



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

---

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

B-235 Longworth House Office Building

Washington, D.C. 20515

202-226-5836

Vacancy Bulletins are available for pick-up in  
in the CAO Human Resources Office - Ford HOB 102  
To Subscribe or Unsubscribe to the Vacancy Listserv visit:

<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

---

**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of May 20, 2024**

**MEM-200-24** A conservative Midwest Member of Congress has an immediate need to hire an experienced full-time **Legislative Assistant** with a background in agriculture in the Washington, D.C. office.

Interested candidates are encouraged to email their resume, cover letter, and references to [ConservativeRep@mail.house.gov](mailto:ConservativeRep@mail.house.gov). Please use 'Legislative Assistant' as the subject line, and in the body of the email, please indicate where you found this job description.

**Responsibilities:**

This Legislative Assistant will serve as the Member's primary expert on agriculture issues, as well as some other issue areas which will be assigned at the time of employment. This position will work closely with the Legislative Director and Chief of Staff to develop and execute a coordinated legislative strategy for the Member. This position also prepares the Member for Committee hearings and markups and attends meetings with constituents, visitors, and other groups.

**Preferred Qualifications (not a comprehensive list)**

- Agriculture background
- Capitol Hill experience
- Great writer
- Proficient at Microsoft suite

- Detail oriented
- Multitasker

**MEM-199-24** A conservative Midwest Member of Congress has an immediate need to hire an experienced media relations professional to serve as the office's Communications Director. This full-time position is based in the Washington, D.C., office.

Interested candidates are encouraged to email their resume, two to three writing samples, and references to [ConservativeRep@mail.house.gov](mailto:ConservativeRep@mail.house.gov). Please use 'Communications Director' as the subject line, and in the body of the email, please indicate where you found this job description.

**Responsibilities:**

The Communications Director serves as the Member's primary communications and media strategist. They work closely with the Chief of Staff, Legislative Director, and District Director to develop and execute a coordinated plan to inform the media on issues that are important to the Member and oversee day-to-day press operations.

**Preferred Qualifications (not a comprehensive list)**

- Excellent writer
- Organized multitasker
- Capitol Hill experience
- Digital experience (Adobe suite/Canva)
- Digital townhall experience
- Experience booking national TV/Radio interviews

**MEM-198-24 District Scheduler** – The district office of Congressman Frank Pallone, Jr. seeks a hard-working, highly organized individual to serve as district scheduler for the Member of Congress.

This position primarily entails planning and managing the Congressman's daily and long-term schedule in the district, organizing the Member's daily briefing materials, tracking and responding to meeting requests and invitations, and coordinating with district, DC, and Committee staff.

Other responsibilities include community outreach, writing constituent letters of recognition, drafting congressional records and citations, representing the Congressman at community and governmental events, special projects, as well as various administrative duties.

Candidates should possess excellent interpersonal, verbal, and written communication skills, great attention to detail, and the ability to prioritize and multi-task, and must exercise discretion and enjoy working with the public. Prior experience with office scheduling in government, the non-profit sector or

community and grassroots organizing is preferred. This position is based in Long Branch, NJ. Applicants must have a valid driver's license.

To apply, please send a resume, cover letter, writing sample, and references by email to [NJ06.Jobs@mail.house.gov](mailto:NJ06.Jobs@mail.house.gov)

**MEM-197-24 Outreach Representative - Quad Cities**

The Rock Island office of Congressman Eric Sorensen has an immediate need to hire a full-time Outreach Representative. Interested candidates are encouraged to submit a cover letter, resume, and 2-3 professional references by Monday, June 3.

**Job Expectations:**

The Outreach Representative will lead outreach efforts in their community in conjunction with the Office's strategic vision, will attend events as a representative for the Member, will build and maintain relationships with constituents, key community leaders, and stakeholders, and will coordinate closely with the District Director and DC staff to ensure district priorities are reflective in legislative priorities. A core responsibility includes serving as the Member's community representative for issues and programs within their portfolio, including monitoring and updating the Member and District Director on local issues, emerging trends, and critical developments.

Qualified candidates will demonstrate excellent oral and written communication skills and have experience in time management, engaging in difficult or sensitive conversations with tact, and prioritizing assignments. This role requires a candidate who is able to exercise discretion and can work well alone and with a team.

