



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING

Week of May 31, 2023

MEM-287-23 The Office of Rep. Abigail Spanberger (VA-07) is seeking an experienced, highly-motivated **Legislative Assistant**. The Legislative Assistant will handle one of the following two portfolios (with some flexibility):

1. Healthcare, drug reform, opioid crisis, seniors, pensions, social security, labor
2. U.S. Competitiveness, manufacturing, trade and supply chains, transportation, infrastructure, energy, technology

Responsibilities will include drafting and advancing legislative proposals, preparing the Member for hearings and markups, meeting with stakeholders and constituents, providing vote recommendations, and performing additional tasks as assigned. The best-qualified candidates will have policy experience in one or more of those issue areas, Hill experience, strong writing and analytical skills, and the ability to operate with grace and humor in a fast-paced environment.

Other advantages include experience in a frontline office, ties to Virginia, and advanced education. This is not an entry-level position. Starting salary for Legislative Assistants is \$65,000; candidates with prior experience as a Legislative Assistant may qualify for a higher title and pay band.

Applicants should email a cover letter, resume, two writing samples, and three references to Spanberger.Inquiries@mail.house.gov with "Legislative Assistant –

[Last Name]” as the subject line. Please include in your cover letter a sentence describing your preferred portfolio.

This office is an equal-opportunity employer. We do 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.

MEM-286-23 Rep. Seth Moulton (MA-06) is seeking an experienced DC-based **Scheduler** to manage the Member’s daily and long-term DC and MA schedule.

The Scheduler manages two operations staff (one in DC and one in MA) and a Scheduling Assistant. The Scheduler organizes and tracks all events and invitations, travel arrangements, and Member preparation, in consultation and coordination with the appropriate staff. This person must also be detail-oriented, friendly, and must display exemplary judgment in a fast-paced and rapidly changing environment.

Qualifications/Prior Experience:

- Bachelor's Degree
- 1+ years of experience in scheduling (Congressional scheduling experience preferred)
- Highly organized
- Team-oriented
- Strong problem solving abilities
- Ability to balance competing priorities
- Superior written and verbal communication skills
- Comfortable working in Gsuite/Gcal, Slack

Role and Responsibilities:

- Operationalizes the strategic priorities of the office
- Works directly with DC and DO special assistants in coordinating all daily movements
- Hires and manages Northeastern Co-op (Scheduling Assistant)
- Provides scheduling update and read ahead in DC, district, and leads all scheduling meetings with senior staff and Seth
- Manages task assignment and completion within the scheduling team, and responsible for schedule execution
- Oversees calendar data information requests

Please send a resume and cover letter to ma06.resumes@mail.house.gov. Applications will be accepted on a rolling basis. The salary for this position is commensurate with experience.

This position requires regular availability by phone and email outside of typical business hours. Our office is an equal opportunity employer and women, people

of color, members of the LGBTQ+ community, and members of other traditionally underrepresented communities are encouraged to apply.

MEM-285-23 Senior Legislative Assistant or Counsel

The Office of Congresswoman Pramila Jayapal (WA-07) is seeking a Senior Legislative Assistant or Counsel to lead the office's Judiciary portfolio.

The Congresswoman is a Member of the House Judiciary Committee and the Ranking Member on the Subcommittee on Immigration Integrity, Security and Enforcement. This position will lead on all issues within the jurisdiction of the Judiciary Committee (except Immigration), which include but are not limited to: antitrust, courts, criminal justice, elections, protection of civil rights and civil liberties, and intellectual property.

Responsibilities include but are not limited to:

- Preparing and staffing the Congresswoman for committee hearings and markups including proposing strategic approaches, drafting remarks and questions, understanding issues sufficiently to respond to questions;
- Advancing current and new legislative initiatives including idea generation, building support, legislative drafting and producing accompanying materials, such as speeches, policy memos, and factsheets;
- Developing expertise in new issue areas as they arise;
- 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:

- 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. Position location is Washington, DC.

Candidates should submit their resume, cover letter, two writing samples, and references in PDF format to jobs.pramila@mail.house.gov with "Judiciary Counsel/Senior LA": [Applicant's First and Last Name] in the subject line. No calls or drop-ins please.

MEM-284-23 TITLE: **Investigator**, U.S. House Committee on Veterans' Affairs, Republican Staff

REPORTS TO: the Staff Director, Subcommittee on Oversight and Investigations
Core Responsibilities:

- Under the guidance of the Subcommittee Staff Director, conduct investigations into the Department of Veterans Affairs.
- Conduct oversight of Subcommittee issue areas, including Department implementation of laws, regulations, and programs.
- Develop investigative strategies and implementing investigative plans
- Review evidence and data to analyze, develop, and provide detailed written and oral reports of findings
- Interview witnesses and subjects
- Assist the Subcommittee Staff Director in advising the Full Committee leadership and Subcommittee leadership on legislative initiatives
- Draft hearing, markup, and floor statements for the Full Committee leadership and Subcommittee leadership
- Assist in determining Full Committee and Subcommittee hearing topics and prepare for hearings
- Meet with congressional staff and internal/external organizations on behalf of the Committee
- Perform other duties as assigned by the Subcommittee Staff Director, Full Committee Deputy Staff Director, and Full Committee Staff Director

