



U.S. House of Representatives

CAO

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MEMBER AND COMMITTEE VACANCY LISTING

Week of September 9, 2024

MEM-378-24 This is a full-time on-site role as a **District Scheduler / Staff Assistant** at the Office of Congressman Brad Schneider in Lincolnshire, IL. The role involves handling day-to-day scheduling tasks and providing administrative support to the office.

Job Duties:

- **Coordinate In-District Scheduling:** Organizes, coordinates, and manages Congressman Schneider's schedule for in-district meetings and events.
- **Collaborate with Operations:** Partners closely with the Director of Operations (DC) to manage meeting and event requests, draft event memos, and maintain ongoing communication with event organizers.
- **Create a Positive Office Environment:** Provides a welcoming atmosphere and ensures a positive first impression for constituents, visitors, and stakeholders.
- **Manage Communications:** Handles incoming calls with professionalism, poise, and efficiency.
- **Capture Constituent Feedback:** Collects and documents input from constituents on policy issues for the Member's review and response.
- **Oversee Internship Program:** Recruits, interviews, and onboards interns for the District Office internship program.

- Support Casework Intake: Assists in the casework intake process for constituents seeking assistance and maintains assigned casework records.
- Plan and Execute Outreach Programs: Develops, supports, and participates in office outreach programming as directed.
- Adapt to Feedback: Receives and incorporates performance-based feedback and direction.
- Thrive Under Pressure: Demonstrates the ability to work well under pressure and manage stress effectively.
- Ensure Reliable Attendance: Meets established attendance standards set by the office.
- Provide Event Support: Staffs and transports Congressman Schneider to and from events.
- Perform Additional Responsibilities: Undertakes other duties as assigned.

Qualifications

- Excellent organizational and time management skills
- Strong communication and interpersonal abilities
- Proficiency in Microsoft Office suite
- Ability to multitask and work in a fast-paced environment
- Attention to detail and accuracy
- Previous experience in scheduling or administrative support is a plus
- Bachelor's degree in a relevant field

To apply: All interested candidates are encouraged to submit a resume and writing sample in a single PDF attachment to IL10.Jobs@mail.house.gov with the subject line “District Scheduler / Staff Assistant - [applicant’s last name]”. Applications will be considered on a rolling basis. No calls or drop-ins please.

Our office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex marital or parental status, national origin, age, disability, gender identity, or 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 accommodation at any time during those processes.

MEM-377-24 Congresswoman Robin Kelly (IL-02) seeks a **District Press/Digital Assistant** for her Hyde Park, IL or Matteson, IL office who is a highly motivated and detail-oriented individual with experience in communications, digital media, and social media. This position will work closely with and report to the Communications Director to assist with press operations - such as talking points, press events, and direct constituent communications - and produce digital content across social media platforms.

The ideal candidate will be creative, politically astute, have a strong proficiency in crafting social media content across social media platforms, and will be a team player with an ability to handle multiple tasks at once. Excellent writing and strong organizational skills are essential, 1-2 years of relevant experience (including internships) is preferred. Illinois ties are a plus.

RESPONSIBILITIES:

- Compiling daily press clips
- Drafting press releases, op-eds, advisories, newsletters, and other written materials
- Taking photos and videos at District events
- Clipping, editing, and captioning videos
- Creating social media content and website content
- Attending and assisting at District outreach events
- Creating engaging graphics
- Creating and maintaining press lists
- Staffing the Congresswoman for in-district press opportunities
- Organizing the responsibilities of the communications department to ensure all priorities are given adequate attention
- Other tasks as needed

PREFERRED QUALIFICATIONS:

- Excellent oral & written communication skills
- Some photo, video or web experience
- Ability to manage and prioritize multiple tasks
- Comfortable with a constituent-facing role
- Basic understanding of the Congressional political process

This is a full-time position based in Congresswoman Kelly's Illinois office. Employees are expected to work from the office with some work from home flexibilities. This office is an equal opportunity employer and does not discriminate on the basis of race, sex (including marital or parental status), color, age, religion, national origin, sexual orientation, gender identity, or disability.

