



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING

Week of August 16, 2021

MEM-325-21 California House Democrat seeks a **Legislative Correspondent** for the Washington, D.C. office. The LC will be responsible for managing a robust and responsive constituent mail program including drafting constituent response letters, sorting and batching incoming correspondence, ensuring quick response times, compiling weekly mail reports, and other duties as assigned. Communications and digital experience are a plus.

Ideal candidates will have Hill experience and possess strong organizational and time management skills; demonstrate excellent oral and written ability; maintain a positive demeanor and be a self-starter.

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

Please submit a resume, cover letter, and a short writing sample in a single PDF document to ca07jobs@gmail.com with "DC Legislative Correspondent" in the subject line. No walk-ins or phone calls.

MEM-322-21 **SENIOR POLICY ADVISOR/ APPROPRIATIONS ASSOCIATE:** Rep. Marcy Kaptur seeks an experienced legislative staffer to handle a portfolio including energy/environment (both in the personal office and as a liaison to her

appropriations subcommittee staff in her role as Chair), as well as transportation, infrastructure, and judiciary.

Candidates must be familiar with the energy and environment portfolio, the appropriations process, advancing legislation, analyzing and briefing on complex policy issues, and drafting a wide array of written materials (including materials for Committee and Floor activities). Experience with Great Lakes issues strongly preferred but not required.

Strong written and verbal communication skills and a demonstrated ability to work collaboratively in a fast-paced environment are critical. At least five years of relevant experience is required, and Congressional experience is strongly preferred.

This office is an equal opportunity employer and strongly encourages candidates from diverse backgrounds to apply. Applicants should email a resume, cover letter, two writing sample, and references as individual files in PDF format to Steve.Katich@mail.house.gov with “Senior Policy Advisor” in the subject line.

No phone calls, faxes, emails, or walk-ins, please.

MEM-320-21 The Office of Congressman Andy Harris, M.D. (MD-01) is seeking a **Legislative Correspondent** to join a fast paced and highly active mail program.

The ideal candidate is highly organized, able to manage multiple tasks at once, pays strong attention to detail, and is committed to exceptional constituent service.

Responsibilities include but are not limited to:

- Sorting and Batching Constituent Correspondence;
- Tagging and Organizing Constituent Contacts;
- Writing Constituent Correspondence; and
- Contributing to the Drafting of 499s.

This is not an entry level position and at least one year of full-time employment is required for consideration. Interns need not apply. Previous Capitol Hill experience and experience using IQ is preferred. Maryland ties are a plus.

Our office is an equal opportunity employer. Please send resume, cover letter and two writing samples in one PDF document to MD01jobopenings@mail.house.gov with the subject line: 2021 Legislative Correspondent. No phone calls please.

MEM-319-21 The Office of Congressman Andy Harris, M.D. (MD-01) has an immediate opening for an organized, detail-oriented individual to serve in the position of

Staff Assistant in a fast-paced and highly collaborative Capitol Hill office with a strong commitment to exceptional constituent service.

Responsibilities include staffing and managing the front office, managing mail intake, answering and managing the phone system, greeting visitors, handling tour and flag requests, and providing general office support. Candidates should have excellent oral and written communication skills, great attention to detail, strong time management skills, and an ability to work under pressure. Maryland ties are a plus.

Our office is an equal opportunity employer. Please send resume, cover letter, and writing sample in one PDF document to: MD01jobopenings@mail.house.gov. Subject line: 2021 Staff Assistant Opening. No phone calls please.

MEM-318-21 U.S. Congressman Ed Case (Hawai'i - 01) is seeking a **legislative staffer** for his Washington, D.C. office.

Responsibilities include managing a diverse and active portfolio of issues. Responsibilities will include staffing the Congressman, preparing appropriations requests, monitoring committee and floor activities, advancing legislative initiatives, drafting constituent correspondence, and representing the office in meetings. Direct report is to the Chief of Staff although the Congressman is routinely involved in all aspects of his office operations.