Qualifications:

- Undergraduate degree required
- At least three years of relevant work experience, including experience leading or working on investigations
- Excellent writing, editing, and proofreading skills
- Excellent oral communication skills
- Thoroughness and careful attention to detail
- Demonstrate ability to exercise discretion and independent judgment in the formulation and recommendation of policy positions
- Knowledge of current issues and events in which the Full Committee leadership is involved
- Ability to work long hours, under pressure, and be cooperative and courteous with others
- Domestic travel will be required (up to 40% of the time), with the possibility of international travel.
- Work independently or as part of an investigative team

Benefits:

Employees may be eligible for the following benefits:

- Sick and Annual Leave
- Metro benefits or parking
- Student Loan Repayment Program

- Federal Employees Health Benefits Program
- Thrift Savings Plan
- Federal Employees' Group Life Insurance Program
- Federal Long-Term Care (LTC) Insurance
- Flexible Spending Accounts (FSAFEDS)
- Dental & Vision Insurance Program (FEDVIP)

Other Information:

Employment with the U.S. House of Representatives is at-will. The U.S. House of Representatives is an equal opportunity employer. All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), disability, or age. Transportation and all related travel expenses associated with the interview and hiring process must be paid by the applicant.

How to Apply:

Interested candidates should send their cover letter and resume to james.whittaker@mail.house.gov "O&I Investigator" in the subject line.

What to Expect Next:

Your resume and cover letter will be reviewed to determine if you are among the top candidates. If you are one of the top candidates, you will be contacted for an interview.

MEM-283-23 TITLE: **Research Assistant**, Subcommittee on Oversight and Investigations, House Committee on Veterans' Affairs, Republican Staff

REPORTS TO: Republican Staff Director, Subcommittee on Oversight and Investigations

CORE RESPONSIBILITIES:

- Provides administrative, legislative, investigative, and research support to Subcommittee staff, and assists with other duties as assigned.

DUTIES:

- Answering the telephone and corresponding with veteran whistleblowers;
- Travelling (estimated 20% of time) throughout the United States to investigate whistleblower complaints;
- Assisting with Subcommittee hearings and full Committee hearings on matters within Subcommittee jurisdiction;
- Assisting in drafting legislation for the Subcommittee;
- Assisting Subcommittee staff in organization of, and preparation for, hearings, to include preparation of research and hearing briefing memo, and development of questions;
- Conducting meetings with VA, veteran service organizations or other parties;
- Briefing subcommittee Members' staff;

- Drafting remarks for the Chairman and suggested questions for hearings;
- Preparing memoranda for the full and subcommittee Chairman on matters under the jurisdiction of the Subcommittee;
- Responsible for all other duties assigned by the full Committee Chairman, Staff Director, or Deputy Staff Director; and assist other Committee staff, as needed.

QUALIFICATIONS:

- Bachelors Degree
- Work, internship, or other experience in a professional environment
- Willingness to travel 20% of the time
- Strong writing skills
- Proficiency in Microsoft Office
- Organizational skills
- Team oriented
- Ability to work well under pressure
- Attention to detail

BENEFITS:

- Sick and Annual Leave
- Metro benefits or parking
- Student Loan Repayment Program
- Federal Employees Health Benefits Program
- Thrift Savings Plan
- Federal Employees' Group Life Insurance Program
- Federal Long-Term Care (LTC) Insurance
- Flexible Spending Accounts (FSAFEDS)
- Dental & Vision Insurance Program (FEDVIP)

How to Apply:

Qualified candidates please send résumés and cover letter only to james.whittaker@mail.house.gov with “Research Assistant” in the subject line.

The deadline to apply is June 1, 2023.

What to Expect Next:

Your résumé and cover letter will be reviewed to determine if you are among the top candidates. If you are one of the top candidates, you will be contacted for an interview.

MEM-282-23 The Office of Congressman Mike Garcia (CA-27) has an immediate need to hire an experienced communications/media relations professional to serve as the office’s **Communications Director**.

This full-time position is primarily based in the Washington, D.C. office. However, the position requires some travel to the district to support media relations and press events.

The Communications Director is expected to work closely with the Member, Chief of Staff, Legislative Director, Press Secretary, and District Director to develop and execute a coordinated plan to advance the Member's communications goals. The Communications Director will be responsible for managing a highly active press shop.

Responsibilities include but are not limited to: pitching and booking national and local media, working with the press secretary to develop and distribute press materials, writing and placing op-eds, managing the communications budget, and overseeing the development and distribution of a large mass mail and digital advertising program.

The ideal candidate will have proven experience with pitching and booking national media, is a strong writer, organized, and detail-oriented. A strong candidate will also have experience in defense and national security policy communications. California ties are a plus. Previous Hill and Communications Director experience is preferred.

To apply, please send an email with the subject line "Communications Director – [NAME]" with your cover letter, resume, a writing sample, and three work references to mikegarciapress@gmail.com

MEM-280-23 TITLE: **Research Assistant**, Subcommittee on Economic Opportunity, House Committee on Veterans' Affairs, Republican Staff

REPORTS TO: Republican Staff Director, Subcommittee on Economic Opportunity

CORE RESPONSIBILITIES:

- Provides administrative, legislative, and research support to Subcommittee staff, and assists with other duties as assigned.