Interested candidates must submit a resume to jessica.lee@mail.house.gov with the following subject line: "Last Name – Press/Digital Assistant."

Qualified candidates should submit a single PDF saved with LastName.FirstName.PressAssistant to include:

Cover letter

Resume

Two writing samples

Two digital samples

MEM-375-24 The Office of Congresswoman Debbie Dingell is seeking a creative **Digital Director** to oversee the office's digital media operations, while assisting the

Communications Director execute the Member's comprehensive communications strategy.

Daily tasks include creating and managing content for the Member's social media platforms; updating and managing the website; graphic design; filming and editing video content; overseeing daily press clips; drafting weekly e-newsletters; assisting with franked media strategy; and assisting the Communications Director with additional press responsibilities. The ideal candidate will be proactive, organized, have a strong proficiency in crafting digital content, experience working with media and external stakeholders, and be a detail-oriented team player able to handle multiple tasks at once. This is not an entry-level position, prior digital experience is required.

Excellent writing, video, and graphic editing skills are required, along with the ability to be a self-starter while working in a fast-paced environment. Salary will be commensurate with experience.

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. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

Qualified candidates should submit their applications (resume, cover letter, references, one writing sample, an original graphic and/or video, and sample social posts) to Dingell.Jobs@mail.house.gov with "Digital Director" in the subject line.

MEM-374-24 Congressman Jason Crow (CO-06) seeks a highly motivated, hard-working **Legislative Assistant**, based in our Washington, D.C. office. This position reports to the Legislative Director. The LA will handle a domestic-facing portfolio, and applicants with background in any issue area are encouraged to apply.

Key duties include:

- Meeting with constituents, stakeholders, and advocacy groups within the portfolio of issue areas
- Working with external stakeholders, CRS, Legislative Counsel, and committee staff to draft legislation based on the Member's priorities
- Preparing and staffing the Member for meetings, and assisting in the drafting of remarks, as needed
- Communicating clearly and consistently with the Member, Legislative Director, and legislative, communications, and district teams on legislative updates

Ideal candidates will have strong written and oral communications skills and be detail-oriented, organized, and creative. Other key qualities include:

- Commitment to a collaborative work environment
- Ability to work in a fast-paced environment and manage competing priorities
- Ability to communicate up and down within the team
- Ability to learn the Congressman's voice and legislative priorities
- Interest in identifying and pursuing new opportunities and the ability to anticipate and adapt to challenges

This office is committed to building a diverse and inclusive team: candidates of color, women, and LGBTQIA+ candidates are encouraged to apply. This office is an equal-opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, military status, age, marital status, or parental status. Colorado ties are a plus and prior Hill experience is preferred. Compensation is competitive and commensurate with level of experience.

Qualified applicants should submit a resume, cover letter, and writing sample (no more than 3 pages) as one combined PDF to co06.resumes@mail.house.gov. Include "Legislative Assistant – [Full Name]" in the subject line. Applications will be considered on a rolling basis as received. No phone calls or drop-ins please.

MEM-373-24 Regional Director Overview

The mission of Congressman Don Davis' office is to share the experiences and advocate for the people of eastern North Carolina daily. We strive to ensure that our constituents are seen and heard in Washington, DC, to improve the quality of life for all families, provide hope, and ensure that eastern North Carolinians do not feel forgotten.

The role involves keeping the District Director, Deputy Chief of Staff & Legislative Director, Chief of Staff, and the Member of Congress informed on regional matters of importance. Based in Greenville, NC, this position requires extensive travel, with the majority of the work schedule spent in the field rather than in the office. The role demands a high level of mobility and flexibility to effectively engage with constituents and address regional issues.

Specific Responsibilities

- Manages regional outreach operations, coordinates special events and activities, and forwards constituent casework within the district's assigned region.
- Represents the Member by engaging with constituents and serving as a liaison with federal, district, and local agencies throughout the congressional district.