Salary Level/Range: \$50,000 - \$60,000, commensurate with experience. Job

**Duties:**

- Collaborate with the District Director and Outreach team to ensure outreach efforts align with strategic vision and legislative priorities.
- Serve as a liaison between constituents and Federal agencies.
- Maintain positive relationships with constituents, community leaders, and stakeholders.
- Track news and social media for locally relevant updates.
- Serve as a liaison to officials and stakeholders, foster and cultivate effective relationships, and represent the Congressman at events as directed.
- Prioritize tasks to meet deadlines efficiently.
- Manage correspondence and casework files accurately.
- Effective teamwork skills and the ability to support the needs of multiple team members and leaders in the office
  
- Maintain a professional demeanor and an upbeat disposition while interacting

with constituents, colleagues, and stakeholders in a fast-paced, highly dynamic work environment.

Additional Requirements:

- Must have a valid driver's license and reliable transportation

Interested applicants should e-mail a cover letter, resume, and references in a combined PDF to [Derek.Jones@mail.house.gov](mailto:Derek.Jones@mail.house.gov) with the subject "Outreach Representative: LAST NAME" by Monday, June 3, 2024. Please include in the body of the email if you currently live in the greater Quad Cities region and if not, if you're willing to relocate. Incomplete or late applications will not be considered.

Representative Eric Sorensen is an equal opportunity employer. Candidates with backgrounds, perspectives, and lived experiences that can improve our understanding of the communities in the Illinois 17th Congressional District and how we serve them – especially those from marginalized communities – are encouraged to apply. All applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, or national origin.

**MEM-196-24** The House Committee on Education and the Workforce (Democratic Staff) seeks an **Oversight Counsel** to manage oversight and investigations.

Responsibilities include serving as a resource on matters of law and policy; assisting with official Committee meetings; conducting and monitoring existing investigations, including doing intake and review of documents; taking depositions; conducting interviews; and preparing reports on committee investigations.

Applicants must have a J.D. and at least 1-3 years of experience conducting investigations. Experience in policy areas in the committee's jurisdiction is not a requirement, but is preferred. The salary range is \$85K - \$110K, commensurate with education and 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](mailto:E&L.Jobs@mail.house.gov) with "Oversight Counsel" in the subject line.

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. Diverse backgrounds are encouraged to apply.

**MEM-194-24** **Outreach Assistant** – North Counties (Whatcom, Skagit, and San Juan Counties)  
U.S. Rep. Rick Larsen  
Bellingham Office

Summary:

The Outreach Assistant – North Counties (Whatcom, Skagit, and San Juan Counties) position serves as one of Rep. Larsen’s community liaisons to the counties in the northern portion of Washington’s Second Congressional District. This position was created following the 2020 Census redistricting process, which expanded the district to include all of Whatcom and Skagit counties.

As part of our district outreach team, the primary role of this position is to coordinate issues involving the federal government with officials from federal, state and local governments, as well as constituents, businesses, organized labor and other organizations. The Outreach Assistant – North Counties staffer is expected to develop relationships with our district stakeholders to learn the details of projects and policy concerns and to respond to their interests in federal policy development.

In addition to covering the northern geographic areas of the district, this position also emphasizes policy issues relating to flood mitigation and response, agriculture, environmental protection, and the U.S.-Canada border, among others. Furthermore, this position will track federal grant opportunities and help share this information with district stakeholders.

The Outreach Assistant – North Counties position is based in Rep. Larsen’s Bellingham, WA office and reports directly to the District Director under the supervision of the Community Liaison for Whatcom, Skagit and San Juan counties. Together, the district staff works in harmony with the staff in Washington, D.C., and all staff members report to the Chief of Staff.

