of her very active and visible constituent services staff.

Constituent Services staff assists the Member in responding to constituent issues and problems with federal agencies, staying on top of everyday events in the Member's district, and keeping the community connected to the Member's work. Importantly, constituent services staff also assist with neighborhood events and visits community groups in the district.

Candidate must be able to work with patience and skill in resolving the problems of constituents and in handling multiple tasks and issues effectively while making sure federal agencies respond in a timely manner and assuring our office responds promptly to constituent requests and concerns while meeting deadlines.

A successful candidate will be able to communicate fluently in Spanish and English, work independently, and think outside the box about various constituent issues and community events. Prior community or casework experience is helpful.

The ideal candidate will have significant experience interacting with the public, excellent writing and communication skills and a working knowledge or strong interest in the District of Columbia and its local government. Candidate must

possess a bachelor's degree and be, or be willing to become, a resident of the District of Columbia.

Interested applicants should send a cover letter, resume, two writing samples and references to: [dc00.nortonresume@mail.house.gov](mailto:dc00.nortonresume@mail.house.gov).

#### **MEM-216-22 Policy Aide**

House Small Business Committee Democrats seeks a policy aide to assist senior staff on wide ranging policy issues, including, tax, health, retirement, agriculture, procurement, technology, and other issues.

Core responsibilities include researching, drafting memos, and questions to support senior staff, drafting reports, assisting in the drafting of legislation, and other assignments. Exceptional writing and analytical skills are a must. Prior Hill or federal agency experience is preferred.

The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

Please send cover letter and resume to [hsbcdems@gmail.com](mailto:hsbcdems@gmail.com) with the position name in the subject line.

#### **MEM-214-22 Rep. Debbie Wasserman Schultz (FL- Democrat) seeks a highly motivated individual to serve as a **legislative assistant** to cover a policy portfolio that includes Women's issues, foreign policy, national security, and children and family issues.**

The ideal applicant should possess a strong background in policy issues impacting women and girls as well as those relevant to Latin America, the Caribbean and the Middle East. Excellent critical thinking, written, research and oral communications skills are required.

Responsibilities include, but are not limited to: advancing the Member's priorities related to this portfolio, crafting legislation and amendments that advance the Member's legislative agenda; and preparing issue-area memos and making vote recommendations on bills in the individual's legislative portfolio, engaging with stakeholders, and supporting messaging efforts.

This is not an entry-level position; only candidates with previous Hill experience and proven knowledge of the legislative process will be considered.

South Florida ties are a plus.

Interested parties should e-mail a cover letter and resume to [FL23Resume@mail.house.gov](mailto:FL23Resume@mail.house.gov) with the subject line "FP/WOMEN LA." Please

save cover letter and resume in a single file (pdf preferred) and name the file "Last name, First name."

This office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity or expression.

Application materials must be received by 12:00pm EST April 29, 2022.

**MEM-213-22** Congressman David Trone (MD06) is seeking a Wounded Warrior **Fellow** for his District Office.

This position is limited to veterans desiring to serve a two-year paid congressional Fellowship as part of the House of Representatives Wounded Warrior Fellowship Program.

Selected Fellows will work directly for Congressman Trone as part of his District Office staff, located in one of his District Offices. (Gaithersburg, Frederick, Hagerstown, or Cumberland, MD)

Conditions of Employment:

ALL CANDIDATES MUST BE:

- 1) Honorably discharged
- 2) Released from active duty within the last six years.
- 3) Pay grades at or below E-5/O-3/W-2
4. Veterans promoted to pay grades of E-6/O-4/W-3 WITHIN 6-MONTHS OF SEPARATION from active duty are eligible.

Qualifications:

Detail oriented; excellent organization skills; excellent communication skills; strong computer skills; ability to complete projects within timelines and under minimal supervision. Ability to work well under pressure and maintain a professional and courteous work disposition; ability to exercise discretion and independent judgment in handling sensitive information; ability to manage multiple tasks simultaneously. High School Diploma required. Some college level classes are preferred but not required.

Primary Responsibilities:

- Serve as the official representative for the Member in the Veterans community.
- Act as liaison with federal, district, and local government agencies, political officials, and other community organizations in the Veterans community to form effective relationships for the Member.
- Monitor and update the Member and District Director on issues facing military members and veterans in the district.
- Provide direct casework assistance to military members and veterans in a timely and efficient manner; proactively follow up on all open cases until a resolution is

reached.

- Assess veterans issues that constituents are facing for problems requiring possible legislative action; make recommendations to the District and Legislative Directors.
- Answer casework correspondence and verbal communications with constituents.

To apply, please go to the following link to submit your application:

<https://house.csod.com/ux/ats/careersite/1/home/requisition/478?c=house&source=USAJobs>.

No phone calls or walk-ins.

## **MEM-212-22    CONSTITUENT SERVICES REPRESENTATIVE**

### **OFFICE of CONGRESSMAN EARL L. “BUDDY” CARTER SUMMARY:**

The Constituent Services Representative acts as a liaison to federal, state, and local agencies as well as external organizations for the Congressman and constituents of the First District. Additionally, the CSR monitors local issues for the Congressman and the Office and serves as the representative of the Office at public events.

### **ESSENTIAL JOB FUNCTIONS:**

- \*Acts as the representative for the Congressman within his or her area of responsibility including answering casework correspondence, meeting with constituents, verbal and written communications with constituents, and serving as a liaison with federal, district, and local agencies as well as external organizations;
- \*Informs the Congressman and the District Director of all happenings in his or her assigned areas by screening district media sources and interacting with constituents;
- \*Handles casework assignments;
- \*Specializes in Veterans Affairs and events;
- \*Acts as a liaison to local, state and federal officials and other persons or groups to form effective relationships for the Office;
- \*Assesses casework for problems requiring legislative action and makes recommendations to the District Director;
- \*Monitors scheduled district meetings for the Congressman with constituents;
- \*Screens and refers cases, when appropriate, to other district offices;
- \*Trains and supervises interns to handle office matters such as logging incoming and outgoing correspondence, handling visitors, telephone calls, and computer operations;
- \*Logs in all incoming and outgoing mail and incoming telephone calls relating to casework;
- \*Prepares periodic reports for the District Director on pending cases and district

activities in his or her assigned areas;

- \*Continually screens active cases and acts as liaison with constituents to ensure that their cases are handled in a responsive manner;

- \*Maintains up-to-date files on all cases and categories of information of importance to the Office;

- \*Meets attendance requirements as established by the Office;

- \*Maintains a good working relationship with the Congressman, staff, and constituents;

- \*Accepts performance-based criticism and direction;

- \*Works well under pressure and handles stress;

- \*Works a flexible schedule including long hours, nights and weekends; and

Performs other duties as assigned.

#### EDUCATION (OR EQUIVALENT EXPERIENCE):

At least 2 years of experience; strong academic credentials. Alternatively, 10 years of related experience or training in legislation or equivalent experience. Experience working with the U.S. Military, Department of Veterans Affairs, and/or veterans services organizations is preferred.