DUTIES:

- Answering the telephone and responding to caller inquiries;
- Maintaining Subcommittee archive, activities report, and relevant publications;
- Assisting with Subcommittee hearings and full Committee hearings on matters within Subcommittee jurisdiction;
- Maintaining the Subcommittee's outstanding deliverable requests made to the Department of Veterans Affairs (VA);
- Participating in staff-level negotiations, to include knowledge of background information on legislation being considered;
- Assist in drafting legislation for the Subcommittee;
- Assisting Subcommittee staff in organization of, and preparation for, hearings, to include determination of Minority agenda, preparation of research and hearing briefing memo, and development of questions;
- Conducting meetings with VA, veteran service organizations or other scheduled

parties;

- Briefing subcommittee Members' staff;
- Drafting remarks for the Chairman and suggested questions for hearings;
- Preparing memorandums for the full and subcommittee Chairman on matters under the jurisdiction of the Subcommittee;
- Research preparation of hearings by reviewing previous hearing transcripts, relevant statutes, and VA policy; and,
- Responsible for all other duties assigned by the full Committee Chairman, Staff Director, or Deputy Staff Director; and assist other Committee staff, as needed.

QUALIFICATIONS:

- Bachelor of Arts or Science;
- Work, internship, or other experience in a professional environment;
- Strong writing skills
- Proficiency in Microsoft Office
- Organizational skills
- Problem solving
- Strong verbal communication
- Team oriented
- Ability to work well under pressure
- Attention to detail

How to Apply:

Qualified candidates please send résumés and cover letter only to the following e-mail address: VAR.Resumes@mail.house.gov with "EO Republican Research Assistant" in the subject line. No calls or walk-ins, please.

What to Expect Next:

Your résumé and cover letter will be reviewed to determine if you are among the top candidates. If you are one of the top candidates, you will be contacted for an interview.

MEM-279-23 The House Democracy Partnership (HDP), a bipartisan commission of the House of Representatives that works to strengthen democratic institutions in more than 20 partner countries around the world, is seeking a full-time, permanent **Deputy Director**.

This is a senior-level position that requires substantial experience working in foreign policy or international development in the U.S. government and/or at non-governmental organizations, as well as significant experience in communications. Experience serving on congressional committees or commissions, familiarity with U.S.-funded democracy and governance programs, and/or organizing executive-level training or international exchange programs is strongly preferred.

The Deputy Director will assume significant responsibility for the following commission functions, with his/her final portfolio to be based on the successful candidate's knowledge, skills, and experience:

- Develop and drive a multi-channel communications strategy including preparing all communications material, social media content, reports, speeches, and website maintenance;
- Assist with implementation of all HDP programs, including outbound congressional and staff delegations, U.S.-based training programs, ad hoc technical assistance missions, and periodic assessments of current or prospective partner countries;
- Participate directly in HDP programs as a member of outbound congressional and staff delegations and an active participant in U.S.-based training programs;
- Conduct periodic evaluations of HDP's programs and activities, and directing other strategic planning activities as required;
- Advise HDP members on developments related to HDP partner countries and to U.S. democracy and governance programs more broadly, including preparing members for participation in congressional delegations and training programs;
- Assist with managing HDP's relationships with internal stakeholders (including the Committee on Foreign Affairs, House Leadership, and other Members and Committees) and external stakeholders (including the State Department, USAID, NDI, IRI, and partner governments).

HDP is an independent congressional commission whose programs are supported by the House Committee on Foreign Affairs, the U.S. Agency for International Development (USAID), and USAID's implementing partners, the National Democratic Institute (NDI) and International Republican Institute (IRI). Because of this unique organizational structure, the Deputy Director serves as a professional staff member of the House Foreign Affairs Committee (HFAC), with offices and administrative support provided by both HFAC and the Committee on House Administration. The Deputy Director reports directly to the Executive Director and serves at the pleasure of the HDP Chairman. Likewise, the Deputy Director works closely with the staff of the HDP Chairman and Ranking Member, and with staff from NDI and IRI in the development and execution of HDP programs. A highly collaborative attitude and an ability to manage complex projects involving multiple stakeholders are thus essential qualifications for this position.

The target start date for this position is July 5, 2023. Interested candidates should submit a CV, cover letter, and three professional references to House Democracy Partnership House_Democracy_Partnership@mail.house.gov.

The House Democracy Partnership office is located in the Cannon House Office Building, and is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment.

MEM-277-23 Rep. Mike Kelly (PA-16) seeks a **Legislative Assistant** for his Washington, D.C. office.

This position will primarily be responsible for managing the Congressman's agriculture, appropriations, energy, and natural resources priorities.

Responsibilities include advising the Congressman on all legislative areas within their portfolio, monitoring floor debate, preparing vote recommendations, and working closely with constituents and stakeholders on relevant district issues.

Ideal candidates will have a minimum of 1 year in a Congressional office. Pennsylvania ties are preferred.

