



U.S. House of Representatives

CAO

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MEMBER AND COMMITTEE VACANCY LISTING

Week of August 31, 2021

MEM-349-21 Rep. Grace F. Napolitano's office seeks a **Staff Assistant/Legislative Correspondent** in our Washington, DC office.

The position is responsible for staff assistant duties of greeting visitors, answering phones, providing assistance to constituents, including arranging tours, taking flag requests, and general assistance to staff. The position also includes being the Legislative Correspondent and collecting and organizing constituent mail, drafting response letters, and informing the Congresswoman and staff of the constituent correspondence.

The position is also responsible for managing and hiring interns. 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. California ties and Spanish-language skills are a plus.

Please send a resume, cover letter, and writing sample
to NapolitanoCP@mail.house.gov.

MEM-348-21 The Office of Congressman Jamaal Bowman (NY-16) is seeking a highly motivated, full-time **District Press Secretary** based out of the Bronx/Westchester office.

ABOUT US

Our team is fortunate to represent and fight for New York's 16th Congressional District. We are a diverse, dynamic, kind and joyful team that is driven by the mission of racial and economic justice. We possess a clear understanding that structural racism and economic inequality exist throughout all institutions and policies, including but not limited to housing discrimination, environmental racism, wealth inequality, under resourced schools, mass incarceration and redlining. We will use all levers to meet people's needs while building a better future.

THE ROLE

Responsibilities include outreach and relationship building with local media; strategic communications planning; arranging local media interviews; drafting talking points and materials such as press releases and media advisories; preparing franked materials such as email newsletters and mailers; staffing the member and collecting photo/video at district events; and other responsibilities as determined by the Communications Director. The ideal candidate is an excellent writer with good press and political judgment, an attention to detail, and the ability to work well in a fast-paced environment.

The salary for this position is \$55,000. Individuals proficient in Spanish are preferred, but not required. Prior experience with a congressional office is not necessary. Familiarity with local media beats, and especially the Westchester/Bronx region strongly preferred.

Interested candidates should upload a resume, cover letter, and complete the short writing task at the following link: <https://airtable.com/shrgwGpoJo0HHcJkw>

Any further questions about the role should be directed to Bowman.Jobs@mail.house.gov with the subject line "District Press Secretary." Underrepresented candidates and those with New York City/ Westchester County ties are encouraged to apply.

Application closes September 18th, 2021.

ALL APPLICANTS WILL BE CONFIDENTIAL UNTIL FINAL ROUND

MEM-342-21 Rep. Sharice Davids' Office is seeking to hire a new DC based **Staff Assistant**.

The Staff Assistant is responsible for a number of administrative duties, including: maintaining the front office (when we are able to work in the office and have visitors again), assisting the Office Manager with coordinating office operations, and helping the communications and legislative staff with various tasks.

This position also oversees Rep. Davids' internship program in DC and drives and helps staff the Member at events (car required). The ideal candidate must be detail-oriented, well organized, and accustomed to a fast-paced work environment.

Rep. Davids' Office is committed to, and benefits from, a diverse staff, and candidates of all backgrounds are highly encouraged to apply. Bachelor's Degree required. Hill experience and Kansas ties preferred.

Qualified candidates should submit a resume and cover letter to ks03.jobs@mail.house.gov by COB September 1, 2021 with the subject line "Staff Assistant – LAST NAME, FIRST NAME". No phone calls, please.

MEM-342-21 The Office of Congressman Brad Sherman (CA-30) is seeking to fill a job opening for a **caseworker** position in the (Sherman Oaks) district office.

Caseworker responsibilities include:

- Interact with constituents via phone, email and in-office meetings;
- Assist senior staff with administrative responsibilities;
- Input, file and review constituent inquiries;
- Contact federal agencies on behalf of constituents

Applicant should be organized, professional, highly motivated and must possess strong writing, typing and interpersonal skills. Must be able to work in a fast-paced environment and meet deadlines. Proficiency with Microsoft Office and database software preferred.

Position is entry-level, but past experience in a social work or government field is preferred. Candidate should have graduated from an accredited four-year college or university with a bachelor's degree.

Salary commensurate with experience. We offer a generous student loan reimbursement package.

Please submit cover letter and resume attn: Scott Abrams to scott.abrams@mail.house.gov

No calls please.