#### SKILLS AND KNOWLEDGE REQUIRED:

- \*Strong oral and written communication skills;

- \*Knowledge of local, state and federal agencies and departments;

- \*Experience with the U.S. Military, veterans issues, organizations and the Department of Veterans Affairs;

- \*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;

- \*Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;

- \*Knowledge of office policies, practices, and procedures;

- \*Knowledge of office computer applications; and

- \*Proficiency in word processing.

#### WORKING CONDITIONS:

- \*Work is mainly performed in an office environment. Noise levels are usually moderate.

To apply, please submit a resume to [Brooke.childers@mail.house.com](mailto:Brooke.childers@mail.house.com)

**MEM-211-22** Rep. Katie Porter (CA-45) is seeking a **Staff Assistant** in her DC office. The ideal candidate is organized, detail oriented, able to multitask effectively in a fast-paced environment and has strong interpersonal skills.

## KEY JOB RESPONSIBILITIES

- Respond to constituent messages through phone calls, emails, or handwritten notes as needed
- Create a welcoming environment and positive first impression of the office to constituents and visitors
- Answer incoming phone calls to log opinions, connect staffers to outside stakeholders, and direct callers to appropriate resources
- Enter and organize incoming constituent messages into the IQ database
- Compile and organize flag and tour requests, and the distribution of books to schools through the Library of Congress Surplus Books Program
- Assist the scheduler with day to day office operations, organizing constituent requests, and other projects as needed
- Assist with managing the DC internship program
- Draft form letters responding to constituent concerns
- Draft co-sponsor requests, meeting memos, talking points, and remarks for the Congresswoman, as needed by the legislative team
- Perform other duties as assigned by the Administrative and Legislative Team, and the Chief of Staff

The 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.

To apply, send a cover letter and resume to [ResumesCA45@mail.house.gov](mailto:ResumesCA45@mail.house.gov) with “DC Staff Assistant” in the subject line. The deadline for submission is 4/26/22.

**MEM-209-22** The House Committee on Energy and Commerce Democratic Staff (majority) seeks an enthusiastic, motivated, and highly organized **staff assistant** for fast-paced committee office.

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

Qualified applicants must possess excellent written and oral communication skills, attention to detail, professionalism, exceptional time management skills, and an ability to work collaboratively.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), gender identity, disability, or age. Hill experience preferred but not required.

Please submit a cover letter, resume, and a short writing sample to [ecdjobs@mail.house.gov](mailto:ecdjobs@mail.house.gov)

**MEM-208-22** The Office of Congressman Steven Horsford (D-NV-04) seeks an experienced **Communications Director** based in the DC office to develop and execute the Congressman's communications strategy as a member of the House Ways and Means, Armed Services, and Budget committees.

Applicants must be creative, detail-oriented, and comfortable working long hours and producing high-quality work under tight deadlines.

The Communications Director will serve as the spokesperson and primary communications advisor to Congressman Horsford and will supervise the work of junior communications staff. They will be responsible for executing an aggressive communications plan that generates positive local and national media coverage, reaches diverse communities, and expands the Congressman's reach to new audiences.

Responsibilities include but is not limited to:

- Working with Congressman Horsford, the Chief of Staff, the Deputy Chief of Staff, and the District Director to develop strategic messaging priorities.
- Managing all day-to-day external communications from the office, including press releases, remarks, floor speeches, interview memos, newsletters, op-eds, and social media.
- Proactively identifying opportunities to expand Congressman Horsford's local and national media profile and working closely with the Congressional Black Caucus, the House Labor Caucus, and other affiliated caucuses on shared priorities.
- Pitching stories to local and national press and planning press conferences, press calls, and other press events.
- Developing a strategic plan and budget for all communications programs.
- Designing and implementing a creative digital communications program, including both paid advertising and organic social media. The Communications Director will also be responsible for keeping the Congressman's website up-to-date.
- Overseeing franked communications and a robust 499 program.

This is not an entry-level position, and candidates must have previous press experience on or off Capitol Hill. Strong oral and written communications skills are required. Prior experience managing franked communications is a plus.

The ideal candidate must be collaborative, creative, energetic, detail-oriented, able to multi-task, politically astute, and willing to work long hours in a fast-paced and demanding setting.

Women, people of color, LGBTQ+ individuals, people with disabilities and members of other underrepresented communities are strongly encouraged to apply. Individuals who can fluently read and write Spanish, Mandarin, Tagalog, or other languages beside English are strongly encouraged to apply.

Experience with video editing and graphic design is also a plus and Nevada ties a plus.

Salary is commensurate with experience.

Candidates should submit a cover letter, resume, three writing samples, and three professional references to [NV04Resume@mail.house.gov](mailto:NV04Resume@mail.house.gov) with “Communications Director” in the subject line. All submissions must be in a single PDF file.

**MEM-206-22** TITLE: **Research Assistant**, Subcommittee on Disability Assistance and Memorial Affairs, House Committee on Veterans’ Affairs, Republican Staff

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

**CORE RESPONSIBILITIES:**

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

**QUALIFICATIONS:**

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

**DUTIES:**

- Answering the telephone and responding to caller inquiries;
- Reviewing incoming mail and preparation of correspondence;
- Maintaining Subcommittee archive, activities report, and relevant publications;
- Assisting with full Committee hearings on matters within Subcommittee



jurisdiction;

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

How to Apply:

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

**MEM-205-22** Congresswoman Brenda L. Lawrence is seeking a hard-working and dynamic individual to serve as a **Staff Assistant** in her Washington, D.C. office.

Staff Assistant responsibilities include managing the front office; greeting visitors; sorting mail; answering phones; processing flag requests; booking and coordinating tours; managing the office’s internship program; assisting with constituent correspondence via IQ; compiling and sending daily press clips; and transporting/driving the member to events in Washington, D.C. (a personal vehicle is not required).

The salary for this position is \$55,000. Applicants with ties to Michigan are preferred, but not required. This office is an equal opportunity employer and veterans, LGBTQ+ individuals, women, and diverse candidates are encouraged to apply. Interested candidates should submit a resume and cover letter to [MI14District@gmail.com](mailto:MI14District@gmail.com) by COB April 18, 2022.

No calls or walk-ins, please

**MEM-204-22** The Democratic staff of the House Judiciary Committee seeks a **Staff Assistant**. Candidates should have excellent organizational skills and strong research, writing, and communication skills.

Responsibilities include overseeing Committee hearing and markup logistics -- which often include being physically present; serving as assistant clerk during markups; providing administrative and research support to the Staff Director, Deputy Staff Director/Senior Advisor, and Deputy Staff Director/Chief Counsel; coordinating the Deputy Staff Director/Chief Counsel's calendar and the Committee's calendar; co-managing the intern program; and managing Committee administrative needs.

The Committee strives to ensure that our staff reflects 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.

Please send a resume and cover letter to [JDEM.job@mail.house.gov](mailto:JDEM.job@mail.house.gov) and include "Staff Assistant" in the subject line.