Qualified candidates should submit a resume and cover letter to quinn.ritchie@mail.house.gov

MEM-276-23 TITLE: **Research Assistant**, Subcommittee on Disability Assistance and Memorial Affairs, House Committee on Veterans' Affairs, Majority Staff

REPORTS TO: Majority Staff Director, Subcommittee on Disability Assistance and Memorial Affairs

CORE RESPONSIBILITIES:

- Provides administrative, legislative, and research support to Subcommittee staff, and assists with duties as assigned.

DUTIES:

- Answering the telephone and responding to caller inquiries;
- Reviewing incoming mail and preparation of correspondence;
- Maintaining Subcommittee archive, activities report, and relevant publications;
- Assisting with full Committee hearings on matters within Subcommittee jurisdiction;
- Maintaining the Subcommittee's outstanding deliverable requests made to the Department of Veterans Affairs (VA);
- Determining and tracking the status of pending legislation;
- Reviewing the Congressional Record, Federal Register, House Calendar, and other publications for matters of interest to subcommittee Members and staff;
- Participating in staff-level negotiations, to include knowledge of background information on legislation being considered;
- Assisting Subcommittee staff in organization of, and preparation for, hearings, to include determination of Majority agenda, briefing of Members, and development of questions;
- Conducting meetings with VA, veteran service organizations or other scheduled parties;
- Drafting remarks for Chairman and suggested questions for hearings;
- Preparation of memorandums for the full Committee and Subcommittee

Chairman on matters under the jurisdiction of the Subcommittee;

- Research preparation of hearings by reviewing previous hearing transcripts, relevant statutes, and VA policy; and,
- Responsible for all other duties assigned by the full Committee Chairman, Staff Director, or Deputy Staff Director; and assist other Committee staff, as needed.

MINIMUM QUALIFICATIONS:

- Bachelor of Arts or Science;
- Work, internship, or other experience in a professional environment;

REQUIRED SKILLS:

- Strong writing skills;
- Proficiency in Microsoft Office;
- Organizational skills;
- Problem solving;
- Strong verbal communication;
- Team oriented;
- Ability to work well under pressure; and,
- Attention to detail.

Benefits:

Employees may be eligible for the following benefits:

- Sick and Annual Leave
- Student Loan Repayment Program
- Federal Employees Health Benefits Program
- Thrift Savings Plan
- Federal Employees' Group Life Insurance Program
- Federal Long-Term Care (LTC) Insurance
- Flexible Spending Accounts (FSAFEDS)
- Dental & Vision Insurance Program (FEDVIP)
- Metro or Parking Benefits

Other Information:

Employment with the U.S. House of Representatives is at-will. The U.S. House of Representatives is an equal opportunity employer. All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), disability, or age. Transportation and all related travel expenses associated with the interview and hiring process must be paid by the applicant.

How to Apply:

Qualified candidates please send their cover letter, resume, and three writing samples to the following e-mail address: VAR.Resumes@mail.house.gov with "DAMA Republican Research Assistant" in the subject line. No calls or walk-ins, please.

MEM-275-23 Rep. Josh Gottheimer seeks qualified candidates for the position of **Director of Operations and Scheduling** in his DC office.

Ideal candidates will have:

- A Bachelor's degree or related job experience.
- 3-5 years of operations experience in a Congressional office, on a political campaign, or in another fast-paced administrative environment.
- At least one year of management experience.
- Excellent attention to detail, and strong organizational skills.
- Sound judgment.
- Strong communication skills.
- Capacity to communicate with a wide variety of personalities in a tactful, courteous, and professional manner.
- Willingness to accept direction and guidance on performance and process improvements from the Chief of Staff and Member.
- The ability to anticipate challenges and proactively offer solutions.
- The ability to thrive in a fast-paced environment.
- The ability to work flexible hours including long hours, nights, and weekends.

Responsibilities include:

- Ability to perform each of the essential job functions set forth below.
- Serving as a member of the Congressman's senior staff.
- Supervising the Scheduler and DC Staff Assistant including providing feedback and conducting performance reviews.
- Knowledge of and adherence to office policies, procedures, and practices
- Managing the scheduling and operations process end to end with minimal direct involvement from the Chief of Staff and other senior staff including:
- Working with a variety of stakeholders to balance the Member's time between commitments.
- Working with the Scheduler to evaluate and schedule incoming requests and invitations in DC and the District.
- Working with the operations team to ensure that briefing materials are provided for each event and meeting and ensuring that staff have appropriate advance notice of needs.
- Ensuring office policies are followed.
- Ensuring office supplies and routine office purchases are kept up to date.
- Ensuring travel arrangements are properly coordinated.
- Other duties as assigned.

This position reports to the Chief of Staff. The salary range is \$80,000 - \$100,000, commensurate with experience.

Notice:

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, age, disability, military status,

parental status, marital status, sexual orientation, or any other factor or basis prohibited by applicable federal law. Applicants with disabilities who require reasonable accommodation to participate in the application or hiring processes are encouraged to request an accommodation at any time during those processes.

Applicant Instructions:

All interested candidates are encouraged to submit a resume and cover letter with “Director of Operations and Scheduling - Last Name” as the subject line to NJ5Jobs@mail.house.gov.

MEM-274-23 Rep. Josh Gottheimer seeks a dynamic New Jersey-based District **Press Secretary** to help lead the communications team.

