



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of October 11, 2022**

**MEM-485-22** The Permanent Subcommittee on Investigations (PSI) is the U.S. Senate's premiere investigative body and its oversight jurisdiction is extremely broad, including issues related to national health, welfare, safety and security. The Subcommittee is seeking an Oversight **Counsel** and an **Investigator** to help navigate its various investigations and engage in interactions with Executive Branch officials and private entities regarding PSI oversight efforts. This may include conducting extensive record reviews and interviews with witnesses, writing an assortment of products, including the drafting of PSI bipartisan staff reports, in addition to supporting and advising PSI's Chair (Senator Jon Ossoff) and other PSI staff.

Both positions require a seasoned investigator or counsel who is energetic, determined, thoughtful, and well organized with outstanding written and oral communications skills. The individual should have experience investigating cases of waste, fraud, abuse, corruption and/or mismanagement. The ability to work well in a fast-paced environment with small teams and the ability to pursue oversight opportunities on their own is critical. A calm and positive disposition under demanding conditions and the ability to multitask under tight deadlines is essential. Congressional experience is useful but not required. Investigative reporters and others with investigative experience are encouraged to apply. This is a unique opportunity to engage in in-depth congressional investigations. This is not an entry-level position.

The Subcommittee is an equal employment opportunity employer and does not discriminate on the bases of race, color, religion, national origin, disability, age, uniformed service, genetic information, sex, sexual orientation, gender identity or gender expression. The subcommittee benefits from a diverse staff, and candidates of all backgrounds are encouraged to apply. Salary range is \$70,000 to \$75,000.

Qualified candidates should submit a resume, cover letter and writing sample to: [PSIjobapplication@hsgac.senate.gov](mailto:PSIjobapplication@hsgac.senate.gov). All applications are due by COB on Friday, October 21, 2022.

**MEM-480-22** Congresswoman Lisa Blunt Rochester (DE-At Large) is seeking a highly motivated **Legislative Assistant** to join her team.

Legislative portfolio will be focused on education, labor, and financial services, but will also include tax, budget, trade, among other issues. Depending on ideal candidate's experience, there is an opportunity to modify the portfolio.

This position will also spearhead the Congresswoman's Future of Work Caucus, which encompasses crafting legislation, developing stakeholder relationships, managing the caucus as a resource for Congress on related issues, and putting together caucus events with members and stakeholders.

Qualified candidates should have a good knowledge of the legislative process, coalition building, and have the ability to maintain strategic relationships with constituent organizations. This position requires the ability to advance the Congresswoman's legislative priorities in their issue portfolio and be creative in spotting new legislative opportunities.

Candidates must be self-starters, able to meet short deadlines, and juggle many priorities in a fast-paced environment. Ties to Delaware are a plus. This is not an entry level position and this is an Equal Opportunity Employer.

Interested candidates should send a cover letter, resume, and two writing samples to [lbr.jobposting@gmail.com](mailto:lbr.jobposting@gmail.com) with "Legislative Assistant" in the subject line by COB October 14th. No phone calls, drop-ins, or emails please.

**MEM-472-22** Rep. A. Donald McEachin (VA-04) seeks D.C. office **Staff Assistant/Driver**.

Duties include driving the Congressman in D.C., helping to manage the front office, answering phones, greeting visitors, processing flag and tour requests, assisting with constituent mail responses, managing the office intern program, and performing other tasks as assigned.

The ideal candidate will be energetic, organized, flexible, and efficient, with strong interpersonal skills and a good sense of humor. Access to a car is not

required. Ability to work late nights when necessary is a must. Capitol Hill experience and Virginia ties preferred but not required. Starting salary for this position is \$55,000.

To apply, please send your resume, cover letter, and a brief writing sample in a single PDF document to [McEachin.Jobs@mail.house.gov](mailto:McEachin.Jobs@mail.house.gov) with “Staff Assistant” in the subject line. Diverse candidates are encouraged to apply. No calls or drop-bys, please. Equal opportunity employer.

**MEM-471-22** Rep. Dutch Ruppersberger’s office seeks a **Staff/Digital Assistant** in our district office in Timonium, MD.

The ideal candidate is an organized, empathetic, self-starter with excellent interpersonal communication and time management skills.

This is a utility position that is responsible for managing all administrative duties, such as, answering phones, drafting letters, processing vouchers, invoices, and staff reimbursements, preparing congressional citations, processing mail, and other duties as needs arise.

The Digital Assistant portion of the position would require you to manage our website, coordinate all social media (Twitter, Instagram and YouTube), and assist our Director of Communications as needed. Access to a vehicle is required, as driving the Congressman on evenings and weekends is sometimes needed.

The starting salary for this position is 45k base pay with an annual bonus structure. We offer a tuition reimbursement program that is a 10k a year benefit for eligible candidates. We earn 12 paid sick days and 15 vacations days each the first year, with one additional day every year after.

Qualified applicant must possess excellent written and oral communication skills, attention to detail, professionalism, an ability to work collaboratively, and flexibility in assisting with daily tasks and projects.

This position provides an opportunity to be part of a dedicated, compassionate team that is committed to providing exceptional constituent service.

Interested candidates should submit their resume to [jasmine.ginn@mail.house.gov](mailto:jasmine.ginn@mail.house.gov).

**MEM-470-22** **Press Secretary/Digital Director**

The Office of Congresswoman Frederica S. Wilson seeks an experienced, creative, and tech-savvy press secretary/digital director to join our communications team.

Responsibilities will include:

- Managing the member's social media accounts, official website, media lists, newsletters, mailers, advertisements, communications schedule, and other resources
- Compiling daily press clips, creating communications briefings, monitoring analytic data
- Assisting in the development of materials intended for the media, such as press releases, talking points, newsletters, pitches, media kits, and weekly reports
- Creating graphics, editing photos, and videos
- Planning and staffing virtual, DC- and district-based events such as press conferences, tele-townhalls, and roundtables.
- Building relationships with local and national reporters
- Maximizing the member's visibility through digital solutions and advertising
- Pitching innovative strategies to expand the Congresswoman's reach on social media and elsewhere
- Photographing the Congresswoman at press conferences and other events
- Managing press interns and fellows

The press secretary/digital director will work closely with the communications director to implement an ambitious communications strategy. Candidates should have strong writing and creative skills, strong editing and proofreading skills, and work well under pressure.

The ideal candidate will have at least one year or one federal campaign cycle of communications experience, including digital strategy, social media management, content creation, editing of graphics, photos, and videos using multimedia software including Adobe Creative Cloud. Experience with Facebook business manager, Google Ads, and digital analytics is a preferred!

Candidates from diverse backgrounds and with Florida ties are highly encouraged to apply. Fluency in Spanish or Kreyòl is a plus.

Please submit your resume, cover letter, two writing samples, and digital samples to [FL24.Resumes@mail.house.gov](mailto:FL24.Resumes@mail.house.gov) and include "Press Secretary/Digital Director" in the subject line.

**MEM-465-22** 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 \$47,093 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-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](mailto:congressional.apa.caucus@gmail.com). No walk-ins or calls please.