



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

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MEMBER AND COMMITTEE VACANCY LISTING

Week of November 21, 2022

MEM-567-22 Representative Spanberger seeks a **Staff Assistant** for her Prince William County, Virginia district office.

Qualified applicants should be motivated self-starters, highly organized, detail-oriented, able to multitask, have exceptional interpersonal skills, and be eager to join a mission-oriented team that thrives in a fast-paced environment. Candidates must demonstrate excellent “people skills” and a strong commitment to providing outstanding constituent service.

The ideal candidate should: be able to think on their feet and be a problem solver; show keen attention to detail and an ability to multi-task; demonstrate excellent oral and written skills; maintain a positive demeanor and demonstrate resilience in a busy environment. Spanish fluency preferred, but not required.

Primary responsibilities include managing the front office including answering and tallying telephone calls, greeting visitors, monitoring office deliveries, distributing hard and electronic mail, drafting office briefs, and other administrative duties. The Staff Assistant may also assist with constituent services and manage special projects as needed. Starting salary is \$50,000 annually. 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 identity, national origin, age, genetic information, disability, or uniformed service.

Please submit a resume, cover letter, and writing sample (3 pages or less) to spanberger.inquiries@mail.house.gov with “District Staff Assistant” in the subject line. Applications accepted through December 1, 2022.

MEM-566-22 Legislative Assistant

Senior Democratic member of the House Science, Space, and Technology Committee seeks a Legislative Assistant to handle the office’s SST committee portfolio.

Ideal candidates will have previous congressional experience and a strong understanding of the legislative process. Excellent writing skills, attention to detail, and the ability to work efficiently in a fast-paced environment are required. Some key responsibilities of the position include:

- staffing and preparing the member for hearings, markups, and relevant briefings
- writing legislative memos, talking points and floor statements
- drafting legislation, agency letters, and supporting materials
- working with the committee staff and stakeholders to advance the member’s priorities
- representing the member in meetings and other engagements with constituents, stakeholders, and state/federal government agencies

This is not an entry level-position. Additional legislative responsibilities will be assigned based on a candidate’s experience/interest and office needs. 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 writing sample in a single PDF document to ca07jobs@gmail.com with “SST Legislative Assistant - DC” in the subject line. No walk-ins or phone calls.

MEM-565-22 Congressman Dean Phillips (MN-03) seeks an enthusiastic and organized Legislative Director for his Washington, D.C. office.

The Legislative Director advises the Congressman and Chiefs of Staff on all legislative matters. This position is responsible for creating a policy strategy, responding quickly to current events, and leading a team of legislative staff. Duties include preparing and staffing the Member for events, monitoring the House floor, drafting legislation, sending vote recommendations, and supporting the professional development of all junior legislative staff.

Ideal candidates will have strong relationships on the Hill with Democrats and Republicans, the ability to work effectively as part of a team in a fast-paced environment, and a track record of solving problems and turning legislative ideas into a reality. This is not an entry-level position. Extensive legislative experience is required, along with a recent and applicable managerial experience. Salary is commensurate with experience. Minnesota ties are a plus.

The Office of Rep. Dean Phillips is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment. Interested candidates should submit their resume and a cover letter to Phillips.Resumes@mail.house.gov with "Legislative Director_FirstName_LastName" in the subject line by November 27th, 2022

MEM-563-22 Congresswoman Lisa Blunt Rochester (DE-At Large) seeks an organized and highly motivated **Legislative Correspondent** with excellent written and oral communication skills for her Washington, DC office.

Responsibilities include managing the Member's constituent correspondence program, responding to incoming mail in the Member's voice in a timely manner, researching and drafting correspondence in collaboration with the legislative and communications team, maintaining and analyzing the constituent database with complete and current information, and supporting the execution of a variety of constituent-facing projects.

This position also offers the opportunity to develop and manage a legislative portfolio, commensurate with experience. The ideal candidate will have prior Hill experience, excellent attention to detail, a strong work ethic, impeccable organizational skills, the ability to stay calm in stressful situations, superb communication skills, and be able to work seamlessly in a team-oriented environment. Ties to Delaware are a plus.