- Attends meetings and events to enhance the visibility of the Congressman and his office, identifies key district events for the Congressman's schedule, and provides recommendations to the District Director.
- Staffs the Congressman during regional and state visits, which may require working evenings and weekends.
- Maintains a comprehensive contact list of local organizations, businesses, community leaders, and religious institutions within the assigned region.
- Prepares documents and briefing materials for events and ensures they are well-organized and accurate.
- Documents events by taking notes, photos, and recording videos to ensure thorough and accurate records.
- Acts as a liaison to local, state, and federal officials, as well as other groups, to build and maintain effective relationships for the Member.
- Evaluates regional issues needing legislative attention and provides recommendations to the District Director, Deputy Chief of Staff & Legislative Director, Chief of Staff, and the Member of Congress.
- Compiles and submits weekly reports to the District Director detailing outreach activities within the assigned regional areas.
- Maintains up-to-date files on all cases and key information relevant to the office.
- Provides regional support in other areas when covering for an absent regional director, as directed by the District Director.
- Adheres to office attendance policies and maintains a flexible schedule, including extended hours, nights, and weekends.
- Cultivates and maintains strong working relationships with the Member, staff, and constituents.
- Responds constructively to performance-based feedback and directives, thriving under pressure and managing stress effectively.
- Undertakes additional responsibilities as assigned.

Education (or equivalent experience)

A minimum of two years of experience and strong academic qualifications are required. Alternatively, candidates may have four years of related experience or training in legislative functions or a comparable field.

Skills and Knowledge Required

- Strong North Carolina ties, particularly eastern North Carolina;
- Strong commitment to public service and willingness to work with a diverse population;
- Strong oral and written communication skills;
- Interest in the legislative process and House organization and procedures;
- Interest in local, state and federal agencies and departments;

- Professional telephone manner;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Willing to drive long distances throughout a large and mostly rural district;
- Thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment in fulfillment of responsibilities.

How to Apply

Interested candidates should submit a resume (no longer than 1 page), cover letter (no longer than 1 page), three references (including name, title, organization, contact details, and your relationship with them) in a single PDF to nc01resumes@gmail.com. Use the subject line: “Your Full Name – Regional Director.”

We welcome candidates from diverse backgrounds. Our office is an equal opportunity employer, committed to inclusivity and non-discrimination based on race, color, religion, sex, disability, age, or national origin.

MEM-366-24 The Office of U.S. Rep. Raja Krishnamoorthi seeks a full-time **Staff Assistant** in his Schaumburg, Illinois district office. The Staff Assistant will provide administrative support to the operations of the district office. The ideal candidate must be self-motivated, organized, and possess strong oral and written communication skills. The Office of U.S. Congressman Raja Krishnamoorthi is an equal opportunity employer.

ESSENTIAL JOB FUNCTIONS:

- Drive the Congressman to and from events
- Staff the Congressman at events
- Compile briefing book
- Greet visitors
- Answer the telephone
- Respond to constituent requests for general information, tours, and other inquiries.
- Monitor delivery and pickup of materials
- Maintain the front office
- Assist with various administrative and legislative duties
- Assist with casework and other duties as assigned

EDUCATION (OR EQUIVALENT EXPERIENCE):

Bachelor’s Degree. Alternatively, two years of related experience or training in politics or government.

SKILLS AND KNOWLEDGE REQUIRED:

- Strong oral and written communication skills;

- Ability to use and troubleshoot photocopiers and other office equipment;
- Knowledge of Microsoft Office Suite products (Word, Excel, PowerPoint);
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Ability to work cooperatively and courteously with others;
- Ability to multitask;
- Thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;
- Passion for public service;
- Work well under pressure and handle stress;
- Work a flexible schedule including long hours, nights and weekends.

HOW TO APPLY

Please send a resume, cover letter, and writing sample to District Director at Sabey.Abraham@mail.house.gov

LEVEL OF LANGUAGE PROFICIENCY

Ideal candidate would speak Spanish

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

MEM-365-24 The House Democratic Leader's Office seeks a motivated, detail-oriented **Digital Resident** to work full-time in a fast-paced leadership office. The resident will assist in creating content for various digital platforms. Knowledge of professional photo/video cameras, social content creation, graphic design and creative editing & design programs (Adobe Creative Cloud, Canva, etc.) is required. Applicants must be able to work 40 hours per week in Washington, D.C. and may occasionally be asked to work additional morning or evening hours.

