



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

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MEMBER AND COMMITTEE VACANCY LISTING

Week of November 7, 2022

MEM-522-22 Senior Republican House Member seeks an **Executive Assistant/Scheduler** for DC office.

The ideal candidate will have prior scheduling experience on the Hill or a comparable work environment. This person should be well-organized, detail-oriented, self-motivated, and able to work effectively in a fast-paced office. The Executive Assistant/Scheduler will handle all incoming scheduling requests and strategically manage the daily and long-term schedule to ensure efficient and seamless operations.

Applicants should have a strong work ethic, ability to manage competing demands, excellent time management and organization skills, and ability to thrive in a fast-paced environment. Salary is commensurate with experience.

Please send cover letter and resume to TX.JobListing@mail.house.gov

MEM-519-22 SCHEDULER – Congressman Don Beyer (VA-08), Chair of the Joint Economic Committee, is seeking a diligent, detail-orientated individual with excellent oral and written communications skills for a scheduler position in the Washington, DC office. Discretion and sound judgment are critical.

Daily tasks include managing and maintaining the Member's daily and long-term schedule; coordinating travel and managing logistics for events; evaluating and

organizing all incoming meeting and event requests; communicating key information regarding the Member's schedule to staff; and working closely with staff to ensure smooth daily office operations.

This position requires candidates with proven experience in administrative roles, knowledge of the Congressional work setting, and comfort working closely with staff on a deadline. Previous Capitol Hill or scheduling experience is strongly preferred; this is not an entry level position.

Qualified candidates should submit a cover letter, resume, and one writing sample to Beyerstaff@gmail.com with "Scheduler" in the Subject Line. No phone calls, faxes or drop-ins please.

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

MEM-518-22 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 and include "Staff Assistant" in the subject line.

MEM-514-22 **LEGISLATIVE ASSISTANT** – Congressman Mark Pocan (WI-02), member of both the House Appropriations and Education & Labor Committees, is seeking an experienced and enthusiastic Legislative Assistant.

Ideal candidate will have 2-3 years of Hill experience, a good understanding of House procedures, an understanding of developing and tracking legislative initiatives and political awareness. This is not an entry level position.

Excellent writing, verbal and organizational skills are essential along with the ability to be a self-starter while working in a fast paced environment. Job responsibilities will include drafting legislation, writing hearing statements, legislative memos, constituent correspondence and preparing briefing materials.

A sense of humor is greatly appreciated.

Qualified candidates should submit a cover letter, resume and two writing samples to WI02JobOpening@gmail.com with "Legislative Assistant" in the Subject Line. Job opening closes at the end of business on Monday, November 14th. No phone calls, faxes or drop-ins please.

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MEM-513-22 The office of Congressman Clay Higgins (LA-03) seeks a highly motivated **Legislative Assistant** to focus on a portfolio of education, healthcare, immigration, and trade.

Job Responsibilities and Related Duties:

- Tracks legislation and other developments in assigned issue areas, briefs the Member for floor and committee work, coordinates with Communication Department to draft floor speeches for the Member, and plans and coordinates co-sponsorships and support of other legislation related to assigned issue areas;
- Formulates legislative initiatives for assigned issue areas including planning, coordinating, and scheduling the introduction of legislation, gathering support for a bill or amendment; working with committees on legislation and coordinating legislative support to get the bill passed in the [Senate/House];
- Responsible for assigned caucuses, including attending meetings, compiling information, and briefing the Member on pertinent information;
- Works with Scheduler, Legislative Director, Chief of Staff, and District Director to plan district events related to assigned issue areas;
- Meets with constituents and interest groups related to assigned issue areas and completes meeting notes for each meeting.
- Other duties as assigned.

This is not an entry-level position. Candidates should have at least two years of Capitol Hill experience, and excellent writing and communication skills.

Qualified candidates should email their resume and cover letter with the subject line "Legislative Assistant" to: Lalegstaffposition@gmail.com
No calls or walk-ins, please.

MEM-510-22 Financial Disclosure Counsel (Washington, DC) -- The Committee on Ethics seeks an attorney for the position of **counsel** in the Financial Disclosure office.

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

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

Candidates must possess outstanding analytical and written and oral communication skills, as well as the sound judgment necessary to evaluate the sensitive matters that arise before the Committee. Experience in one or more of the following areas is desirable: government ethics, ethics counseling, accounting, auditing, investment management, taxation, corporate finance, and securities law. The salary range for this position is \$130,441 and \$138,856.

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

MEM-494-22 Democratic Congressman seeks a **Staff Assistant/Press Assistant**.

Staff Assistant responsibilities include: answering phones and greeting visitors, assisting with tour and flag requests, helping to manage the interns, 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 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-492-22 Representative Nanette Diaz Barragán (CA-44) seeks an experienced **Communications Director** to lead a fast-paced and highly engaged press operation. Applicants must be creative, dynamic, proactive, and energetic.

The Communications Director will serve as the spokesperson and primary communications advisor to the Member. They will be responsible for developing and executing an aggressive strategic communications plan, including social media, that encompasses local, national, and specialty media outlets.

The Communications Director will oversee day-to-day press operations, including coordinating and managing the press team; responding to media inquiries; booking the Member for interviews; pitching news opportunities to media outlets; planning press conferences and in-district events; managing the Member's social media accounts and official website; editing/drafting speeches, talking points, floor statements, press releases, op-eds, and e-newsletters; and creating and distributing e-newsletters and franked mailings.

They are also responsible for working with the Member, Chief of Staff, Legislative Director, and District Director to develop and coordinate core messaging. The Communications Director is responsible for maintaining the Congresswoman's voice across all communications materials, with an emphasis on clarity, relatability, authenticity, and connecting the Congresswoman's values and advocacy to a diverse constituent base.

This is NOT an entry level position. Candidates must have previous press-related experience either on or off Capitol Hill, and fluency in Spanish is preferred. They must be highly organized, proficient in multi-tasking, have strong political judgment and instincts, and possess superior writing, editing, and proofreading skills.

- Los Angeles Metro|Southern California ties are a plus.
- Experience with video editing and graphic design are a plus.
- Experience with national media contacts both print and digital, as well as with radio/TV bookers and producers is a plus.

Additionally, the Communications Director must be willing to work extended hours and oftentimes under time constraints, while maintaining a positive attitude.

Salary is commensurate with experience.

Candidates should submit a resume, cover letter including salary requirements, and two writing samples with the subject line "Communications Director" to CA44Resumes@mail.house.gov.

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MEM-462-22 The Congressional Asian Pacific American Caucus (CAPAC) seeks a **Policy Advisor** 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 Advisor'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 Executive Director and other Caucus staff to advance CAPAC's work internally on Capitol Hill and through deep engagement with stakeholder entities to push CAPAC priorities forward
- Collaborating with CAPAC Member office staff to further Caucus policy objectives and managing communication with CAPAC policy liaisons
- 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 CAPAC's policy priorities and familiarity working with the Asian American, Native Hawaiian, and Pacific Islander 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 congressional.apa.caucus@gmail.com. No walk-ins or calls please.