This office is an equal opportunity employer and candidates from diverse and underrepresented backgrounds are strongly encouraged to apply.

Interested candidates should send a cover letter, resume, and one writing sample to lbr.jobposting@gmail.com with "Legislative Correspondent" in the subject line by COB Monday, December 5th.

No phone calls, drop-ins, or emails please.

MEM-560-22 Congressman Raja Krishnamoorthi (D-IL), a member of the House Permanent Select Committee on Intelligence and the House Oversight Committee (Chairman of the Subcommittee on Economic and Consumer Policy and Member of the Coronavirus Subcommittee) seeks a hardworking **Legislative Director** to oversee his policy team and legislative agenda. This is not an entry-level position and

previous policy and Capitol Hill experience is required. The person in this role will also have a legislative portfolio of domestic policy issues, including workforce development, tax, finance, small business, and labor.

Required Experience and Qualifications

- Works quickly under pressure and manages time efficiently
- Is creative and has an entrepreneurial spirit
- Possesses strong written and verbal communications skills
- 5+ years of congressional, policy, or political experience (Capitol Hill experience strongly preferred)
- Policy experience in domestic policy issues a plus
- Knowledge of or ties to Illinois a plus

Responsibilities

- Develop a legislative strategy in close consultation with the Member and Chief of Staff
- Manages a legislative team of 4-5 staff
- Works closely with the communications team and helps influence the successful messaging of legislative issues
- Coordinates the preparation of legislative and policy memos, hearings, and Town Halls
- Handles a portfolio of legislative issues, which may be tailored to the candidate's expertise
- Occasionally assists with the creation and execution of events in the District and in DC
- Regularly monitors activity on the House Floor and the Member's committees
- Builds relationships with district and national stakeholders and advocacy organizations
- Takes constituent and advocacy group meetings as necessary

TO APPLY: Email a cover letter and resume to il08careers@gmail.com with the subline, "Legislative Director: [Your Full 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. Candidates from diverse backgrounds are strongly encouraged to apply.

MEM-556-22 SUMMARY:

Representative Seth Moulton (D-MA) is hiring a hard-working, dynamic, and team-oriented **Senior Legislative Assistant** for his Congressional Office.

Qualified individuals should have an educational background in science or economics. Salary is commensurate with experience and competitive with similar public service jobs.

Responsible for:

- Long-term and short-term legislative planning for the Member and for ensuring progress on the Member's domestic legislative goals within the Legislative Assistant's portfolio
- Writing and developing a range of high-quality written materials, including policy reports and policy memos
- Tracking policy proposals and implementation in assigned issue areas
- Providing necessary organization, supervision, leadership, and motivation to manage the legislative staff
- Facilitating policy engagements and preparing the Member for high-quality policy discussions
- Representing the Member externally by attending policy briefings and meetings
- Recommending strategies and tactics on bills and positions
- Recommending co-sponsorships of legislation to the Member
- Providing the Member with support in building and maintaining positive relationships with other Members, and with constituents and external stakeholders
- Carrying out additional duties as required.

EDUCATION/EXPERIENCE:

A bachelor's degree is required and advanced degrees are preferred. A minimum of 2 years of experience on Capitol Hill in domestic policy and/or other legislative experience is preferred. Depending on professional experience, the candidate may be eligible to start as Senior Legislative Assistant.

SKILLS AND KNOWLEDGE REQUIRED:

- Ability to find creative solutions to problems, build and motivate a strong team, and build effective partnerships
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner

TO APPLY:

Please provide a resume and cover letter to ma06.resumes@mail.house.gov, with the subject line "Legislative Assistant" by Monday, November 21, 2022.

MEM-555-22 Congressman Dan Kildee seeks a full-time **legislative assistant** in Washington, D.C.

The legislative assistant will primarily handle health care and Social Security for an active Member of the Ways and Means Committee and House Democratic Leadership, along with other legislative issues including veterans.

Responsibilities are wide-ranging and include preparing for and staffing committee hearings, drafting legislation and amendments, writing talking points and memorandums, and interacting with key constituent groups and stakeholders. Applicants should have a demonstrated passion for health care policy and

Congress.