Essential job functions include:

- Serve as an official representative for Rep. Larsen at meetings, forums and public events
- Build and maintain relationships with constituents, businesses, labor, non-profit organizations, federal agencies, local government, and other stakeholders in WA-02’s north counties
- Travel regularly throughout the district to monitor local issues, projects and activities
- Work with Washington D.C.-based staff on federal policy development and interpretation for local stakeholders
- Plan Rep. Larsen’s district schedule and coordinate related events
- Communicate with constituents, including answering phone calls, emails, and mail
- Track federal grant and funding opportunities for district communities and stakeholders

Required skills and knowledge:

- Strong understanding of Whatcom and Skagit counties and experience with outreach activities working with government, cultural communities, the business

community, organized labor and local stakeholder groups

- Ability to exercise discretion and independent thinking while working as part of a team on sensitive projects and issues
- Strong writing ability
- Flexibility to work nights and weekends
- Valid driver's license and vehicle
- Comfort discussing issues with groups both small and large, including public speaking

This position provides an opportunity to be part of a hard-working, cohesive, and dynamic team with a common mission of making a difference in the lives of others. The ideal candidate is a bilingual English and Spanish speaker, self-motivated, great at multi-tasking, has great interpersonal skills with a teamwork-oriented attitude, and a strong desire to help people.

This is a full-time position with federal benefits such as health care, the Federal Employees Retirement System, Student Loan Repayment Program, vacation/annual leave, paid sick and parental leave, and others.

The annual salary for this position depends on relevant experience and ranges from \$45,000 - \$55,000.

This office is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability. We are committed to building and maintaining an organization that reflects the needs and diverse community we serve.

**Application Process:**

Interested candidates should send a resume and cover letter to [ryan.casey@mail.house.gov](mailto:ryan.casey@mail.house.gov) or:  
Office of U.S. Rep. Rick Larsen  
C/O Ryan Casey  
District Director  
2930 Wetmore Avenue, Ste. 9F  
Everett, WA 9820

**MEM-193-24 Rep. Ryan Seeks Military Legislative Assistant**

U.S. Representative Pat Ryan (NY-18), a Member of the House Armed Services Committee, seeks a Military Legislative Assistant in his Washington, DC office.

The ideal candidate would have direct legislative experience handling issues related to defense and national security. Responsibilities include spearheading all House Armed Services Committee work, staffing the Member, monitoring committee and floor activities, advancing legislative initiatives, representing the office at events and in meetings, and assisting with management of a Department of Defense fellow.

Ideal candidates will have strong written and oral communication skills, be highly organized, and have the ability to thrive in a fast-paced environment. This is not an entry level position. Hudson Valley ties and experience with the national security authorization process are a plus. The salary range is \$65,000 to \$80,000 commensurate with experience. Applications will be considered on a rolling basis.

To apply, please send a cover letter, resume, writing sample, and three references in a single pdf to [NY18Resumes@mail.house.gov](mailto:NY18Resumes@mail.house.gov) with the subject “Full Name – MLA Application.”

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.

**MEM-190-24** The Office of Congressman Dwight Evans (D-PA-03) seeks a Digital and Communications Assistant.

This is an opportunity to work for a member who serves on the influential Ways and Means Committee and represents part of the largest swing state.

Congressman Evans is a member of the Congressional Black Caucus who is passionate about housing, health care and fighting gun violence. He represents nearly half of Philadelphia, which will host America’s 250th birthday celebration in 2026 as well as several World Cup games.

This position reports directly to the Congressman’s Communications Director. Candidates must have strong writing and digital media skills, pay close attention to proofreading and fact-checking, be highly organized, have a problem-solving approach to work, and be capable of thriving in a fast-paced and rapidly changing environment. The ability to meet deadlines is a must. Proficiency with social media tools, graphic design and standard Microsoft Office and Adobe software tools is required. Working knowledge of House processes and procedures is required, and Philadelphia knowledge is preferred.

Responsibilities include, and are not limited to: drafting daily social media content for all of the Congressman’s official platforms, subject to editing; creating graphics; shooting and editing videos; sending daily news clips; drafting op-eds on a variety of issues and e-newsletters; working with district staff to produce regular virtual and tele-town hall meetings; serving as point person for the Congressman’s annual State of the District report; and consistently monitoring, and updating the Congressman’s website; and other duties as assigned. Occasional travel to the district may be required.

Qualified candidates should send a cover letter, resume and at least three examples of your work, including at least one writing sample, at least one graphic you have created, and one video you have created and edited to [PA03.Resumes@mail.house.gov](mailto:PA03.Resumes@mail.house.gov).

The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. The salary range is \$65,000- \$70,000 commensurate with experience.

The deadline to apply is May 22, 2024.

**MEM-188-24** Representative Dina Titus seeks a **Scheduler/Executive Assistant** to manage both her DC and district schedule.