Strong preference given to (1) prior Capitol Hill experience and (2) Hawai'i background, 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 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 with "DC Legislative Staffer" in the subject line. Please, no phone calls, faxes or drop-ins.

MEM-317-21 The Democratic Staff of the House Committee on Science, Space, and Technology seek a **Press Assistant**.

Duties include, but are not limited to, drafting press releases, opeds, and talking points; assisting with fielding media requests; staffing Committee markups and hearings; managing the Committee website; assisting the Press Secretary with managing the Committee's social media accounts and drafting original content; and livestreaming Committee events.

The ideal candidate will have strong writing skills, a great work ethic, the ability to multi-task, and work well under pressure. Must be a team player and have a strong interest in Science Committee jurisdiction. Applicants with experience with adobe are encouraged to apply. Experience with graphic design, OBS, and video editing is a plus. Hill experience is also a plus.

Qualified applicants should email a resume, cover letter, and two writing samples to sciresumes@mail.house.gov with “Press Assistant” in the subject line by August 24. We are equal opportunity employers; 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. No calls or drop-ins please.

MEM-314-21 The Office of Congresswoman Julia Brownley (CA-26) seeks **Press Assistant** to support a very active, Washington, DC office. This individual reports to the Communications Director and will be responsible for creating content for social media platforms, recording and editing video, and updating the website.

In addition, the staff member will produce daily clips, draft press releases, assist with responding to press inquiries, compile and update press lists.

Candidates will be creative and strong writers who understand social media trends. This individual will have experience with photography, graphic creation, and video editing. Previous digital communications experience on Capitol Hill, a campaign, or at a communications firm is strongly preferred.

The ideal candidate is energetic, detail-oriented, able to multitask, and willing to work long hours in a fast-paced and demanding setting. Spanish fluency and Southern California ties are a plus.

Interested applicants should email a cover letter, resume, a writing sample, and two examples of graphics or other digital communications work to CA26Resumes@gmail.com with “Press Assistant: Last Name, First Name” in the subject line.

No phone calls, faxes, or walk-ins, please. This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

MEM-312-21 Chairwoman of the House Committee on Science, Space, and Technology seeks to fill **Professional Staff Member** position on the Committee.

Duties include oversight of manufacturing and innovation programs within the Committee’s jurisdiction, outreach to stakeholder groups, researching and drafting legislation, staffing hearings, and preparing memoranda, statements, and speeches for Majority Members.

Applicants should have experience in at least one or both of the following subject matter areas: 1) manufacturing innovation and policy, 2) technology, manufacturing, and innovation activities carried out by the Department of Commerce. All applicants should possess strong writing, organizational, and communication skills; the capacity to articulate technical and policy issues clearly and concisely; and the ability to meet tight deadlines.

The ideal candidate will have significant Capitol Hill or relevant government or industry experience. An advanced degree or technical background is a plus, but not required.

Please send a cover letter and resume to SciResumes@mail.house.gov. This not an entry-level position.

MEM-306-21 Summary:

Congresswoman Kay Granger is seeking a **caseworker** to join her District Office staff. This position acts as a liaison between federal agencies and the Congresswoman and constituents.

Education:

Ideal candidate will have a bachelor's degree or equivalent. Education can be substituted with at least 3 years of related experience or training in legislation or equivalent experience.

Skills and Knowledge Required:

- Strong oral and written communication skills
- Knowledge of local, state, and federal agencies and departments
- Familiarity with Texas Congressional District 12 is a plus
- 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
- Excellent interpersonal skills
- Exceptional time management
- Knowledge of office policies, practices, procedures, and computer applications

Job Functions:

- Handles casework assignments from a variety of federal agencies including, but not limited to:
 - oSocial Security
 - oIRS
 - oVeterans Affairs
- Assess casework for issues
- Screens casework and when necessary assigns to appropriate offices