The position will manage and execute the communications and digital media functions of the office including:

- Pitching and fielding a high volume of press requests
- Maintaining relationships with district media
- Managing local press events
- Writing press releases, op-eds, speeches, newsletters, and talking points
- Leading interview preparation and media relations efforts
- Managing all social media channels and web content

Ideal candidates will have:

- At least 2-3 years of experience working in political communications and/or working in fast-paced media environments
- The ability to operate proactively and collaboratively
- The ability to thrive in a fast-paced environment.
- The ability to work flexible hours including long hours, nights, and weekends.

The position reports to the Deputy Chief of Staff.

Notice:

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, age, disability, military status, parental status, marital status, sexual orientation, or any other factor or basis prohibited by applicable federal law. Applicants with disabilities who require reasonable accommodation to participate in the application or hiring processes are encouraged to request an accommodation at any time during those processes.

Applicant Instructions:

All interested candidates are encouraged to submit a resume and cover letter with “Director of Operations and Scheduling - Last Name” as the subject line to NJ5Jobs@mail.house.gov.

MEM-273-23 Member Office Name/Job Title:
Scheduler/Executive Assistant for Rep. Brad Schneider

Background:

Rep. Brad Schneider is seeking to hire a full-time Scheduler/Executive Assistant for the Washington, D.C. office. Interested candidates are encouraged to submit a resume, cover letter, and references by June 1st.

Job Expectations:

The Scheduler/Executive Assistant will be expected to work closely with the Member, Chief of Staff and leadership team to oversee the office schedule, coordinate the Member's official schedule, arrange travel plans, and other related duties. The Scheduler/Executive Assistant will also act as the Member's liaison with other Congressional offices, constituents, and other others, including executives from the public, private, and non-profit sectors. As well, the Scheduler/Executive Assistant will assist the Member and his team in other executive support functions.

Salary Level/Range: Salary is commensurate with experience.

Job Duties:

- Has primary responsibility for coordinating and communicating the Member's schedule with the Member and other team members
- Schedules meetings and other official activities with committees, constituents, other visitors, other Member offices, executive branch officials and agencies, foreign dignitaries, etc.
- Works with the Member, Chief of Staff, Deputy Chief of Staff, District Director, Legislative Team and District Scheduler to determine and finalize the Member's daily schedule and manage briefing materials
- Oversees the work of the District Scheduler
- Briefs the Member on all scheduling activities of the Washington, D.C., and district offices as needed
- Monitors and tracks the Member's incoming telephone calls, manages messages, and returns calls as requested
- Partners with the communications team and district office staff to schedule media (print, radio and television) interviews
- Coordinates official travel arrangements
- Keeps irregular work hours, particularly when the Member is working in D.C.
- Other duties as assigned

Requirements:

- Experience coordinating several scheduling activities with multiple parties
- Exceptional communications skills (oral and written)
- Able to manage irregular office work hours, particularly when member is in D.C.
- Able to manage varying priorities and adapt to ever-changing situations
- Experience handling sensitive information and maintaining confidentiality

- Adaptable and organized
- Exemplary time management, planning, and organizational skills.
- Strong decision-making skills and comfortable navigating challenging situations
- Detail-oriented and able to prioritize and manage multiple projects and staff.
- Experience managing official records within an office

Preferred, but not Required:

- Bachelor's degree
- Scheduling experience beneficial but open to considering other work backgrounds
- Prior relevant job experience
- A demonstrated interest in public service

Applicant Instructions:

Interested candidates should submit a cover letter, 2-3 references, and a resume by June 1st to il10.jobs@mail.house.gov. The subject line should read "Scheduler/Executive Assistant: [NAME]" Applications will be considered on a rolling basis.

Notice:

The Office is an Equal Opportunity Employer and all qualified applicants are encouraged to apply.

MEM-272-23 Digital Outreach Aide

Congressman Glenn Ivey (MD-04) seeks a creative, driven, and graphically minded communications professional who is enthusiastic to help grow the Congressman's social-media presence and online outreach working out of the Washington, D.C., office.

The ideal candidate is a self-starter with an aesthetic eye and technical skill with video recording and editing, photography, iconography, branding, and developing a new-media strategy. We are seeking a strong writer, particularly one adept at crafting punchy, eye-catching soundbites and witticisms that tend to draw online attention, as well as the traditional, long-form exposition that together constitute a robust communications operation. Successful candidates can use Canva and Adobe Creative Suite programs to create high-quality, professional-looking products.

Responsibilities include developing all digital content, including copy, graphics, and videos; managing and creating content for social-media platforms; tracking digital-outreach analytics; overseeing the franked communications program, including spots online, over the phone, over text, on the radio, and in print; designing and drafting a recurrent e-newsletter; building out and updating the Web site; and assisting the Communications Director with media requests and press obligations, as needed.

Title – from press assistant to digital manager or director – and pay will be commensurate with work experience. Candidates at all levels of experience are encouraged to apply so long as they possess the skills, talent, and knowledge needed to execute the job well.

Working for this freshman office represents an opportunity to build something dynamic and lasting from the ground up, particularly for a Member of Congress who is a great communicator and cares deeply about the well-being and professional development of his staff.