**MEM-203-22** **Scheduler & Office Manager** – Congressman Glenn "GT" Thompson  
The office of Congressman Glenn "GT" Thompson (PA-15), Ranking Member of the House Agriculture Committee, is seeking a highly motivated, detail-oriented, and energetic individual with excellent organizational, oral, and written communications skills to serve as Scheduler & Office Manager in the Washington, D.C. office.

This is not an entry-level position. Viable candidates will have at minimum three years of prior scheduling or executive assistant experience.

Responsibilities include managing the Member's D.C. schedule, correspondence, travel, financial record keeping, staff and Member receipts for reimbursement, and aiding the Chief of Staff with various administrative duties.

Strong organizational skills are essential, along with the ability to be a self-starter while working in a fast-paced environment. Candidates should be team-oriented and have the ability to multi-task. Pennsylvania ties, prior Capitol Hill experience, and a sense of humor are preferred, but not required.

Qualified candidates should submit a cover letter and resume via email to [Renee.Gamela@mail.house.gov](mailto:Renee.Gamela@mail.house.gov) with "Scheduler" in the subject line. No walk-ins or calls please.

**MEM-202-22** The Office of the Parliamentarian in the U.S. House of Representatives seeks a **Systems Administrator**.

Core functions of the position include:

- maintaining and managing all office computers, servers, and associated equipment and software;
- maintaining and managing other office communications technology, including cell phones and tablets;
- serving as a liaison between the office and House Information Resources;
- serving as principal contact for office staff and for outside vendors with respect to database issues;
- SQL database maintenance, including uploading and storing files, batch processing of data, and coordinating with the office as needed to export material from the database to aid in publications work;
- ensuring all electronic devices and files are maintained in a secure manner;
- managing procurement of information technology for the office; and
- coordinating with outside vendors and the Government Publishing Office as needed.

The Systems Administrator will assist the Office of the Parliamentarian in traditional IT areas as well as in some aspects of digital publication.

Candidates must have:

- a degree in computer science or a related field;
- strong academic credentials;
- thorough knowledge of Microsoft Excel, XMetaL, SQL, and other current computer software and applications;
- the ability communicate with industry peers;
- superior attention to detail;
- a desire to work in a fast-paced environment; and
- the ability to work on a flexible schedule.

Prior experience in the legislative branch is strongly preferred. Please note that while many aspects of this position may be performed remotely, some cannot. Accordingly, the position requires physical presence in the U.S. Capitol building on a regular basis.

Applicants may e-mail a resume and cover letter using the word "resume" in the subject to Mr. Jason Smith, Parliamentarian, at [jason.smith@mail.house.gov](mailto:jason.smith@mail.house.gov).

**MEM-200-22** The Office of Congresswoman Alma S. Adams, Ph.D. (NC-12) seeks a **Staff Assistant** for the Washington, DC office.

Duties will include:

- Managing the front office, answering phones, greeting visitors, scheduling tours, processing constituent requests and incoming mail, and managing a robust intern program.
- Assisting the Legislative Correspondent in sorting and batching correspondence, as well as drafting routine responses.
- Other duties as assigned, including assisting staff on special projects.

Candidates should have superior time management skills, work well under time constraints, and have excellent communication skills. Multi-tasking, enthusiasm, good sense of humor, and keen attention to detail are necessary. North Carolina ties are a plus but not required.

Qualified applicants should send a cover letter, resume, and two brief writing samples along with three references to [nc12.resume@mail.house.gov](mailto:nc12.resume@mail.house.gov).

Please use STAFF ASSISTANT in the subject line when submitting your materials. The office is an equal opportunity employer.

**MEM-199-22** The Democratic staff of the House Committee on Veterans' Affairs seeks a **Staff Assistant/Press Aide** to support the Committee with administrative tasks and assist the Communications team.

The Staff Assistant/Press Aide will be responsible for administrative tasks in the office including managing the front office, processing constituent mail, monitoring office deliveries, organizing files, answering phones, greeting visitors; and other assigned duties, such as tracking legislation or compiling committee reports.

The Staff Assistant/Press Aide will also help manage and support Committee hearings. The Staff Assistant/Press Aide will oversee morning clips, help with updating media lists, and assist the Communications team with other duties including drafting social media, press releases, remarks, hearing rapid response, and other items necessary to execute the Committee's communications strategy.

Additionally, the Staff Assistant/Press Aide will manage the internship program. The Staff Assistant/Press Aide reports to the Committee Clerk.

Qualified candidates will be extremely organized, detail-oriented, and able to handle assigned tasks in a fast-paced office. The position requires excellent oral and written communication skills, a demonstrated ability to constructively work on a team, a positive attitude, and the ability to anticipate problems and offer solutions.

A bachelor's degree and congressional experience is a plus, but neither is required. One year of relevant volunteer or work experience may be substituted for each year of education.

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 is \$45-\$55k, commensurate with experience.

All candidates are required to complete an [Online Application](#) to be considered. There you can upload your resume, cover letter, and writing sample.

**MEM-197-22** A Senior Republican Congressman from Ohio is looking for an experienced **scheduler** in his personal office.

This individual will work closely with the Member and Chief of Staff on all scheduling matters related to Washington and official travel. Qualified candidates must have prior scheduling experience, a keen attention to detail, and discretion in handling sensitive. Salary \$60k+ with max student loan repayment benefits.

Owning a car is required for this position - parking will be provided.

To apply, please submit resumes to [OHRepublicanJobOpps@gmail.com](mailto:OHRepublicanJobOpps@gmail.com)

**MEM-196-22** U.S. Congressman Ed Case (Hawai'i - 01) is seeking a **Staff Assistant** for his Washington, D.C. office.

Responsibilities will run the range of assisting the legislative, constituent services and administrative functions of the office, to include scheduling. The scheduling duties include but are not limited to managing all aspects of the Congressman's daily and long-term schedule in D.C., Hawai'i and elsewhere. Direct report is to the Chief of Staff, although the Congressman is routinely involved in all aspects of his office operations.

Preference given to (1) prior Capitol Hill experience and (2) Hawai'i background. Applicants are asked to detail these attributes in their application package. The position also requires initiative, strong interpersonal skills, multitasking, the ability to work independently and effectively under pressure, make decisions and solve problems, orientation to detail, excellent verbal communication and writing skills, and long hours especially adjusting to changing time zones.

To apply, please send a resume, cover letter, three references and two short writing samples to [HI01resumes@gmail.com](mailto:HI01resumes@gmail.com) with "Staff Assistant" in the subject line. Please, no phone calls, faxes or drop-ins.

**MEM-195-22** 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 \$41,000 per year. Please email cover letter and resume with “Staff Assistant” in the subject line to [ethicsjobs@mail.house.gov](mailto:ethicsjobs@mail.house.gov)

NO PHONE CALLS PLEASE

**MEM-194-22** Senior California Democrat and member of the Energy and Commerce Committee looks for a **Legislative Assistant** to focus on a portfolio of energy, environment, and climate and handle the Congresswoman’s Energy and Commerce Energy Subcommittee work and her role as co-chair of the House Sustainable Energy and Environment Coalition (SEEC) and co-chair of the SEEC Nature and Oceans Task Force.