- Logs in all incoming and outgoing mail and telephone calls related to casework
- Meets attendance requirements established by the office
- Accepts performance-based criticism and direction
- Works well under pressure and handles stress well
- Assist in planning and organizing casework roundtables between North Texas caseworkers and federal agencies
- Review and learn federal regulations that affect constituents in the area
- Review and learn state regulations that may overlap with federal casework
- Attend local, state, and nationwide casework briefings
- Maintain professional relationships with agency contacts and other area caseworkers
- Maintain up to date files on all cases
- Periodically update congresswoman with relevant casework trends or cases
- Flexible schedule including long hours, nights, and weekends
- Perform other duties as assigned

Working Conditions:

- Work is mainly performed in an office environment
- Ability to work in a shared office space without an expectation of privacy

Interested candidates should send a cover letter and resume to courtney.renken@mail.house.gov and charlie.cripliver@mail.house.gov.

MEM-304-21 The House Committee on Education and Labor (Democratic staff) seeks a **Civil Rights Counsel** responsible for the portfolio covering civil rights issues in education and employment.

Candidates should have familiarity with educational and employment federal civil rights laws, such as Title VI and Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Knowledge of the EEOC, OFCCP and federal statutes and policies and how they impact civil rights in education and employment is preferred.

Applicants should have a law degree and experience working with an organization, Congress, or government agency addressing civil rights. Duties will include supporting the development of legislation, providing technical assistance to the Committee and Member offices, researching pertinent issues, preparing written materials and legislative analyses, and supporting the execution of committee proceedings and events related to civil rights. Salary range is between \$75,000 and \$100,000, commensurate with experience.

To apply, applicants must submit a resume and two short writing samples demonstrating a proficiency in policy analysis to E&L.Jobs@mail.house.gov with "Civil Rights Counsel Position" in the subject line.

Please apply no later than August 20, 2021.

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

MEM-301-21 The Democratic Staff of the House Committee on Veterans' Affairs, Subcommittee on Oversight and Investigations seeks a **Professional Staff Member** to join a small team. The PSM will report to the Subcommittee Staff Director.

The position's responsibilities include conducting oversight and investigations, tracking legislative and policy developments, conducting site visits, developing and drafting legislation, and engaging with stakeholders and whistleblowers.

Qualified candidates will have strong research, writing, and communications skills with a demonstrated ability to work on a team, execute events, and work on competing projects and priorities. This is not an entry-level position. Hill experience is strongly preferred.

Exceptional candidates will have strong knowledge and experience in the legislative process including planning and executing Committee hearings, writing memoranda and correspondence, and briefing Members of Congress. Knowledge and experience in Department of Veterans Affairs policies and operations, congressional oversight of federal programs, investigations of fraud, waste, and abuse, and working with whistleblowers are a plus. Salary range is 65-85k, commensurate with experience.

Application: All candidates are required to complete an online application (<https://veterans.house.gov/opportunities>) to be considered. Candidates should upload a resume, cover letter, writing sample, and diversity & inclusion statement.

The diversity & inclusion statement should be 250 words or less and: 1) Explain how your past personal and/or professional experiences have contributed to your growth in understanding diversity, equity, and inclusion, and/or 2) Explain how you plan to engage in diversity, equity and inclusion matters in this role.

Applications will not be considered complete if there is no diversity & inclusion statement.

MEM-300-21 **PRESS AND DIGITAL MANAGER/LEGISLATIVE CORRESPONDENT**
– Senior Northeastern House Democrat seeks Press and Digital Manager/Legislative Correspondent.

This role will support all aspects of a demanding communications operation, with responsibilities including but not limited to drafting press materials such as

releases, background memos, talking points and op-eds; creating content for paid and organic social media on various platforms; and maintaining the website. The press and digital manager/legislative correspondent will also execute the office's mail program, with assistance from Legislative Fellows, interns, and the Staff Assistant.

The ideal candidate will have demonstrated interest and experience in communications and Democratic politics; proficiency with a variety of graphic design and video production tools; capability of meeting tight deadlines; strong written and oral communications skills; and the ability to think creatively and strategically.