MEM-341-21 Rep. Eric Swalwell (D-CA) seeks a highly organized and dedicated **Legislative Director** to manage his legislative team and agenda, specifically his work on the House Judiciary Committee.

Responsibilities will include but are not limited to ability to manage a team, developing legislative proposals and strategy; preparing memos, floor statements and remarks; generating non-legislative initiatives and in-district event ideas to

advance the Congressman's priorities; and representing him in meetings with constituents and outside groups.

This is not an entry-level position and previous legislative, Capitol Hill experience (4+ years) and JD is required. Women, LGBTQ+, and/or other underrepresented communities are strongly encouraged to apply, as well as candidates with California ties. Please submit your resume, cover letter, two references, and one writing sample CAHouseJob@mail.house.gov and include "Legislative Director" in the subject line.

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-340-21 Pennsylvania Republican House Member is looking to hire a **Staff Assistant** for the Washington, DC office in a full-time capacity. Interested candidates are encouraged to submit a resume and cover letter by September 3. Once the application period closes, the office will contact the best qualified candidates to begin the interview process.

Job Expectations:

The Staff Assistant will be expected to manage the front desk during office hours, oversee the internship program, handle Capitol and White House tour requests, fulfill flag requests, coordinate legislative correspondence, support administrative office needs, and assist the D.C. office staff with work as assigned.

Staff Assistants often provide the first impression of the office to constituents, guests, and other VIPs. The experience gained in the Staff Assistant role provides a solid foundation to advance into positions of increasing responsibility within the D.C. office.

Salary Level/Range: Commensurate with Experience

Job Duties:

- Provide a welcoming environment and positive first impression of the office to constituents, visitors, and other VIPs
- Recruit, train, and mentor interns with an aim toward insuring they both add value and have a good experience in our office
- Handle incoming calls with poise, professionalism, and promptness
- Capture input from constituents on policy matters for the office's consideration and response
- Work closely with the Member's Scheduler to ensure appointments are on time
- Lead internship program, including supervising and training interns
- Assist Policy Team with letter drafting and research; coordinate letter research and drafting between policy staff and interns, as needed

- Organize and manage tasks for constituents including flag requests, providing tours of the Capitol, and arranging visits to other national landmarks

Requirements:

- Effective communication skills for verbal and written correspondence
- Effective teamwork skills and the ability to support the needs of multiple team members and leaders in the office required
- Professional demeanor and an upbeat disposition while interacting with visitors, staff members, and stakeholders in a fast-paced, highly dynamic environment required
- Time management skills including the ability to prioritize, and track work status required
- Attention to detail

Preferences:

- Bachelor's degree government, political science, public policy, or related field
- Ties to the district are strongly preferred.
- Prior constituent service or customer relationship management preferred.
- A demonstrated interest in public service

Applicant Instructions:

Interested applicants should e-mail a resume and cover letter to jobsforpal3@mail.house.gov with the subject "Staff Assistant: {LAST NAME}" by September 3rd. Incomplete or late applications will not be considered.

Notice:

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-337-21 Press Secretary

The office of Congressman Jerrold Nadler (NY-10) seeks a motivated and hardworking communications professional to join a fast-paced communications team to help manage communications with both a Washington and a New York focus.

Responsibilities include drafting communications materials (press releases, newsletters, op-eds, written remarks, etc.); maintaining active social media accounts; working closely with both national and local press; updating media lists; and coordinating with legislative staff, district staff, and the Judiciary Committee communications team.

Qualified candidates must have excellent written and oral communication skills; the ability to comprehend and summarize complex legislation quickly; a proven ability to perform under pressure while juggling multiple tasks; and sound political judgment. Candidates should have at least 2 years of relevant experience.

Prior Hill or campaign experience, as well as familiarity with New York City political dynamics is preferred.

The office of Congressman Nadler strives to ensure that our staff represents the diversity of the country's population and strongly encourages women and members of historically disadvantaged minority groups to apply. The office of Congressman Nadler 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 cover letter, resume and three writing samples to Job.Jdem@mail.house.gov.

MEM-336-21 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 \$38,000 per year. Please email cover letter and resume with "Staff Assistant" in the subject line to ethicsjobs@mail.house.gov

NO PHONE CALLS PLEASE

MEM-335-21 Senior Democratic House Member seeks a **Scheduler/Executive Assistant** for the Washington office. The scheduler will manage all aspects of the Member's daily and long-term schedule in D.C. and in the District.