This role will be focused on natural climate solutions, clean energy, clean transportation, environmental justice, and energy equity policy. The portfolio will also likely include women’s issues, immigration work, and potentially a few other issues.

This is not an entry-level position and Hill experience is strongly preferred, but not required.

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. Veterans, women, LGBTQ+ persons, and minority applicants are strongly encouraged to apply.

To apply, please send a resume, cover letter, and a writing sample in a single PDF to [seniordemresumes@gmail.com](mailto:seniordemresumes@gmail.com)

**MEM-193-22** Committee Seeks **Digital Manager**: The Democratic Staff of the House Committee on Budget is seeking a skilled and motivated Digital Manager to join the Communications team.

The individual selected will have strong writing skills, experience with graphic design and video production, and the ability to translate complex issues and topics for audiences across platforms and medias. This position is based in Washington, D.C. and will work closely with the Communications Director and Deputy Communications Director.

Responsibilities include crafting engaging content for all social media channels, developing graphics and videos, tracking social media analytics, streaming live events, managing the committee's website and social media pages, creating social media toolkits for the caucus as needed, 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.

Qualified candidates will have prior digital experience, excellent writing skills, a keen attention to details, proficiency in graphic design and video production, an ability to leverage social media and news trends to take advantage of opportunities for social engagement, and a passion for thinking creatively about how to translate complex ideas into compelling visuals.

Applicants should also have experience with the Adobe Creative Suite and a working knowledge of HTML. Ability to work well with others, manage competing priorities, and turn around high-quality products under tight deadlines are a must. The starting salary for this position is \$55,000 but is commensurate with experience.

The office is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply.

Interested applicants should submit a resume, examples of three digital work products (graphics and video), and a cover letter describing their fit for the role to [Budget-Democrat.Jobs@mail.house.gov](mailto:Budget-Democrat.Jobs@mail.house.gov) with "Digital Manager" in the subject line by Friday, April 22. No calls or walk-ins please.

**MEM-192-22** The Office of Congresswoman Katherine M. Clark (MA-5) is currently accepting applications for the position of **District Staff Assistant**.

The Staff Assistant greets visitors, answers the telephone, processes mail, assists with constituent casework, drafts correspondence, and performs other administrative duties as needed. The Staff Assistant is also responsible for overseeing a robust internship program, including recruiting, interviewing, hiring, and supervising interns.

This role requires impeccable judgment and the ability to prioritize myriad tasks. The ideal candidate should be personable, organized, and detail-oriented.



Applicants must possess excellent verbal and written communication skills and the ability to work cooperatively with others.

Office staff are currently working in person, remotely, or in a hybrid model depending on the needs and safety of the office during the COVID-19 pandemic.

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

Diverse candidates, women, and LGBTQ+ persons are strongly encouraged to apply.

**Essential Job Functions:**

- Manages the office intern program, ensuring smooth front office operational duties
- Works with constituent services representatives to ensure efficient casework intake using the office's internal database
- Assists persons who have appointments with the Member or other staff Members and works closely with the District Director to ensure that the Members' appointments are on time
- Maintains literature regarding the District and DC offices for distribution to visitors
- Coordinates the filing and indexing of all correspondence
- Maintains office inventory and signs for deliveries
- Provides orientation and training for new staff
- Supervises the reception desk, mail operations, and administrative files
- Assumes responsibility for overall office appearance and layout
- Maintains the office answering machine or voice mail
- Screens and refers cases, when appropriate, to other offices
- Logs in all incoming and outgoing mail and incoming telephone calls relating to casework or opinions
- Performs other duties as assigned

Interested applicants should submit a cover letter, resume, & 2 writing samples to [Jobs.MA05@mail.house.gov](mailto:Jobs.MA05@mail.house.gov).

All materials will be reviewed on a rolling basis.

**MEM-191-22** Conservative Ohio office seeks a **Staff Assistant/Legislative Correspondent** for DC Office. The ideal candidate will be highly motivated, organized, a good writer and able to handle a variety of projects at the same time.



The successful applicant will be working side by side the office's other SA / LC and will together run the DC office's constituent services – tours, flags, and mail. Ohio ties preferred, but not required.

Responsibilities include but are not limited to:

- Answering phone calls and greeting guests in the office
- Providing tours and training interns to do the same
- Sorting incoming correspondence
- Drafting letters
- Assisting staff in a variety of projects, as assigned

Applicants should send their resume and cover letter with the subject line “Staff Assistant / Legislative Coordinator– Last Name” to [Midwestern.Job@mail.house.gov](mailto:Midwestern.Job@mail.house.gov).

## **MEM-185-22 Digital Resident**

The House Democratic Caucus is seeking a motivated, detail-oriented Digital Resident to work full-time in a fast-paced leadership office. Resident will be primarily responsible for assisting with the execution of digital campaigns and creating content for various social media platforms.

The residency program will also include an educational work component in which residents will attend and manage hybrid congressional events, conduct research, draft internal documents and participate in professional development sessions. Proficiency with social media platforms, graphic design, video editing software and other creative design programs (Adobe Creative Cloud, Canva, etc.) is required.

Ideal applicants will have a professional and positive attitude, a demonstrated knowledge of House Democrats, proactive problem-solving abilities and strong writing skills. The term of this paid residency will be from May 2022 to September 2022. Applicants must be able to work full-time (40 hours per week) in-person in Washington, D.C. and may occasionally be asked to work additional morning/evening hours.

Applicants should send one PDF file including their resume, cover letter, digital portfolio/samples along with three professional references to [CaucusInternResume@mail.house.gov](mailto:CaucusInternResume@mail.house.gov) with the subject line “APPLICANT NAME Summer 2022 Digital Residency Application.” Women, people of color, LGBTQIA+ individuals, veterans and those with disabilities are encouraged to apply.

The deadline to submit applications is Friday, April 29, 2022 at 5:00 p.m. ET. No drop-ins or calls, please.

**MEM-184-22 SUMMARY:**

**District Office Outreach Coordinator**

Field Representatives play a critical forward-facing role in the Member's district office. Their responsibilities include serving as the Member's community representative. This includes monitoring and updating the Member and District Director on important local issues, emerging trends, and critical developments. They work with Constituent Service Director and the broader field team to ensure effective communication with constituents.

**ESSENTIAL JOB FUNCTIONS REQUIRED:**

- Builds and maintains relationships with identified constituents and key community leaders and stakeholders
- Maintains and manages the Engagement Database
- Ensures outreach efforts align with the Member's strategic vision and goals
- Serves as a representative for the Member on boards and commissions as determined by the District Director
- Coordinates closely with the District Director and D.C. staff to ensure district priorities are reflective in legislative priorities
- Informs the District Director and the Member on up-and-coming issues in the district

**EDUCATION (OR EQUIVALENT EXPERIENCE):**

At least a bachelor's degree in Government Affairs, Business, Social Work, or related field OR in lieu of a Bachelor's degree, 3-5 years of relevant work experience.