Starting annual salary: \$50,000. To apply, please send a resume, cover letter, two professional writing samples and two digital content samples to democratic.hilljob@gmail.com.

Office is an Equal Opportunity Employer committed to building and maintaining an inclusive and diverse work environment. Women, candidates of color, and LGBTQ+ candidates are strongly encouraged to apply.

MEM-290-21 The Office of U.S. Representative Pramila Jayapal (WA-07) seeks an experienced and well-organized **Scheduler** for the Representative's Washington, D.C. office.

Responsibilities include but are not limited to:

- Developing, coordinating, and managing all aspects of the Representative's daily and long-term schedule in D.C. and in the district, as well as tracking, evaluating, and responding to all invitations and scheduling requests;
- Coordinating all travel for the Representative and her staff, filing travel receipts, and other logistical support tasks as required;
- Working closely with and supporting the Chief of Staff, Deputy Chief of Staff, Legislative Director, District Director, and Communications Director to ensure smooth daily schedules and operations.

The ideal candidate will be:

- Passionate about public service and committed to progressive values;
- A hard worker with excellent attention to detail;
- Adept at juggling complex schedules, competing priorities;
- Able to anticipate problems, seek solutions, and effectively communicate them to the Representative and her staff;
- Able to work long hours, including some nights and weekends;
- Eager to learn, grow, and thrive in a dynamic and high-paced environment.

This is not an entry-level position; 2-4 years of work experience are desired. Applicants with prior work experience as a Scheduler, as well as experience in fast-paced operational roles, are highly preferred.

The Office of Congresswoman Pramila Jayapal 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. State and/or district ties are a plus.

Qualified candidates should include in their application: resume, cover letter, and references. Please send applications to jobs.pramila@mail.house.gov with “Scheduler” in the subject line. No calls or drop-ins please.

MEM-287-21 The Office of Congresswoman Pramila Jayapal (WA-07) is seeking a **Legislative Assistant** to handle a broad portfolio centered around labor, jobs, trade and economic issues.

This position will be the lead staff person for Congresswoman Jayapal’s membership on the Select Committee on Economic Disparity and Fairness in Growth as well as the primary staff person for Congresswoman Jayapal’s labor portfolio for the Education and Labor Committee.

This position requires the ability to advance Congresswoman Jayapal's legislative priorities and other progressive policies in their issue portfolio. The ideal candidate will possess strong strategic thinking, planning and execution skills. Additionally, candidates should have strong oral and written communication skills and the ability to work well under pressure.

Responsibilities include but are not limited to:

- Driving current and new legislative initiatives including idea generation, legislative drafting and producing accompanying materials, such as speeches, policy memos, and factsheets;
- Preparing and staffing the Congresswoman for relevant committee hearing and markups; drafting hearing remarks and questions;
- Representing the Congresswoman’s priorities with external stakeholders;
- Building and maintaining relationships with external and internal stakeholders including advocacy organizations; academics; fellow Congressional and Committee offices; and
- Carrying out additional duties as required.

Job Requirements:

- 3 - 5 years of relevant experience including policy development and analysis; issue advocacy; and strategic planning;
- Passionate about public service and committed to progressive values;
- Excellent writing and time management skills;
- Ability to digest new content with a political and ideological lens that is appropriate for the office;
- Poised, level-headed, flexible, collaborative, team oriented; and
- Eager to learn, grow, and thrive in a dynamic and high-paced environment.

The Office of Congresswoman Pramila Jayapal is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. State and/or district ties are a plus. Prior Hill experience is strongly preferred.

Candidates should submit their resume, cover letter, two writing samples, and references in PDF format to jobs.pramila@mail.house.gov with “Legislative Assistant: [Applicant’s First and Last Name]” in the subject line. No calls or drop-ins please.

MEM-280-21 Midwestern Democrat seeking an organized, detail-oriented individual to serve in the position of **Staff Assistant** in a fast-paced and highly collaborative Capitol Hill office.