This individual works closely with the Chief of Staff and District Director on a broad range of scheduling and executive operations including tracking, evaluating, and responding to all invitations and scheduling requests, coordinating travel, and managing all aspects of the Congresswoman's daily and long-term schedule. The ideal candidate will exercise discretion and confidentiality, remain calm under pressure, and be able to collaborate and communicate well with a large DC and State staff.

Previous administrative or scheduling experience preferred. Candidates should also have the desire to join a highly-collaborative, action-oriented team. The office seeks a staff that reflects the diversity of the country. Women, veterans, people of color, and LGBTQ+ candidates are strongly encouraged to apply.

To Apply: Interested candidates should email a resume and cover letter to [NV01jobs@gmail.com](mailto:NV01jobs@gmail.com) with "Application: Scheduler" in the subject line."

**MEM-187-24** "Congresswoman Dina Titus (D-NV-1) is seeking an experienced **Communications Director** to lead media efforts in a fast-paced Washington, D.C. office.

We are looking for a self-starting professional with a strong background in political communications, media relations, and social media management. The ideal candidate will have a deep understanding of both national and local media and be capable of developing and implementing strategic communication and digital plans. This is not an entry-level position, and a successful candidate must have 2-5 years of communications experience in a relevant setting.

Key Responsibilities:

- Strategic Communications: Develop and execute strategic communication plans in collaboration with senior staff and the legislative team, ensuring alignment with the Congresswoman's priorities and legislative initiatives.
- Media Relations: Cultivate and maintain strong relationships with local and



national print, radio, and broadcast media professionals.

- Media Outreach: Successfully pitch the Congresswoman to both local and national TV, radio, and print media, positioning her effectively on key issues.
- Event Planning: Plan and manage press conferences, tele-townhalls, roundtables, and other events in both Washington, D.C., and the district.
- Media Engagement: Prepare, brief, and accompany the Congresswoman for media interviews, press conferences, roundtables, and other public engagements.
- Content Creation: Draft talking points, speeches, press releases, op-eds, and other materials in the Congresswoman's voice.
- Social Media Management: Manage the Congresswoman's social media presence, including drafting engaging content, clipping interviews, and creating graphics for various platforms.
- Website Maintenance: Ensure that the office website features timely and relevant content.
- Current Affairs: Stay informed about current news and legislative issues that may impact the Congresswoman's work.

#### Qualifications:

- Exceptional Communication Skills: Strong writing, editing, and proofreading skills.
- Media Proficiency: Deep understanding of print, broadcast, and online media.
- Experience: 2-5 years of experience in developing communication strategy for elected officials, government agencies, non-profit organizations, or similar entities.
- Team Player: Expertise in advising others on communication strategy and the ability to work effectively with a team and Member of Congress.
- Deadline-Oriented: Capable of producing communications materials under tight deadlines.
- Strategic Thinker: Politically savvy and skilled at navigating challenging situations with the press and staff.
- Adaptability: Ability to work flexible hours, including long hours, nights, and weekends, as needed.
- Constructive Feedback: Willingness to accept performance-based criticism and direction.
- Relationship Building: Ability to maintain positive working relationships with the Congresswoman, staff, and media professionals.

Equal Opportunity Employer: Our office is committed to promoting diversity and inclusivity. We are an equal opportunity employer and 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.

To Apply: Qualified candidates should submit a cover letter, resume, and two writing samples to [NV01jobs@gmail.com](mailto:NV01jobs@gmail.com) with "Application: Rep. Titus Communications Director" in the subject line."

**MEM-186-24** **Counsel for the Minority on the House Judiciary Subcommittee on Courts, IP, and the Internet**

The Democratic Staff on the House Judiciary Committee's Subcommittee on Courts, IP, and the Internet, seeks a dedicated and hard-working lawyer with a minimum of 5 years of relevant legal experience on the Hill to serve as a subcommittee counsel, reporting to the chief counsel for the subcommittee.

Responsibilities include: serving as a resource for Democratic Members of the Committee on matters of law and policy within the Subcommittee's jurisdiction; drafting legislation; preparing hearings; drafting statements, memos, and briefing materials; and providing guidance to Democratic House offices on matters of constitutional and civil rights law. The counsel will be responsible for handling assignments in a range of issue areas, including artificial intelligence policy, patent law, and administration of the courts matters.