**SKILLS AND KNOWLEDGE REQUIRED:**

- A demonstrated interest in public service
- Familiarity with Maryland 7th Congressional District
- Expertise in developing and maintaining relationships with constituents and community leaders
- Political savvy and comfortable navigating complicated situations
- Strong decision-making skills
- Strong written and verbal communication skills, including public speaking skills

**WORKING CONDITIONS:**

- Work is mainly performed in an office environment. Noise levels are usually moderate
- Ability to work in a small workstation without an expectation of privacy
- Frequent In-District travel

Applicants should submit resumes to [md07resumes@mail.house.gov](mailto:md07resumes@mail.house.gov)

**MEM-183-22 District Office Constituent Service Representative**

#### SUMMARY:

The District Office Caseworker acts a constituent liaison for the Member. This position also monitors and updates the Member and District Director on district and local issues. This position acts as a liaison to federal, district, and local agencies for the Member and constituents and answers casework correspondence and verbal communications with constituents.

#### ESSENTIAL JOB FUNCTIONS REQUIRED:

- Handles a dedicated portfolio of casework assignments;
- Maintains a good working relationship with the Member, staff, and constituents;
- Acts as the representative for the Member within his or her area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies;
- Informs the Member and the District Director of all happenings in his or her assigned issue areas by screening district media sources and interacting with constituents;
- Acts as a liaison to local, state, and federal officials and other persons or groups to form effective relationships for the Member;
- Assesses casework for problems requiring legislative action and makes recommendations to the District Director and Legislative Director.
- Monitors scheduled district meetings for the Member with constituents;
- Screens and refers cases, when appropriate, to other district offices;
- Trains and supervises Staff Assistants, including interns, to handle office matters such as logging incoming and outgoing correspondence, handling visitors, telephone calls, and computer operations;
- Logs in all incoming and outgoing mail and incoming telephone calls relating to casework;
- Prepares periodic reports for the District Director 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;
- Maintains up-to-date files on all cases and categories of information of importance to the office;
- Accepts performance-based criticism and direction;
- Meets attendance requirements as established by the office;
- Works under pressure and handles stress;
- Works a flexible schedule including long hours, nights, and weekends; and
- Performs other duties as assigned.

#### EDUCATION (OR EQUIVALENT EXPERIENCE):

At least 2 years of experience; strong academic credentials. Alternatively, 5 years of related experience or training in legislation or equivalent similar experience.

**SKILLS AND KNOWLEDGE REQUIRED:**

- Strong oral and written communication skills;
- Strong knowledge of local, state, and federal agencies and departments;
- Knowledge of all issues and events in the district in which the Member is involved;
- 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;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;
- Knowledge of office computer applications; and
- Proficiency in word processing.

**WORKING CONDITIONS:**

- Work is mainly performed in an office environment. Noise levels are usually moderate.
- Ability to work in a small workstation without an expectation of privacy.

Applicants should submit resumes to [md07resumes@mail.house.gov](mailto:md07resumes@mail.house.gov)

**MEM-182-22 Investigative Counsel** (Washington, DC) -- The Committee on Ethics seeks an attorney for an investigative counsel position.

The Committee's investigative counsels are responsible for conducting investigations and adjudicatory and disciplinary proceedings regarding Members and staff of the U.S. House of Representatives.

This is a nonpartisan position which requires the ability to conduct impartial investigations and refrain from political or partisan activity. Candidates must possess outstanding analytical and written/oral communications 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; campaign finance; criminal law; employment law, including the laws governing sexual harassment in the workplace; civil litigation; administrative investigations and adjudications; depositions; and financial accounting. Salary commensurate with experience.

Please email resume, cover letter, and short writing sample to [ethicsjobs@mail.house.gov](mailto:ethicsjobs@mail.house.gov). Please include the phrase “Investigative Counsel” in the subject line.

**MEM-180-22** Democratic Congressman seeks a **Staff Assistant/Press Assistant**. Staff Assistant responsibilities include: answering phones, greeting visitors when the office reopens, managing tour and flag requests, sorting/batching correspondence, drafting letters and providing administrative and legislative support as needed.

Press Assistant responsibilities include: compiling press clips, drafting/monitoring social media posts, designing graphics and web content and other press duties as assigned. Applicants must have strong writing skills and be a detail oriented team player. Maryland ties and knowledge of Intertrac or IQ are a plus.

Interested applicants should e-mail 1) a resume, 2) a cover letter, and 3) two brief writing samples to [employment@mail.house.gov](mailto:employment@mail.house.gov) with the subject “Staff Assistant/Press Assistant: 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, veterans, people of color, and LGBTQ+ candidates are strongly encouraged to apply.

**MEM-179-22** U.S. Congressman Ed Case (Hawai‘i - 01) is seeking an experienced **Staff Assistant** for his Honolulu district office.

Duties include but are not limited to greeting visitors and answering constituent calls and requests for general information, tours and other inquiries. This position also is responsible for a wide variety of administrative duties and acts as a liaison to the federal, district and local government agencies on behalf of the Congressman on requests by constituents for assistance with individual issues.

Direct report to the Deputy Chief of Staff in the Honolulu office, although the position also interacts directly with the Congressman and his Washington, D.C. office.

Very strong preference given to (1) prior experience, especially in comparable duties and (2) Hawai‘i background/community involvement and applicants are asked to detail these attributes. The position also requires initiative, strong interpersonal skills, the ability to multitask, work independently and effectively under pressure, make decisions and solve problems, orientation to detail, excellent verbal communication and writing skills, and long and unpredictable hours.

To apply, please send a resume, cover letter, three references and two short writing samples to [HI01resumes@gmail.com](mailto:HI01resumes@gmail.com) with “Staff Assistant” in the subject line. Please, no phone calls, faxes or drop-ins.

**MEM-177-22** The Office of Congressman Mark Takano is seeking an organized, detail-oriented individual to serve in the position of **Staff Assistant/Digital Assistant** in our Riverside District Office.

As Staff Assistant, this person will provide administrative support to the District Director, recruit and manage the office interns, greet visitors, answer phones, respond to constituent requests for services including casework claims, and staff the Congressman at events, some of which will be during the evening or weekend.

As Digital Assistant, they will help maintain the office’s digital media presence, draft content, design graphics and edit video. An ideal candidate will have experience with graphic design software and video editing.

The Office of Congressman Mark Takano is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, religion, sex, national origin, age, disability, sexual orientation or gender identity. The salary range for the position is \$42,000 to \$50,000 commensurate with experience.

To apply, please send a resume to [CA41.Jobs@mail.house.gov](mailto:CA41.Jobs@mail.house.gov)

**MEM-176-22 Press Secretary**

The House Judiciary Committee Democratic Staff seeks a motivated and hardworking communications professional to join a fast-paced communications team to help manage communications for the full committee and subcommittees.