Applicants must be willing to work on a team, bring an entrepreneurial spirit to a fast-paced office, previously demonstrated pro-active initiative, and possess a desire to continually learn. Applicants must work well under pressure, have excellent written and oral communication skills and demonstrate leadership capabilities. The position requires strategic thinking and the ability to work independently as well as within a team.

This is not an entry-level position. A minimum of two to three years of experience is required. Applicants with Michigan or Midwest ties are a plus. Compensation is commensurate with experience.

This office is an equal opportunity employer, committed to developing an organization that is reflective of the district that we serve. The office does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability.

Qualified candidates should submit a resume, cover letter and a writing sample to Michigan05jobs@gmail.com. Please no walk-ins or phone calls.

MEM-554-22 Representative Mike Levin (CA-49) seeks **Communications Director** for a frontline office. This position is responsible for guiding Rep. Levin's communications operation, formulating and delivering his message, and managing a second communications staffer.

Key tasks include:

- Managing local and national press relationships
- Considering newsworthy actions by the Member that should be pitched to local press and executing pitches to strategically chosen reporters
- Responding to all press inquiries and interview requests in a timely manner
- Scheduling print and television interviews for Rep. Levin
- Drafting and sending press releases on Rep. Levin's actions, priorities, and the issues of the day
- Formulating weekly and long-term communications plans
- Overseeing social media post development
- Updating the Member's website with press releases, issue pages, and more
- Managing a comprehensive franked mail program
- Leading the development process of talking points for the Member's speeches, interviews, and events in both DC and California
- Authoring, pitching, and publishing op-eds
- Closely monitoring the news and flagging relevant press and clips for Rep. Levin

Key skills and knowledge include:

- Strong oral and written communication skills
- Thoroughness and careful attention to detail

- Capacity to create strong content on short notice
- Creative communications instincts
- Strong, independent judgment and discretion
- Thorough knowledge of social media accounts and tools including basic graphic design
- Knowledge of legislative process and of House organization and procedures
- Knowledge of local, state, and federal agencies and departments

Interested applicants should send a resume, cover letter, writing sample, and a list of three references to ca49.applications@mail.house.gov.

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

MEM-550-22 Policy Director, Congressional Black Caucus (CBC)

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

The Policy Director's responsibilities will include:

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

Qualified candidates must have an understanding of CBC policy priorities and familiarity working with the African American community. Outstanding writing and communication skills, sound political judgment, and the ability to work closely and collaboratively with multiple Member offices and key stakeholders

are essential. Top candidates should also be detail-oriented and possess the ability to multi-task, work well in a fast-paced setting, and act as a team player. This is not an entry-level position and candidates should have a demonstrated understanding of House and Senate legislative processes.

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

MEM-548-22 U.S. Congressman Ed Case (Hawai'i - 01) is seeking a **Staff Assistant** for his Washington, D.C. office.

Responsibilities run the range of assisting the legislative, constituent services and administrative functions of the office, to include: monitoring, processing and responding to constituent mail and other communications, managing constituent tours and other needs, and coordinating DC and district office issues. As needed and depending on capability, the position also encompasses legislative duties. 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 Staff Assistant" in the subject line. Please, no phone calls, faxes or drop-ins.

MEM-547-22 U.S. Congressman Ed Case (Hawai'i - 01) is seeking a community-minded individual with strong Hawai'i roots to serve as **Constituent Services Assistant** for his Honolulu office.

The ideal candidate has diverse experience working in the community to address a wide range of statewide and local issues with a strong track record of advocacy for the people of Hawai'i. The position is responsible for assisting the Congressman to address requests for assistance from individual constituents and organizations, primarily but not exclusively with a wide range of federal government programs and activities.

Duties include but are not limited to dealing directly with constituents and federal state and local agencies and organizations. The position also includes interaction with the Congressman's D.C. office on related legislative and administrative matters, as well as representing the Congressman at community events, such as neighborhood board meetings, and otherwise assisting with the range of activities

in the Congressman's office. Direct report to the Deputy Chief of Staff in the Honolulu office. Although the position may also interact directly with the Congressman and his Washington, D.C. office from time to time. The ideal candidate is an individual who is seeking to live and work in the community that this position is designed to serve.