Please submit a cover letter; a resume, including two-to-three references; and a digital sample (either a graphic or video clip you generated and edited – or preferably both – previously or in response to this job opening) to md04resumes@gmail.com with the subject line: “Full Name – Digital Outreach Aide.” We will accept applications until the position is filled.

Candidates of diverse backgrounds are encouraged to apply, and this office is an equal-opportunity employer that 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-271-23 Southern California Democratic Office seeks **Staff Assistant** to join front office team. MUST have a reliable and safe vehicle and driving record.

Candidates should be well-organized, hard-working, and detail-oriented. High degree of professionalism required, as well as an ability to work a flexible schedule, including long hours. Duties include answering telephone calls, greeting visitors, supervising interns, assisting legislative staff, and driving the Member in DC. Capitol Hill experience and California ties preferred. Spanish language skills a plus. Starting salary of \$45,000, plus student loan repayment, and standard House benefits (healthcare, pension, TSP, etc.).

Email cover letter, resume, and references in one PDF document to Ryan.Viessman@mail.house.gov with subject heading “Staff Assistant Position”. Please no walk-ins or phone calls.

MEM-267-23 Congresswoman Andrea Salinas (OR-06) seeks a **Legislative Director** based in her Washington, DC office. She is a freshman member in a battleground district who serves on the House Agriculture Committee, the House Science, Space, and Technology Committee, and the Congressional Executive Commission on China. She also serves in leadership for the Congressional Hispanic Caucus and the Democratic Women’s Caucus and is a member of the New Democrat Coalition and the Congressional Progressive Caucus.

The Legislative Director oversees the development of policy positions and legislative initiatives and supervises the office's legislative staff. This position

also meets with constituents and stakeholders on behalf of the Member and serves as the primary contact for legislative issues with caucuses and committees. The Legislative Director will advise the Member on all legislative areas.

Other responsibilities include managing a legislative portfolio; monitoring legislative activity on the House floor and overseeing long-term and short-term legislative planning for the Member; supervising the mail program and working closely with the Legislative Correspondent and legislative team to build a letter library and facilitate constituent correspondence; managing the progression of bills with which the Member is involved as they move from Committee to the floor; recommending strategies and tactics on bills and positions and overseeing the Community Project Funding process.

Qualifications include strong oral and written communication skills, thorough knowledge of the legislative process and of House organization and procedures, knowledge of local, state, and federal agencies and departments, an understanding of all issues and events in the district in which the Member is involved, political acumen, and the ability to manage and lead a team. We are also looking for a team player who is committed to fostering a positive work environment. Previous Hill experience is required. Candidates with health care and/or agricultural policy and knowledge of or ties to Oregon is a plus.

This is not an entry-level position and previous legislative experience on Capitol Hill is required. Salary range for this position is \$100,000 to \$110,000 + benefits.

This office is an equal opportunity employer and as such is committed to building and maintaining an inclusive and diverse work environment. All qualified candidates are encouraged to apply.

Please email a cover letter, resume, and two writing samples to OR06resumes@mail.house.gov with subject line: Legislative Director. This position will be open until filled.

MEM-267-23 Congresswoman Andrea Salinas (OR-06) seeks a **Legislative Director** based in her Washington, DC office. She is a freshman member in a battleground district who serves on the House Agriculture Committee, the House Science, Space, and Technology Committee, and the Congressional Executive Commission on China. She also serves in leadership for the Congressional Hispanic Caucus and the Democratic Women's Caucus and is a member of the New Democrat Coalition and the Congressional Progressive Caucus.

The Legislative Director oversees the development of policy positions and legislative initiatives and supervises the office's legislative staff. This position also meets with constituents and stakeholders on behalf of the Member and serves as the primary contact for legislative issues with caucuses and committees. The Legislative Director will advise the Member on all legislative areas.

Other responsibilities include managing a legislative portfolio; monitoring legislative activity on the House floor and overseeing long-term and short-term legislative planning for the Member; supervising the mail program and working closely with the Legislative Correspondent and legislative team to build a letter library and facilitate constituent correspondence; managing the progression of bills with which the Member is involved as they move from Committee to the floor; recommending strategies and tactics on bills and positions and overseeing the Community Project Funding process.

Qualifications include strong oral and written communication skills, thorough knowledge of the legislative process and of House organization and procedures, knowledge of local, state, and federal agencies and departments, an understanding of all issues and events in the district in which the Member is involved, political acumen, and the ability to manage and lead a team. We are also looking for a team player who is committed to fostering a positive work environment. Previous Hill experience is required. Candidates with health care and/or agricultural policy and knowledge of or ties to Oregon is a plus.

This is not an entry-level position and previous legislative experience on Capitol Hill is required. Salary range for this position is \$100,000 to \$110,000 + benefits.

This office is an equal opportunity employer and as such is committed to building and maintaining an inclusive and diverse work environment. All qualified candidates are encouraged to apply.

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MEM-266-23 STAFF ASSISTANT – New Jersey Congressman Bill Pascrell, Jr. seeks an organized Staff Assistant for his Paterson, New Jersey, district office to handle general reception duties, conduct constituent services, and drive the Congressman to and from events, meetings, and other engagements.