Responsibilities include drafting communications materials (news releases, statements, talking points, etc.); managing public notices for the Committee and Subcommittee’s work, helping with press inquiries; maintaining media directories of reporters who cover the committee; and coordinating with the Committee’s communications team and staff of committee members.

Qualified candidates must have excellent written and oral communication skills; the ability to comprehend and summarize complex legislation quickly; a proven ability to perform under pressure while juggling multiple tasks; and sound political judgment. Candidates should have at least 2 years of relevant experience.

Prior Hill or campaign experience, as well as familiarity with judiciary issues is 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 cover letter, resume and three writing samples to [Job.Jdem@mail.house.gov](mailto:Job.Jdem@mail.house.gov). Please include "Press Secretary" in the subject line.

**MEM-173-22** Congressman Ruben Gallego (AZ-07) seeks an enthusiastic, people-oriented, and dependable professional to serve as a **Field Representative/ Caseworker** in his Phoenix District Office.

Responsibilities include, but are not limited to: establishing and maintaining relationships with local organizations, businesses and community leaders on behalf of the Congressman; monitoring District and local issues; acting as liaison to federal agencies; handling casework; managing special projects; and assisting with events and other activities as assigned.

Travel throughout the district is required, thus the candidate must have a valid driver's license, reliable transportation, and appropriate automobile insurance. The Field Representative/ Caseworker must be a dedicated, hard-working, team player. Prior experience in government, the nonprofit sector, community or grassroots organizing is preferred.

Applicants should have a service-oriented attitude, strong organizational skills, and proficiency at prioritizing and managing multiple projects at one time. Applicants must demonstrate a capacity to work both independently and as part of a team, and possess strong written and oral communications skills. A working knowledge of Arizona's 7th Congressional District is preferred and Spanish speaking and writing skills are a plus.

This office is an equal opportunity employer. We do 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.

Interested applicants should send a resume, cover letter, and a list of three references to: [lynn.cordova@mail.house.gov](mailto:lynn.cordova@mail.house.gov).

**MEM-172-22** Rep. Kathy Castor (FL-14) seeks a collaborative and creative **Digital Assistant** to join her Tampa district office.

Ideal candidates are team-oriented, self-motivated, and resourceful. Successful applicants will write well, be proficient in graphic design and video production,

able to work under deadline, proactive and a strategic thinker who works well with others.

This staff position reports to the DC-based Communications Director.

#### RESPONSIBILITIES

- Create weekly social media plans in collaboration with Communications Director
- Create graphics for social media, newsletters, visual presentations and mail that effectively communicate an idea or policy clearly
- Manage livestreaming, photography and videography at district events
- Oversee regular updates to the Congresswoman's website
- Monitor social media and media reports regarding legislative, national and local issues
- Produce video content to share on social media and with local stakeholders
- Other duties as assigned

#### PREFERRED EXPERIENCE

- Proficiency in Adobe Creative Suite, Canva or other design programs required
- Candidates with ties to Florida are strongly encouraged to apply
- Spanish language proficiency is a plus but not required

The Office of Congresswoman Kathy Castor is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, religion, sex, national origin, age, disability, sexual orientation or gender identity. 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. Newly graduated college students with an interest in public service are encouraged to apply.

TO APPLY: Email cover letter, resume, one writing sample, two graphic design samples, and 2-3 references to [FLDem.Resume@gmail.com](mailto:FLDem.Resume@gmail.com) with the subject line "[Last Name, First Name] Digital Assistant." Please no unsolicited drop-ins, phone calls, or emails to the office.

#### **MEM-170-22 JOB DESCRIPTION: DIGITAL DIRECTOR/PRESS SECRETARY**

#### OFFICE OF CONGRESSMAN MONDAIRE JONES

To apply, please visit this link: [Digital Director/Press Secretary Application \(airtable.com\)](#)

#### ABOUT MONDAIRE:

Mondaire Jones is the 34-year-old Congressman from New York's 17th District, serving Rockland and Westchester Counties. He serves on the House Judiciary, Education and Labor, and Ethics Committees and is the first openly gay, Black



member of Congress.

He also serves as Freshman Representative to Leadership, the youngest member of the Democratic House leadership team, Deputy Whip of the Congressional Progressive Caucus, and Co-Chair of the LGBTQ Equality Caucus. A product of East Ramapo public schools, Mondaire was raised in Section 8 housing and on food stamps in the Village of Spring Valley by a single mother who worked multiple jobs to provide for their family.

He later graduated from Stanford University, worked at the Department of Justice during the Obama Administration, and graduated from Harvard Law School. He is a co-founder of the nonprofit Rising Leaders, Inc. and has previously served on the NAACP's National Board of Directors and on the board of the New York Civil Liberties Union. Most recently, Mondaire worked as a litigator in the Westchester County Law Department. Mondaire was born and raised in Rockland and resides in Westchester.

#### WHAT YOU WILL DO:

The Digital Director/Press Secretary will serve as an integral part of the communications team. They will:

- Monitor national and local media coverage
- Partner with the team to draft, post, and monitor social media accounts and messages
- Oversee digital media analytics and monitor social media performance
- Coordinate digital advertising
- Support the drafting of press releases, media advisories, op-eds, and newsletters
- Produce graphics, videos, and other digital media messages
- Liaise with local and national press
- Collaborate on short and long-term media strategy for the team

#### WHAT YOU BRING:

- Strong commitment to Mondaire's mission and values
- Previous experience in digital communications
- Excellent organization
- Exceptional attention to detail
- Great communication skills
- Strong computer skills — ability to learn and adopt new technologies and systems
- Ability to be discreet with sensitive information

#### APPLICATION PROCESS:

Please begin by filling out this form via the following link: [Digital Director/Press Secretary Application \(airtable.com\)](#)

From there, the process is as follows:

- Zoom Interview with the Chief of Staff and Communications Director (30 minutes)

- Zoom Interview with Senior Staff (30 minutes)
- Timed Written Exercise (1-2 hours)
- Final Zoom Interview with Mondaire (30 minutes)

Please note that you will have time to ask questions during each of the interview stages — we want to ensure that you have a chance to learn more about this role throughout the process!

#### LOCATION AND COMPENSATION:

The position will be based in our Washington, DC office, with ample travel opportunities to New York. We are flexible with remote work on non-session days.

Salary ranges from \$70-80,000, commensurate with experience. Benefits include health insurance coverage and up to \$833 per month in student loan repayment.

#### INCLUSION STATEMENT:

Women, people of color, LGBTQ+ people, and members of other minority or marginalized groups are strongly encouraged to apply. We are an equal opportunity employer and do not discriminate against candidates on the basis of race, ethnicity, religion, sex, gender, sexual orientation, gender identity, disability status, or veteran status.

We are also committed to providing reasonable accommodations to individuals with disabilities throughout the interview and employment process, including using our online system to apply for a position.