Strong preference given to: (1) prior experience especially in comparable duties including customer service or social work; (2) Hawai'i background/community involvement; (3) experience evaluating, synthesizing and articulating issues in a thoughtful and respectful manner in support of constituents' needs and the Congressman's initiatives; and (4) extensive knowledge of a broad range of community resources and services from which to draw on when addressing constituent requests. Applicants are asked to detail these attributes in their cover letter and resume.

The position also requires an interest in government and in assisting others, initiative, 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 sometimes unpredictable hours.

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

MEM-546-22 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 and other logistical support tasks as required;
- Working closely with and supporting the Chief of Staff, Deputy Chief of Staff/District Director, Legislative 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.

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-544-22 OUTREACH DIRECTOR

Congressman Andy Kim (NJ-03), seeks a hard working, proactive, strategically-minded Outreach Director to oversee his outreach team and activities on the ground in New Jersey’s Third Congressional District (Burlington, Mercer & Monmouth Counties, effective January 2023). This is not an entry-level position and previous political, outreach, event-planning and management experience is required.

The ideal applicant will be a team player, have a demonstrated ability to manage and mentor staff, think strategically, and have experience in formulating and executing successful meetings and events on a wide variety of topics. Successful applicants will work well under pressure, have excellent organization and communications skills, and have good working knowledge of the district including key leaders & stakeholders, employers, and constituent groups. This senior staff position reports to the District Director, Chief of Staff and the Congressman.

RESPONSIBILITIES

- Executes short and long-term strategic planning
- Manages the outreach team and all activities on the ground in NJ03 including, but not limited to, monthly town halls, roundtables, meetings, events and proactive work in the community
- Monitors community events & activities identifies opportunities for engagement
- Coordinates activities and outreach with the casework, grants and policy teams to maximize impact
- Builds relationships with district and national stakeholders and advocacy organizations
- Takes constituent and advocacy group meetings as necessary
- Coordinates the preparation of event memos, staffing plans and post staff follow-up

PREFERRED EXPERIENCE:

- 4+ years of political, legislative and/or organizing experience
- 2+ years management experience
- Knowledge of or ties to New Jersey’s Third Congressional District are required

- Ability to commit occasional night and weekend hours to staff the member or attend events

TO APPLY: Email a cover letter, resume, and 2-3 references to NJ03Resumes@mail.house.gov with the subject line, "Outreach Director: [Your Full Name]" Please no unsolicited drop-ins, phone calls, or emails to the office.

APPLICATION DEADLINE: November 25, 2022 at 6pm 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-543-22 U.S. Rep. Lloyd Doggett (D-Texas), Chair of the Ways & Means Health Subcommittee seeks an experienced **Legislative Assistant** to assist with his health care work and other to be determined issues.

Excellent written and oral communication skills required. Hill or other policy or political experience strongly preferred, as well as a law or graduate degree. Texas ties a plus.

Send cover letter, resume, brief writing sample, and three work supervisor references to DoggettJobs@mail.house.gov. Use this title on your email: "Experienced LA Applicant" -- No drop-ins please.

MEM-541-22 Senior House Democrat seeks a **Senior Legislative Assistant** and **Counsel** for the Member's personal office to staff a portfolio of legislative issues and to serve as council for the office. The duties include providing legal or equivalent service in an agency or private sector employer, advice concerning the full range of legislative issues and with compliance issues.

The ideal applicant will have a law degree, bar membership and a strong policy background. Previous Capitol Hill legislative experience strongly preferred. The position requires clear, concise legal analysis as well as the political acumen to work closely and collaboratively with constituent, labor and public interest organizations.

Applicants should send a resume and cover letter to Legalcongress24@yahoo.com

MEM-540-22 **Legislative Assistant:**

Democratic House Member seeks to hire mid-level to senior Legislative Assistant for the Washington D.C. office.

The office seeks an experienced staffer that can manage a portfolio of domestic issues.