The term of this paid residency will be from September to December 2024. Applicants must be able to work in Washington, D.C. Ideal applicants will be able to take photos, write, edit and proofread under tight deadlines while handling multiple assignments simultaneously.

To apply, please email your application materials, including a portfolio to Resumes.Jeffries@mail.house.gov. Women, people of color, LGBTQIA+ individuals, veterans and those with disabilities are encouraged to apply. Absolutely no phone calls or drop-ins please. All applicants must be high school graduates who are enrolled in or have recently graduated from an accredited post-secondary educational institution, college or university.

MEM-364-24 The office of Congresswoman Sydney Kamlager-Dove (CA-37) seeks to hire an experienced **Caseworker** for the Los Angeles District Office (Mid-City/Wilshire) in a full-time capacity.

The Caseworker, officially known as a “Constituent Services Representative,” plays an integral role by serving as a liaison to the federal government on behalf of the Member’s constituents. The Caseworker will handle a portfolio that includes, but is not limited to, the State Department/Passports/Non-Immigration Visas, IRS, Social Security Administration, Health & Human Services, CMS, FEMA, Dept of Transportation, Dept of Education, and Dept of Labor on behalf of the Member. The Caseworker will work closely with the District Director, Field Representatives, and other Caseworkers to provide outstanding service to the Member’s constituents. The Caseworker is responsible for answering written casework correspondence as well as phone and in-person communications with constituents.

As a first-term Member office, we are looking for a proactive, solutions-oriented individual who can work alongside the rest of the District Office staff to help create and fine-tune our processes. Other responsibilities may include tabling at local events to let the community know that our office is available as a resource; answering the phones and greeting visitors; assisting with administrative items; staffing and driving the Member; and other duties as assigned. A valid driver’s license is required. Previous casework experience and knowledge of the Hill is preferred.

This job requires the ability to execute multiple competing priorities in a fast-paced environment. Candidates must have the ability to prioritize and follow through on time-sensitive requests. Providing excellent constituent service is a priority. Discretion and empathy are essential in this position. Our team values honesty, professionalism, and kindness.

Salary is commensurate with experience. Among other benefits, the position offers health insurance, retirement benefits with an employer match, paid sick leave and annual leave, parking benefits, and access to the Student Loan Repayment Program. The office is an equal opportunity employer. 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.

Interested candidates are encouraged to submit a resume, cover letter, and three references to Rebekah.Solem@mail.house.gov and Gabrielle.Howard@mail.house.gov. We look forward to working with you!

MEM-363-24 Staff Assistant Opening – East Hartford, CT: Rep. John B. Larson seeks **Staff Assistant** for East Hartford, CT office. Responsibilities include managing the front office, welcoming office visitors, supervising interns, organizing incoming mail and phone messages, providing general administrative support to the office, and other duties as assigned.

The position requires strong written and oral communication skills, attention to detail, along with the ability to work collaboratively in a team environment. While not required, fluency in Spanish is a plus.

Salary is commensurate with experience. The benefits package includes health, dental, and vision insurance, retirement benefits, transit or parking benefits, 18 days of annual leave, and 12 weeks of paid FMLA. Student loan repayment is also available.

The office is an equal opportunity employer and encourages women, minorities, and LGBTQ candidates to apply. Please submit resume, cover letter, one short writing sample (one page max), and two references to ct01SA@mail.house.gov with “District Staff Assistant – [your last name]” in the subject line. Please send all materials in ONE PDF. No calls or drop-ins, please. The deadline to apply is August 27, 2024, with applications considered on a rolling basis.

MEM-155-24 Rep. Tokuda (HI-02) seeks an energetic person to join her communications team as a **Digital Director or Press Secretary** 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.

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 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 ellis.mcginis@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.