#### **MEM-165-22** U.S. House of Representatives, Committee on Oversight and Reform, Democratic (Majority) Staff —Senior Counsel (District of Columbia)

The Committee on Oversight and Reform is the principal investigative body for the U.S. House of Representatives. Chairwoman Carolyn Maloney (D-NY) seeks to fill a Senior Counsel position on the Democratic staff. Several years of investigative or litigation experience is required.

Responsibilities include depositions, transcribed interviews, briefings, and managing congressional investigations and hearings. Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Candidates must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills.

Please send a resume and cover letter to [oversightjobs@mail.house.gov](mailto:oversightjobs@mail.house.gov), with “Senior Counsel” in the subject line. Please attach the resume and cover letter with the file name using the following format: “LastName.FirstName.Resume” and “LastName.FirstName.Cover Letter.” No unsolicited calls, emails, or drop-ins, please.

**MEM-164-22** The Committee on Oversight and Reform is the principal investigative body for the U.S. House of Representatives. Chairwoman Carolyn Maloney (D-NY) seeks an attorney with several years of investigative or litigation experience for a **Counsel** position on the Democratic staff.

In this role, you will work with a team of energetic and supportive colleagues and manage all aspects of high-profile congressional investigations. Potential day-to-day work includes drafting letters, negotiating with counsel, conducting depositions and transcribed interviews, preparing reports and memoranda, briefing the Chairwoman and other Committee Members, and organizing congressional hearings.

Previous Hill experience helpful but not required. Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Candidates must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills.

Please send a resume and cover letter to [oversightjobs@mail.house.gov](mailto:oversightjobs@mail.house.gov), with "Counsel" in the subject line. Please attach the resume and cover letter with the file name using the following format: "LastName.FirstName.Resume" and "LastName.FirstName.Cover Letter." No unsolicited calls, emails, or drop-ins, please.

**MEM-162-22** Representative Mike Levin (CA-49) seeks **Staff Assistant** for his Washington, DC office.

This position is responsible for managing the front desk, answering the DC office phones, operating the DC office internship program, coordinating constituents' tour and flag requests, and handling other administrative duties of the office as needed.

The staff member in this role interacts regularly with constituents and should have a friendly, helpful demeanor. The ideal candidate should have strong written and verbal communications skills, extreme attention to detail, and a positive attitude. A working knowledge of legislative issues is a plus.

This staff member should also be a self-starter who likes to solve problems and works well with a team. Strong organizational skills and a passion for helping others are essential to this role.

Interested applicants should send a resume, cover letter, two writing samples, and a list of three references to [ca49.applications@mail.house.gov](mailto:ca49.applications@mail.house.gov). Please send all materials in one PDF document. Incomplete applications will not be considered.

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 deeply value the diversity of our employees and encourage candidates from diverse backgrounds to apply.

**MEM-161-22** The House Judiciary Subcommittee on Immigration and Citizenship seeks a hard-working lawyer with significant experience in immigration and nationality law to serve as **legislative counsel**.

Responsibilities include: serving as a resource for Democratic Members of the Judiciary Committee on matters involving immigration law and policy; drafting legislation; coordinating hearings and witnesses; preparing Members for hearings and markups; drafting statements, memos, and briefing materials; and providing guidance to other offices within the Democratic Caucus on immigration-related matters.

A strong background in immigration law and policy is required. Exceptional writing skills, sound political judgment, and the ability to work closely and collaboratively with other congressional offices and advocacy organizations are essential. The ideal candidate will have Capitol Hill experience and a minimum of five years of experience in immigration law.

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](mailto:JDEM.Job@mail.house.gov). Please include "Immigration Counsel" in the subject line.

**MEM-157-22** Congressman Wittman is seeking a **Director of Operations** and **Scheduler** based out of his Washington, D.C. office.

The Director of Operations position will guarantee continued excellence in constituent services through overseeing a collaborative and strategic scheduling operation, ensuring a one-stop-shop model for all DC constituent interactions, maximizing each dollar of the Members Representational Allowance (MRA) in serving the constituents of the First District, and through taking a larger role overall in office strategy and goalsetting.

The Director of Operations maintains the Congressman's schedule, travel plans, and related records. This position acts as a liaison for the Congressman with the staff, public, industry, Members of Congress, and Administration officials.

The Director of Operations is also the financial point of contact for the office responsible for: tracking bills and vendor contracts, creating vouchers for

payment by the Finance office, tracking and submitted Member and staff reimbursements, keeping equipment inventory current and well documented, recommending year end equipment and supply purchases to the Chief and Member, maintaining and submitting all travel and purchase card statements, and making sure the office complies with all ethics criteria.

This position also supervises the staff assistant and front office operations and coordinates with the Staff Assistant on the hiring, training, and maintenance of the intern program. This is not an entry level position and previous Capitol Hill, or executive assistant experience is strongly preferred.

Ideal candidates should be organized with an exceptional attention to detail and be able to handle a fast-paced and demanding work environment. In addition, candidates should possess strong people skills with the temperament to communicate with a variety of personalities in a pleasant and professional manner. Virginia ties a plus.

Email resume and cover letter to with “Wittman Director of Operations” in the subject line to [Carolyn.King@mail.house.gov](mailto:Carolyn.King@mail.house.gov).

**MEM-149-22 Staff Assistant:** Senior Democratic Member of Congress seeks an energetic, organized, creative, self-starter to join the District Office of her very active and visible constituent services staff.

The staff assistant is responsible for coordinating mail and casework distribution; answering the phones; and preparing letters of greetings, condolences and congratulations on behalf of the Member. Responsibilities may also include casework assignments if the District Director finds that the staff assistant can take on such work while paying the required attention to his/her already assigned tasks. The staff assistant also serves as intern coordinator by recruiting, training, scheduling and assigning duties.

The ideal candidate will have a bachelor’s degree, significant experience interacting with the public, excellent writing, and communication skills. Candidate must be a resident of the District of Columbia or willing to move immediately to D.C., if hired.

Applications accepted until filled. Salary is based on skill and experience level. Interested applicants should send a resume, cover letter, references and two writing samples to: [DC00.NortonResume@mail.house.gov](mailto:DC00.NortonResume@mail.house.gov)

**MEM-080-22 COMMUNICATIONS DIRECTOR** –The bipartisan Problem Solvers Caucus (PSC) seeks an innovative, strategic, and experienced communications director based in Washington, D.C. The staff member in this position proactively promotes and helps build the Caucus’s national image and manage its press, social media, website, and communications operations.

The communications director works closely with the executive director, PSC co-chairs, and member office staff to carry out assigned duties. This position is responsible for helping plan, draft, and coordinate communications activities to advance caucus priorities, including pitching stories, developing social media content, writing press releases, and maintaining positive working relationships with members of the media. The communications director organizes Caucus press conferences, coordinates outside speaking requests, produces caucus-oriented talking points, and works collaboratively with member offices.

This is not an entry-level position. Candidates should have at least two years of previous communications experience, including Capitol Hill experience and relationships with the congressional press corps. A disposition aligned with the caucus mission of breaking the gridlock in Congress by promoting bipartisan, bicameral collaboration and policies is essential.