The Staff Assistant can also expect to represent the congressman at community events. Candidates should be motivated self-starters with excellent oral and written communication skills. Applicants must have a valid driver's license. This entry-level position is a tremendous opportunity to learn the ins-and-outs of the United States Congress, collaborate with professionals and elected officials and navigate the unparalleled Garden State political realm.

To apply, please send a resume and cover letter via email to NJ09position@mail.house.gov with "Staff Assistant" in the subject line. We will consider applications until the position is filled.

The position is full time with federal benefits, including student loan repayment program (if eligible). 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, age, disability, military status, marital or parental status.

MEM-265-23 Congressman Jared Huffman (CD2) seeks a highly organized **District Staff Assistant/Caseworker** for his San Rafael District Office.

Duties include:

- Greet and screen visitors, answer and screen telephone calls for the Congressman and district office staff members, taking messages when appropriate;
- Assist with processing of constituent mail and franked mail;
- Assist with federal casework as needed;
- Participate in select outreach efforts such as town halls and stakeholder roundtables;
- Provide assistance in preparing congressional certificates of recognition and other correspondence as needed;
- Maintain accurate and complete files on all assigned casework matters;
- Monitor, screen, and refer cases, when appropriate, to other government entities;
- Respond to constituent requests for information;
- Assist with administrative and clerical duties involved with managing the front office; and
- Additional responsibilities commensurate with skills and abilities.

A successful candidate will be highly organized and detail oriented; possess strong writing skills; and have experience working in a fast-paced office with the ability to maintain a professional, flexible, and positive demeanor while simultaneously managing competing tasks and projects. This position requires flexible hours and availability on nights and weekends.

The 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. Candidates of diverse backgrounds are strongly encouraged to apply.

Please send cover letter, resume and three references to CA02.Requests@mail.house.gov with the subject line "CA02 Staff Assistant/Caseworker."

MEM-264-23 Congressman Jared Huffman (CA-02) seeks a highly organized **District Scheduling and Operations Manager** for his San Rafael District Office.

Responsibilities include:

- Serving as the office's primary point of contact for constituents, elected

officials, and nonprofit and advocacy organizations seeking meetings in the district;

- Coordinating the Member's California schedule by making travel and meeting arrangements while anticipating and responding to day-to-day developments;
- Coordinating with staff (including field, legislative, and press) to identify schedule priorities;
- Working directly with the District Director and Member on scheduling logistics across six counties and DC;
- Determining and deploying technologies to streamline office operations and maximize data management;
- Assisting the DC office and District Director on maintaining financial and expense records, office supplies and various administrative duties;
- Coordinating constituent requests for congressional recognition, including certificates, congressional record statements, and letters of support; and
- Additional responsibilities commensurate with skills and abilities.

A successful candidate will be highly organized and detail oriented; possess strong writing skills; and have experience working in a fast-paced office with the ability to maintain a professional, flexible, and positive demeanor while simultaneously managing competing tasks and projects. This position requires flexible hours and availability on nights and weekends.

This is not an entry-level position. Ideal candidates will have significant previous experience working in administrative support roles. This position is part of the senior staff team and is critical to the office's operations. Salary is commensurate with experience. In addition, the office offers federal student loan reimbursement and other federal benefits to employees.

The 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. Candidates of diverse backgrounds are strongly encouraged to apply.

Please send cover letter and resume to CA02.Requests@mail.house.gov with the subject line "CA02 District Operations Manager."

MEM-261-23 Rep. Ferguson (GA-03) seeks a **Legislative Assistant**

The Legislative Assistant will cover a portfolio including but not limited to Budget, Education, Financial Services, and Telecommunications.

Responsibilities include drafting legislation and official letters, working with internal and external stakeholders to advance bills, monitoring legislation within assigned portfolio, meeting with constituents and stakeholders on issues, monitoring the House Floor and advising on votes, providing thoughtful analysis of legislation, and other duties as assigned.

The ideal candidate should have at least 3 years of experience in a Congressional office, and a thorough understanding of the Budget process as the candidate will be staffing the Congressman on the Budget Committee. The candidate must be highly motivated, organized, responsive, and able to work well within a team in a collaborative environment. Georgia ties are a plus but not required.

Applicants should submit a cover letter and resume to GA03Jobs@gmail.com

MEM-259-23 The office of a conservative, mid-western Member of Congress seeks a **Communications Assistant** to work in the DC office and help develop and execute an effective communications strategy.

The ideal candidate is:

- innovative, confident, and detail-oriented,
- a strong and effective verbal and written communicator,
- capable of consistently producing high-quality work product,
- able to effectively communicate with a variety of audiences using social media and other platforms,
- willing to work long hours, including some time on weekends, and under tight deadlines,
- able to react to unanticipated circumstances requiring fast and effective response,
- interested in political and government topics and news from a variety of sources,
- committed to contributing to a team dynamic based on respect, collaboration, and transparency.

Job responsibilities include but are not limited to:

- compiling and distributing daily press clips,
- producing content for social media and the official website,
- writing speeches, opinion editorials, talking points, press releases, and similar content,
- preparing the Member for media opportunities and public appearances,
- photographing events, hearings, and other public functions,
- research to support communications activities,
- monitoring national, state, and local news for stories relevant for the office,
- assisting with all other communications-related tasks that are necessary to execute a communications strategy.