The successful candidate must demonstrate exceptional writing and legal research skills, a strong work ethic, a professional temperament, and the ability to work on novel and complex matters under time and other pressures. Such a candidate must also be able to work collaboratively with a broad range of personalities. In addition, sound political judgment, prior legislative or policy experience, a substantive background in civil rights or constitutional law, and a demonstrated commitment to public service are strongly preferred. A sense of humor is a plus.

The Committee strives to ensure that our staff represents the diversity of the country's population. The Committee strongly encourages women and members of historically disadvantaged minority groups to apply. The Committee does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

Qualified candidates should submit a resume, cover letter, and writing sample to [Job.JDEM@mail.house.gov](mailto:Job.JDEM@mail.house.gov). Please include "Courts, IP, and the Internet Counsel" in the subject line.

**MEM-184-24** **Staff Assistant / Legislative Correspondent** – Rep. Susie Lee (D-NV)  
Congresswoman Susie Lee (D-NV), a Battleground Member of the Appropriations and Natural Resources Committees, seeks a Staff Assistant/Legislative Correspondent (SA/LC) to join her Washington, D.C. office.

The SA/LC will be responsible for the office's front office operations, constituent correspondence program, internship program, various legislative department processes, driving the Congresswoman as needed, and other tasks as assigned.

The SA/LC will report to the Legislative Director.

- Front office management responsibilities include maintaining a clean and welcoming lobby and Member office, ensuring prompt service for visitors and callers, maintaining office supplies, executing tour and flag requests, and other administrative tasks as assigned.
- Constituent correspondence responsibilities include batching phone and mail correspondence, writing letter responses, and managing a high-volume mail program. Familiarity with Intranet Quorum software is a plus.
- Internship program responsibilities include intern hiring, training, and day-to-day management.
- Legislative process responsibilities include processing legislative requests, drafting memos and briefing materials, maintaining legislative records, and other work supporting the legislative team.
- Driving responsibilities include transporting the member to/from the airport and various events as needed.

Applicants must have a valid driver's license and strong driving skills. Access to a registered vehicle is a plus. The position requires the individual to be available for flexible work hours, including some mornings and evenings.

Qualified candidates should be capable of managing time effectively and maintaining attention to detail in a fast-paced work environment. Strong interpersonal and communication skills, a can-do attitude, and team-first mentality are required. The office is committed to professional development and seeks candidates who are coachable and eager to learn. Nevada ties are a plus.

Candidates of diverse 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.

Qualified candidates should submit in PDF format a cover letter, resume, three references (including name, title, org, phone, email, and relationship) and one writing sample to [nv03resumes@gmail.com](mailto:nv03resumes@gmail.com) with the following subject line: "Full Name – SA/LC."

**MEM-183-24 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 is responsible for reviewing and certifying a large volume of Financial Disclosure Reports, providing legal advice on financial disclosure related matters, providing 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 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 \$136,780 and \$145,604 per annum.

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

**MEM-182-24** The Office of Congresswoman Pramila Jayapal (WA-07) is seeking a **Legislative Assistant** to handle a broad portfolio centered around health, seniors, Social Security, reproductive justice, women’s rights, and environmental issues. 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 in a fast-paced work environment.

Responsibilities include but are not limited to:

- Advancing current and new legislative initiatives including idea generation, building support, legislative drafting and producing accompanying materials, such as speeches, policy memos, and factsheets;
- Preparing and staffing the Congresswoman for relevant committee hearing and markups, including drafting hearing remarks and questions, preparing amendments and talking points;
- 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;
- Previous Hill experience strongly preferred;
- 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](mailto: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-180-24** Congressman Steven Horsford’s District Office is seeking to hire a full-time **District Representative**. We are looking for an enthusiastic and motivated individual to join our high- energy team.

**Job Summary:**

Under the supervision of the District Director, the District Representative acts as the representative for the Member. District Representative responsibilities include strengthening relationships with key stakeholders, as well as attending engagements on behalf of the Member. Caseworker responsibilities include helping constituents resolve problems with federal agencies through written and verbal communication.

**Responsibilities:**

**Outreach Responsibilities:**

- Ensure outreach efforts align with the Member’s strategic vision and goals.
- Coordinate closely with staff to ensure district priorities are reflective in legislative priorities.
- Build and maintain relationships with constituents and key community leaders.
- Organize and participate in community events, town halls, and outreach campaigns to engage constituents.