Responsibilities include staffing and managing the front office, managing mail intake, answering and managing the phone system, greeting visitors, handling tour and flag requests, assisting staff during and after office hours, providing administrative support to the Administrative Director, and providing additional office support as needed.

While this is an entry-level position, candidates should have excellent oral and written communication skills, great attention to detail, strong time management skills, an ability to work under pressure to meet tight deadlines, and a sense of humor. Capitol Hill and/or customer service experience are strongly preferred. Midwest and Great Lakes ties are a plus.

Our office is an equal opportunity employer and women, people of color, members of the LGBTQ+ community, and members of other traditionally underrepresented communities are **STRONGLY** encouraged to apply. Please send resume, cover letter, and writing sample in one PDF document to: midwestern.resume@mail.house.gov.

MEM-278-21 Rep. Nanette Diaz Barragán (CA-44) seeks a **Legislative Assistant** in her Washington, DC office. The Legislative Assistant will support the Member’s work on the Energy & Commerce Health Subcommittee and cover a portfolio that includes health care, reproductive rights, family services|child welfare, and other issues.

Responsibilities will include drafting legislation, policy letters, memos, and talking points, preparing for and staffing committee hearings, making vote recommendations, meeting and maintaining relationships with constituents and advocacy groups, working closely with the communications team and district staff, advancing a number of the Member’s legislative priorities, and other tasks as required. The position requires strong written and oral communication skills,

the ability to manage multiple priorities at one time, and the ability to work collaboratively in a team environment.

This is NOT an entry-level position. Candidates should have at least 2-3 years of Capitol Hill or relevant policy experience, be highly motivated, detail-oriented professionals with strong organizational and time-management skills, as well as positive attitudes, and pride in work. In addition, candidates should have a strong understanding of the legislative process, coalition building, and have the ability to maintain strategic relationships with constituent organizations, and should be comfortable managing multiple priorities in a fast paced environment.

Los Angeles Metro Area|Southern California ties and Spanish language skills are a plus. Salary will be commensurate with skills and experience.

Interested candidates should send a cover letter, resume, two references, and two writing samples with "Legislative Assistant" in the subject line to CA44Resumes@mail.house.gov.

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

MEM-274-21 Active Democratic House Member seeks a **Staff Assistant** to serve in the Washington D.C. office. Ideal candidate will be a motivated self-starter with outstanding interpersonal, customer service, time-management, and organizational skills.

Primary responsibilities include: answering and logging telephone calls; front of office operations; recruiting and managing interns; managing constituent requests for flags and tours; assisting the Communications Director; assisting with constituent mail responses and other administrative duties.

Ideal candidates will have relevant experience and demonstrate the ability to think on their feet to solve problems; show keen attention to detail; demonstrate excellent oral and written skills; maintain a positive demeanor; hold a clean driving record; and demonstrate resilience in a busy environment.

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

Candidates with California ties are preferred but not required.

Please submit a resume and cover letter in a single PDF document to ca07jobs@gmail.com with “DC Staff Assistant” in the subject line. No walk-ins or phone calls.

MEM-273-21 The Office of Rep. Karen Bass seeks an organized and detail-oriented **Director of Operations** for the Washington, DC office.

This role manages all aspects of the Member's and Chief of Staff's daily and long-term schedule in DC and in the District, office administration (including finances, travel, etc.). This individual will work closely with the Member, Chief of Staff, DC and District staff. Qualified candidates will have strong communications and multi-tasking skills and will work well on a team.

The ideal candidate will have prior administrative and scheduling experience on the Hill or comparable work environment. Candidate must be well-organized, detail-oriented, team-oriented, self-motivated, comfortable working in a fast-paced environment focused on serving constituents. Candidate must also have comfort interfacing with a principal. Salary is commensurate with experience.

To apply, please email your cover letter, resume, and references to CA37.HR@mail.house.gov.

MEM-268-21 The Select Subcommittee on the Coronavirus Crisis in the U.S. House of Representatives conducts investigations to ensure the nation's response to the coronavirus crisis is efficient, effective, and equitable.