This position is for someone early in their career with one to four years of experience working in a professional setting with at least some exposure to communications-related work.

Applicants must complete a writing sample as part of the interview process.

Interested applicants should email CommsApplicants@gmail.com with:

- a cover letter,
- resume,

- at least three professional references, and
- any relevant work samples (e.g. - writing, video, creative)

MEM-258-23 The Office of Congresswoman Sara Jacobs (CA-51) is looking for a creative, efficient, and detail-oriented **Digital Assistant** for the Washington, D.C. office.

The Digital Assistant will be responsible for executing digital strategies under the guidance of the Communications Director. The ideal candidate will be a strong writer and a digital native with an eye for detail and a passion for innovative digital engagement.

This is not a 9-5 job; some nights and weekends will be required. California ties are helpful; good judgment and common sense are a must.

Digital Content: Applicants should be proficient in graphic design and video editing. This person will be responsible for proactively creating graphics, videos, GIFs, and other digital content that is compelling, engaging, on-brand, and error-free. The Digital Assistant will also regularly take photos of the Congresswoman at events and in meetings. In addition to managing a long-term strategic digital content calendar, they will be expected to create content for rollouts and rapid response opportunities. This includes clipping, captioning, and posting committee remarks, floor speeches, and interviews.

Social Media: The Digital Assistant will manage the Congresswoman’s social media platforms – including Twitter, Facebook, and Instagram – in addition to the website. This individual will be expected to proactively draft content in the voice of the Congresswoman each day in addition to quickly responding to news articles, Capitol Hill developments, and other rapid response moments. Applicants should have a passion for breaking down policy, current events, and news. They will also need to track social media requests from the legislative and district teams.

TO APPLY, please send a résumé, cover letter, video sample, graphic sample, and short writing sample to SaraJacobs.Resumes@mail.house.gov with “Digital Assistant – NAME” in the subject line.

Our office 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. Applications will be accepted and reviewed on a rolling basis.

MEM-257-23 The House Committee on Energy and Commerce Democratic Staff (minority) seeks an enthusiastic, motivated, and highly organized **staff assistant** for fast-paced committee office.

Responsibilities include tasks associated with a front office such as receptionist duties, answering phones, greeting visitors, ensuring the office is kept in order, supporting staff in preparations for committee events such as hearings, markups, meetings, and events, delivering documents and obtaining signatures on letters, training and supervising interns, handling and sorting incoming mail, maintaining both digital and paper records and files, maintaining office supplies and mastering basic equipment operations, assisting other staff with research, work product, web content, special projects, and other duties as assigned.

Qualified applicants must possess excellent written and oral communication skills, attention to detail, professionalism, exceptional time management skills, and an ability to work collaboratively. All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), gender identity, disability, or age. Hill experience preferred but not required.

Please submit a cover letter, resume, and a short writing sample to ecdjobs@mail.house.gov

MEM-250-23 Congresswoman Rosa L. DeLauro (CT-03) is hiring a full-time **Staff Assistant** in her Washington, DC office.

The staff assistant will work closely with the chief of staff and the scheduler, and responsibilities include managing the front office; driving the Member; processing incoming mail, phone calls, and constituent requests including tours and flags; managing the intern program; greeting visitors; providing administrative support for the office including support for events; and other duties assisting the staff and Member as assigned.

Applicants should be detail-oriented, proactive, able to exercise discretion, eager to work in a fast-paced office, and willing to work flexible hours when the Member is in DC. Strong communication, logistical, interpersonal, and organizational skills are essential. Access to personal car preferred, although not required. This role provides a unique entry level opportunity to work closely with a senior Member of Congress.

Please send a cover letter, resume, writing sample, and two references to CT03jobs@gmail.com with subject line "Staff Assistant Application." No calls or walk-ins, please.

This office is an equal opportunity employer and encourages all qualified candidates to apply. Connecticut ties are a plus. This office requires all staff and interns to complete a full SARS-CoV2 vaccination course, regardless of recovery from prior coronavirus illness, as a condition of employment.

MEM-024-23 The Freshman Democrat from Hawai‘i is seeking a **Scheduler** with strong judgment, communication skills, and attention to detail to build and oversee all aspects of scheduling operations for the Member.

This position requires consistent and effective collaboration with all components of the Member’s office. The Scheduler will work directly with the Chief of Staff, District Chief, and other senior staff.

Primary duties include, but are not limited to:

- Building the Member’s daily and long-term schedule for DC and the district and managing this system;
- Responding to all incoming scheduling requests;
- Booking and coordinating travel back to Hawai‘i and within Hawai‘i;
- Ensuring the Member, staff, and external stakeholders have key information about the schedule;
- Compiling daily briefing materials for the Member and coordinating the collection of information from staff and other sources;
- Supporting the team with special events and ad hoc projects; and
- Other duties as assigned.

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or gender identity. Candidates from diverse backgrounds, especially with ties to Hawai‘i, are encouraged to apply. Being able to serve as a secondary driver when needed is preferred, but not required.

Salary will be commensurate with experience.

To apply, please submit a cover letter, resume, and references to hawaii02jobs@gmail.com.