**Casework Responsibilities:**

- Act as the representative for the Member within his or her area of responsibility, including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies.
- Handle casework assignments and assess casework for problems requiring legislative action, making recommendations to the District Director and Chief of Staff.
- Monitor scheduled district meetings for the Member with constituents.

**Communications and Professionalism:**

- Maintain a good working relationship with the Member, staff, and constituents.
- Accept performance-based criticism and directions.
- Work well under pressure and handle stress.
- Work a flexible schedule including long hours, nights, and weekends.
- Perform other duties as assigned.

Requirements:

- Political knowledge and comfortable navigating complicated situations
- Strong written, verbal, analytical, and organization skills; impeccable customer service manners; public speaking skills
- Ability to multi-task, manage time effectively, and adapt to changing priorities
- Candidates must be able to work a flexible schedule, including occasional nights, weekends and some holidays.

Benefits:

- Comprehensive health insurance coverage, including medical, dental, and vision plans.
- Paid annual and sick leave.
- Thrift Savings Plan Retirement program.
- Student Loan Repayment.
- Health and Wellness programs.
- Transit Benefits.
- House Professional Development programs.
- Employee purchasing/government discounts

Position Qualifications/Education:

Bachelor's degree or related job experience is required. A demonstrated interest in public service and familiarity with District 4 community is preferred.

Application Instructions:

This is a full-time position based in the North Las Vegas district office. Salary is competitive and commensurate with experience. Women, minorities, individuals with disabilities, and veteran are encouraged to apply.

Qualified candidates should submit a cover letter, resume, two writing samples (no longer than two pages) and three professional references to [NV04Resume@mail.house.gov](mailto:NV04Resume@mail.house.gov) with "District Representative," [Last Name, First Name]" in the subject line. All submissions must be in a single PDF file.

**MEM-178-24** The House Committee on Education and the Workforce (Democratic Staff) seeks a **Labor Policy Counsel** responsible for the portfolio covering labor law. Candidates should have familiarity with the National Labor Relations Act, the Labor-Management Reporting and Disclosure Act, labor enforcement provisions in trade agreements, and employment arbitration.

Candidates should also have knowledge of the National Labor Relations Board (NLRB), the Department of Labor's Office of Labor-Management Standards (OLMS) and the International Labor Affairs Bureau (ILAB). Applicants should have a law degree and experience working with an organization, Congress, or government agency related to labor law.

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 labor law. This is not an entry level position; three to five years of experience are strongly preferred.

To apply, applicants must submit a resume and two short writing samples to [E&L.Jobs@mail.house.gov](mailto:E&L.Jobs@mail.house.gov) with "Labor Policy Counsel" in the subject line.

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. Diverse backgrounds are encouraged to apply.

**MEM-177-24** The House Committee on Education and the Workforce (Democratic Staff) seeks a **Civil Rights Counsel** responsible for the portfolio covering civil rights issues in employment.

Candidates should have familiarity with employment federal civil rights laws, such as Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Equal Pay Act of 1963 and Title 42, Chapter 21 of the U.S. Code. Knowledge of the EEOC, OFCCP and federal statutes and policies and how they impact civil rights in employment and health care 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. This is not an entry level position; three to five years of experience are strongly preferred.

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](mailto:E&L.Jobs@mail.house.gov) with "Civil Rights Counsel" in the subject line.

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. Diverse backgrounds are encouraged to apply.

**MEM-155-24** **DIGITAL DIRECTOR OR PRESS SECRETARY**

Rep. Tokuda (HI-02) seeks an energetic person to join her communications team in her Washington, D.C. office. This individual will work closely with the Communications Director who works in Honolulu. Candidates must have experience in digital media and video editing and will be responsible for



managing multiple digital media accounts. This position will also assist with press releases and inquiries, speeches, and mass communications.

Essential Skills Include:

- Strong writing and editing skills with attention to detail
- Creative graphic production
- Ability to multi-task and work quickly under pressure
- Patience, flexibility, and a sense of humor

Candidate must also be able to work occasionally on weekends and evenings.