Candidates must possess strong writing, communication, and organizational skills, digital and social media savviness, creativity, and the ability to work with members and their staff under tight deadlines. Candidates should also be familiar with graphic design, website and social media design, videography, and constructing and conveying messages to a national audience through print, television, and digital media.

Salary range for this position is \$50,000 to \$58,000 plus benefits. The Problem Solvers Caucus is an equal opportunity employer. All applicants will be considered without regard to race, color, religion, sex, sexual orientation, gender identity, disability, age, national origin, or military status.

Please submit a cover letter, resume, and at least two professional references to [Jaclyn.ODay@mail.house.gov](mailto:Jaclyn.ODay@mail.house.gov), with the subject line “PSC Communications Director.”

**MEM-069-22** The Office of Congressman Steven Horsford (D-NV-04) seeks a **Press Media Secretary** based in the DC office to work closely with the Communications Director, based in the district office to develop and execute the Congressman’s communications strategy as a member of the House Ways and Means, Armed Services, and Budget committees.

The Press Media Secretary must be and stay up to date with the latest digital, technical, and social media trends. Able to express the Congressman's voice creatively and promote social media presence, ensuring high web traffic and constituent engagement.

Applicants must be creative, detail-oriented, and comfortable working long hours and producing high-quality work under tight deadlines. This position serves as a part of the Communications team and reports directly to the Director of

Communications based in the district, however, this person will be the main point of contact in the D.C. office.

Responsibilities include but are not limited to

- Acts as a formal spokesperson and media liaison for the Member;
- Managing the Congressman's social media platforms, developing a weekly content calendar, and drafting rapid response content during breaking news moments.
- Maintaining the Congressman's website and drafting new website content covering key policy issues.
- Preparing daily press clip summaries and monitoring the Congressman's media mentions.
- Writing a weekly newsletter, creating digital ads, and participating in other efforts to keep constituents of Nevada's Fourth District informed about the work of a busy Congressional office.
- Helping to plan and staff communications-focused events for the Congressman, both in-district and in Washington D.C.
- Writing short-form speeches and video scripts and preparing video clips of the Congressman for public distribution.
- Building relationships with allies and online influencers to amplify Congressman Horsford's digital message and expand his online reach.
- Perform all other duties as required

The candidate will report to the Communications Director and work closely with legislative and district staff. The ideal candidate will have experience in or interest in learning about aspects of the office's traditional press operations, including writing press releases, drafting talking points and speeches, forming relationships with members of the media, and pitching stories.

This is an ideal position for someone with 1-2 years of communications or digital experience. Applicants must be passionate about public service, well-organized, and have the ability to work on weekends and holidays when necessary. Individuals who can fluently read and write Spanish, Mandarin, Tagalog, or other languages beside English are strongly encouraged to apply.

Women, people of color, LGBTQ+ individuals, people with disabilities and members of other underrepresented communities are strongly encouraged to apply. Individuals who can fluently read and write Spanish, Mandarin, Tagalog, or other languages beside English are strongly encouraged to apply. Experience with video editing and graphic design is also a plus. Nevada ties are a plus, but not required.

Salary is commensurate with experience. Candidates should submit a cover letter, resume, three writing samples, and three professional references to [NV04Resume@mail.house.gov](mailto:NV04Resume@mail.house.gov) with "Press/Media Secretary" in the subject line. All submissions must be in a single PDF file.

**MEM-594-21    Job Announcement: Field Representative**

Southern California Republican Member of the House

Are you looking for an exciting and fast-paced career in public service? A Southern California Republican has an immediate need to hire a full-time Field Representative. We are looking for an enthusiastic and motivated individual to join our high-energy team.

**Basic Functions**

The Field Representative serves an important role in the Member's Congressional District, acting as a liaison with federal, district, and local agencies for the Member and constituents. They are responsible for strengthening community relations and assessing casework for problems requiring legislative action and/or Congressional oversight.

**Duties**

Under the supervision of the Chief of Staff and the District Director, the Field Representative briefs the Member in preparation for district meetings with constituents and acts as the representative for the Member by attending events and meetings. This includes public speaking and certificate presentations. The Field Representative will:

- Ensure outreach efforts align with the Member's strategic vision and goals
- Coordinate closely with staff to ensure district priorities are reflective in legislative priorities
- Build and maintain relationships with constituents and key community leaders
- Inform the District Director and Member on up-and-coming issues in the district
- Perform constituent services and casework as assigned

**Requirements**

- Expertise developing and executing a community relations strategy
- Experience in maintaining relationships with constituents and community leaders
- Political savvy and comfort navigating complicated situations
- Strong written and verbal communication skills, including public speaking skills
- Ability to multi-task, manage time effectively, and adapt to changing priorities
- Candidates must be able to work a flexible schedule, including nights and weekends
- Constituent service oriented; patient empathetic, with a desire to help constituents

**Position Qualifications/Education**

Bachelor's degree or related job experience is required. A demonstrated interest in public service and familiarity with Orange County is preferred.

**Salary and Application Deadline**



Salary starts at \$3,500 per month. Salary commensurate with experience. Applications will be accepted until position is filled.

Submit a cover letter and resume to  
Stephanie Hu, District Director  
[Stephanie.Hu@mail.house.gov](mailto:Stephanie.Hu@mail.house.gov)

All applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, or national origin.

**MEM-539-21** Nevada's 4th District Democratic Member of Congress seeks a highly organized, passionate, team-oriented **Staff Assistant** for a position in our North Las Vegas, Nevada District office. Candidates must be comfortable working with the public, have excellent oral and written communication skills, problem solving abilities.

Responsibilities include but are not limited to:

- Managing the front desk, greeting visitors, processing flag requests, answering phones, conducting tours, overseeing an active mail program;
- Sorting/batching correspondence, drafting correspondence and ensuring a swift turnaround time;
- Responding to constituent mail, keeping abreast of legislative developments, and meeting with constituent groups;
- Assisting District Representatives as needed, and
- Perform all other duties as assigned and required

The ideal candidate will be/must have:

- Passionate about public service and committed to democratic values;
- Strong writing, communication skills and be detail-oriented;
- Have advanced experience with spreadsheets and forms,
- A poised, confident, self-starter, and team-player with a sense of humor; and
- The ability to work in a high-paced environment.
- The ability work weekends and holidays
- Have reliable transportation, auto insurance and a clean driving record
- Currently enrolled in an ungraduated degree program at a college or university or have a minimum of a bachelor's degree in the related fields of human services or social work, and a minimum of one-year relevant experience in community or human services.

Women, people of color, LGBTQ+ individuals, people with disabilities and members of other underrepresented communities are strongly encouraged to apply. Spanish language skills and District ties are a plus.

Qualified candidates must include a cover letter, resume, one writing sample and three professional references in a single PDF file. Email submissions to the

Director of Administration, [nv04resume@mail.house.gov](mailto:nv04resume@mail.house.gov). Subject line must read " MEM-NV04-DSA-2 \_\_last name, First name".