The ideal candidate should be well-organized, detail-oriented, self-motivated, and able to work effectively in a fast-paced office. Prior scheduling experience on the Hill or comparable work environment is preferred.

Responsibilities include tracking, evaluating, and responding to invitations and scheduling requests; coordinating travel for the Member; assisting with budgeting; vouchering invoices for payment; and office management.

Applicants should send their resume and cover letter to schedulerjobdc@yahoo.com

MEM-334-21 Florida Democratic House office seeks a driven and talented individual to serve as **Digital Press Secretary**.

The position reports directly to the Communications Director and is responsible for the day-to-day responsibilities of all aspects of the office's digital operation, including social media, email, photography, graphic design, website, video, and streaming. The Digital Press Secretary will also assist in other areas of the office's communications portfolio, including staffing events; drafting memos, talking points, press releases, and flyers; and other projects.

Position will be based out of member's Orlando office. Candidates should be comfortable working individually on projects and with teams in multiple locations, possess strong writing, graphic design, and organizational skills, and have a strong attention to detail.

This is not an entry-level position. Ideal candidate will have at least two years previous experience with digital communications, including familiarity with graphic design and video editing.

This office is an equal opportunity employer. All candidates are encouraged to apply.

Qualified candidates should submit a cover letter, resume, two writing samples, and three graphic design or video samples to FL10.resume@mail.house.Gov

MEM-331-21 Senior progressive appropriator and member of House leadership seeks a **Staff Assistant/ Legislative Correspondent** to operate and manage the front office and correspondence program.

Responsibilities include handling all aspects of front office operations including answering phones, handling tour and flag requests, managing the constituent mail program by sorting and batching incoming correspondence, drafting and editing letters, and ensuring approval from the LD. The Staff Assistant/ LC is also responsible for coordinating technology and systems with technology support team and managing the intern program.

The successful candidate is extremely well organized, an excellent writer and editor, and a self-starter, who pays attention to detail. Spanish language skills and/ or CA ties are a plus.

Our 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 color and people from underrepresented groups are strongly encouraged to apply.

To apply, send a cover letter, resume and short writing sample to lee.resumes@mail.house.gov with “Staff Assistant/ LC” in the subject line.

MEM-330-21 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. Salary commensurate with experience.

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

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

This office is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity. Women, people of color, and

candidates from diverse backgrounds are strongly encouraged to apply.

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

MEM-322-21 SENIOR POLICY ADVISOR/ APPROPRIATIONS ASSOCIATE: Rep. Marcy Kaptur seeks an experienced legislative staffer to handle a portfolio including energy/environment (both in the personal office and as a liaison to her appropriations subcommittee staff in her role as Chair), as well as transportation, infrastructure, and judiciary.

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

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

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

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

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

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

Responsibilities include but are not limited to:

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

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

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

MEM-319-21 The Office of Congressman Andy Harris, M.D. (MD-01) has an immediate opening for an organized, detail-oriented individual to serve in the position of **Staff Assistant** in a fast-paced and highly collaborative Capitol Hill office with a strong commitment to exceptional constituent service.

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

Our office is an equal opportunity employer. Please send resume, cover letter, and writing sample in one PDF document to: MD01jobopenings@mail.house.gov. Subject line: 2021 Staff Assistant Opening.

No phone calls please.

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

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

Strong preference given to (1) prior Capitol Hill experience and (2) Hawai'i background, and applicants are asked to detail these attributes. The position also requires initiative, strong interpersonal skills, the ability to multitask, work independently and effectively under pressure, make decisions and solve problems, orientation to detail, excellent verbal communication and writing skills, and long hours especially adjusting to changing time zones.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The diversity & inclusion statement should be 250 words or less and: 1) Explain how your past personal and/or professional experiences have contributed to your growth in understanding diversity, equity, and inclusion, and/or 2) Explain how you plan to engage in diversity, equity and inclusion matters in this role. Applications will not be considered complete if there is no diversity & inclusion statement.

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

This role will support all aspects of a demanding communications operation, with responsibilities including but not limited to drafting press materials such as releases, background memos, talking points and op-eds; creating content for paid and organic social media on various platforms; and maintaining the website. The press and digital manager/legislative correspondent will also execute the office's mail program, with assistance from Legislative Fellows, interns, and the Staff Assistant.

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

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

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

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

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

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

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

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

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