Interested parties should email a cover letter, resume, writing sample, sample social media posts, and two references to [Hawaii02jobs@gmail.com](mailto:Hawaii02jobs@gmail.com)

**MEM-135-24 PRESS SECRETARY-** The Office of Congresswoman Joyce Beatty (OH-03) seeks an experienced Press Secretary for her Washington, D.C. office. Candidates must be able to manage media relations, press opportunities, and messaging for a senior member of Congress. This role reports to the Communications Director. This is not an entry-level position. Candidates with established, active relationships with top-tier national media outlets and on-the-record experience will receive preferred consideration. Ohio ties are preferred, but not required.

PRIMARY RESPONSIBILITIES:

- Serve as the primary contact for media requests, pitching and securing media opportunities in top-tier national outlets, coordinating necessary preparations, messaging, and risk management.
- Advance press events and staff the Member as needed for media engagements.
- Establish and maintain relationships with Ohio media, and activate current relationships with national, and D.C.-based media.
- Draft and distribute media materials including press releases, statements, media advisories, and op-eds.
- Assist with developing social media content creation, including rapid response.
- Complete special projects.
- Develop and execute media strategy as part of the office's larger communications strategy.

Salary is competitive and commensurate with experience.

The Office of Congresswoman Beatty is an Equal Opportunity Employer who does not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. LGBTQ+, and minority candidates as well as candidates from underrepresented groups are encouraged to apply.



Please submit your resume and cover letter to [oh3.jobs@mail.house.gov](mailto:oh3.jobs@mail.house.gov) using the following subject header: PRESS SECRETARY: First name, Last name.

**MEM-451-23** The Office of the Rep. Maxine Waters (D-CA-43) the Ranking Member of the House Committee on Financial Services (FSC), has an immediate need for an experienced policy professional and manager to be the Member's **Legislative Director/Counsel**.

The Legislative Director will focus on the Member's non-FSC policy priorities including civil rights issues. Working closely with the Chief of Staff and Communications Director the Legislative Director will aim to ensure the Member's strategic legislative vision is implemented. This is not an entry-level position. The ideal candidate will have significant previous experience working in legislative roles on Capitol Hill.

#### CORE RESPONSIBILITIES AND DUTIES:

- Ensures legislative staff focuses on Member's policy goals.
- Proposes policy positions and formulate legislative solutions.
- Recommends strategies and tactics on advancing Member's legislative priorities.
- Handles short-term and long-term legislative planning for the Member.
- Manages direction of legislative team.
- Monitors and reports floor action to the Member and the Chief of Staff.
- Writes and reviews legislative memos.
- Works with legislative team to develop vote recommendations.
- Coordinates responses to legislative mail.
- Communicates and strategizes with the District Director and/or district office staff on policy initiatives targeted towards constituents.
- Maintains up-to-date status reports on all legislation affecting the district, legislation sponsored by the Member, legislation on which the Member is an original, lead cosponsor, and legislation on which the Member is a cosponsor.
- Oversees activities in the office in the absence of the Chief of Staff.
- Performs other duties as assigned.

#### QUALIFICATIONS

- Juris Doctor degree required.
- Ability to work in face-paced environment with high-profile Member.
- Prior experience as a Legislative Director or Senior Legislative Assistant strongly preferred.
- 3 – 6 years of Capitol Hill experience strongly preferred.
- At least 2 years of management experience.
- Thorough understanding of the legislative process
- Expertise and/or experience in judiciary related issues, e.g., civil rights, women's rights, gun policy, constitutional law, etc., and foreign affairs strongly preferred.
- Strong leadership and organizational skills.
- Strong time management skills.

- Excellent oral and written communication skills.
- Managing complex, multi-stakeholder initiatives and driving collaborative processes.
- Availability to work long hours.
- Flexible and adaptable to a variety of personalities and situations.
- Familiarity with California and/or district 43 preferred but not required.

#### SALARY

Commensurate with experience.

#### Applicant Instructions:

Interested candidates should submit a resume, cover letter and at least 2 references to [stephanie.moore@mail.house.gov](mailto:stephanie.moore@mail.house.gov) with “Legislative Director/Counsel” in the subject line. This position will remain open until filled. Incomplete applications may not be considered.

This office is an equal opportunity employer and will consider all applicants without regard to race, color, religion, sex, marital or parental status, sexual orientation, gender identity, national origin, disability or national origin.