Chairman James E. Clyburn seeks to fill a **Counsel or Professional Staff** position on the Majority staff. The ideal candidate will be an attorney or policy professional with several years of investigative or litigation experience.

Responsibilities include leading investigations, conducting depositions and transcribed interviews, preparing for hearings, and drafting reports.

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 SSCCJobs@mail.house.gov, with “Counsel / Professional Staff” in the subject line.

MEM-267-21 The Select Subcommittee on the Coronavirus Crisis in the U.S. House of Representatives conducts investigations to ensure the nation's response to the coronavirus crisis is efficient, effective, and equitable. Chairman James E. Clyburn seeks to fill a **Staff Assistant and Clerk** position on the Majority staff.

The ideal candidate will be an enthusiastic and organized self-starter with previous experience working or interning on Capitol Hill.

Responsibilities include editing letters, monitoring phone lines, maintaining correspondence files and other records, hosting meetings, and supporting staff on all aspects of hearings, briefings, and other events. Occasional assistance with research and writing may also be required.

Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Candidates must have superior organization skills and 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 SCCCJobs@mail.house.gov, with “Staff Assistant and Clerk” in the subject line.

MEM-265-21 Congressman Andy Kim (NJ-03), a member of the House Armed Services Committee, House Foreign Affairs Committee, and House Small Business Committee seeks a hard-working **Constituent Services Representative** to serve in his Willingboro or Toms River offices.

The Constituent Services Representative is a field representative and caseworker on behalf of the Congressman that acts as a liaison to various federal, state and local agencies, assesses problems and finds solutions in a professional manner and screens and refers cases, as appropriate.

Ideal candidates will have experience managing casework, be exceptionally well-organized and attentive to detail, be able to adhere to established casework processes, have strong oral and written communication skills, excel at time management and be able to maintain good working relationships with the Congressman, staff and constituents. An even temperament, ability to deal effectively with a wide range of personalities, and creative problem solving skills are essential.

RESPONSIBILITIES

- Interact with constituents via phone, email and in person
- Establish, follow through and complete constituent casework
- Keep accurate and complete case notes and alerts at all times
- Interact with assigned federal agencies
- Interact with local, county and state offices to make and accept referrals
- Establish efficient processes to handle common issues and problems
- Cross-train and accept changing areas of focus as needed
- Staff public events as needed

PREFERRED EXPERIENCE

- Casework or other high volume, high touch work

- Time spent in a customer service role
- Work with federal, state or local government
- Experience with casework IQ program is a plus
- Candidates with ties to New Jersey are strongly encouraged to apply

TO APPLY: Email cover letter, resume and 2-3 references to NJ03resumes@mail.house.gov with the subject line “Constituent Services Representative: [NAME]”. Please no unsolicited drop-ins, phone calls, or emails to the office.

APPLICATION DEADLINE: August 20, 2021 at 5PM EST

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. People of all identity groups are encouraged to apply.

MEM-163-21 DISTRICT COORDINATOR: The Office of Representative Spanberger seeks a motivated, creative, self-starter to join the district constituent services staff as a District Coordinator in the Glen Allen, VA office.

Responsibilities include responding to constituent inquiries, managing constituent casework with federal agencies, working with the legislative team to address constituent concerns, and district outreach to include staffing the Congresswoman, representing the office, listening to district stakeholders, and updating the community at district events. Additional duties as assigned.

Ideal candidates will be motivated self-starters with strong interpersonal, customer service, time-management, and organizational skills and have significant experience interacting with the public.

Additionally, successful candidates will have a positive, solution-driven personality, demonstrate excellent oral and written communication skills, and show keen attention to detail and an ability to multitask effectively in a fast-paced environment.

Please submit a cover letter, resume, writing sample, and references to spanberger.inquiries@mail.house.gov with “District Coordinator” in the subject line.

Applications will be reviewed on a rolling basis. Representative Spanberger’s office is an equal opportunity employer. The office does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identify, national origin, age, genetic information, disability, or uniformed service.