A successful candidate will have excellent writing and communication skills, a solid understanding of the legislative process, and a proven ability to work effectively with a congressional legislative team. Press and communications experience is also a plus, but not required.

Responsibilities include monitoring and drafting legislation, representing the Member in meetings/briefings, collaborating with constituent organizations, preparing materials for committee hearings and markups, and other tasks and assignments as needed.

Candidates should send a resume, cover letter, and two writing samples to congressjob2022@gmail.com

MEM-533-22 DIGITAL DIRECTOR / PRESS SECRETARY – Congressman Mark Pocan (WI-02), member of both the House Appropriations and Education & Labor Committees, is seeking a highly motivated, detail-orientated, and energetic individual with experience in digital media strategy and video editing for a Digital Director/Press Secretary position.

Daily tasks include managing and creating content for member’s social media platforms and website; graphic design; video filming and editing; daily press clips; managing in-district media relations; drafting releases, newsletters and advisories; and organizing press events. The ideal candidate will be creative, have a strong proficiency in crafting digital content, experience coordinating with media, and be a detail-oriented team player able to handle multiple tasks at once.

Excellent writing and strong organizational skills are essential, along with the ability to be a self-starter while working in a fast-paced environment. Capitol Hill experience is a plus, but not required. A sense of humor is greatly appreciated, and the position reports to the Communications Director.

This is not an entry-level position.

Qualified candidates should submit a cover letter, resume, two writing samples, and an example of previous digital media or graphic design projects to WI02JobOpening@gmail.com with “Digital Director/Press Secretary” in the subject line. Job opening closes COB on Wednesday, November 23rd. 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, national origin or citizenship status, sex, gender identity or expression, pregnancy, sexual orientation, age, disability, or military status.

MEM-531-22 California Democrat seeks **Communications Director** to develop and implement a strategic and aggressive communications plan involving local, national, and specialty media.

Responsibilities include managing day-to-day press operations, working closely with legislative and district staff in planning press conferences and in-district events, and drafting and editing speeches, press advisories, releases, op-eds, e-newsletters and franked mailings. Additional duties include managing the Member's social media accounts and official website, and responding to press inquiries.

Ideal candidates have strong political and messaging instincts, and are proactive, detailed-oriented storytellers who work well under tight deadlines in a fast-paced environment. They have a deep interest and enthusiasm for closely following the local and national news cycles, have a deep sense of duty to public service, and are available to work long hours and weekends when necessary.

Interested candidates should send a cover letter, resume, three writing samples of one page or less, samples of digital media and graphic design projects, and three references with "COMMUNICATIONS DIRECTOR" in the subject line to ca20.jobs@mail.house.gov

The office offers student loan repayment, paid vacation, and sick leave, in addition to other benefits that include health care and retirement.

This office is committed to, and benefits from, a diverse staff, and candidates of all backgrounds are encouraged to apply. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

MEM-530-22 The Raleigh District Office of Congresswoman Deborah Ross is hiring a full-time **Staff Assistant**.

The position is available to qualified candidates with an undergraduate degree. The position starts December 1, 2022 (negotiable). Employees are expected to work from 9:00am to 5:30pm with evenings and weekends assigned as needed. An ideal candidate will have strong written and oral communication skills, be organized with strong attention to detail, will exercise emotional and social intelligence at all times, and will take initiative. Employees regularly deal with sensitive information and must exercise discretion. A valid driver's license and available car are required for the position. Candidates are subject to a background check and online presence check.

Duties include:

- Constituent services (assisting with casework, communicating with constituents)

as a representative of the office)

- Office administration (answering phones, processing mail, greeting guests in the office)
- Staffing duties (driving and accompanying Congresswoman Ross to various events)
- Other duties as assigned

This opportunity is without regard to race, gender, religion, sexual orientation, national origin, ethnicity, age, physical or mental disability, veteran status, or any other characteristic prohibited by state or local law.

Salary: Based on experience

Location: Raleigh District Office of Congresswoman Deborah Ross 300 Fayetteville Street
Raleigh, NC 27602

How to Apply: Please submit your resume and a cover letter to Ross.Applications@mail.house.gov.

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-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-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.