

# House Vacancy Announcement and Placement Service

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## Member and Committee Openings

Week of November 17, 2025

MEM-336-25

Congresswoman Nanette Barragán (CA-44) seeks an experienced **Scheduler** for her Washington, DC office.

The salary range for this position is \$60,000 - \$80,000, depending on experience and qualifications.

Main responsibilities include:

- maintaining the Member's daily and long-term schedules for both DC and the District;
- organizing and evaluating all incoming meeting requests and invitations.
- keeping the Member on schedule throughout the day.
- working with legislative and communications staff to ensure the Member is prepared for events/meetings.
- coordinating travel arrangements.
- processing and managing expenses and reimbursements for the Member.
- supporting planning and scheduling for the Congressional Hispanic Caucus related to the Chairwoman.
- Facilitate weekly scheduling meetings with the Member and Chief of Staff to evaluate meeting requests.
- Coordinating with the Member and Chief of Staff regarding political scheduling requests;
- Communicating with constituents by phone and email to address requests;
- Drive the Member as needed;
- And additional administrative responsibilities as necessary.

Candidates must be highly organized, detail-oriented, energetic, and capable of thriving in a fast-paced and rapidly changing workplace.

This position requires availability outside of regular business hours including some weekend availability as needed.

**Previous experience in scheduling/operations and/or Hill experience is preferred.** Salary is commensurate with experience.



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Southern California | Los Angeles Metro area ties, access to a car, and Spanish fluency are a plus.

**Interested candidates should send a cover letter, resume, and three references with “SCHEDULER” in the subject line to [CA44Resumes@mail.house.gov](mailto:CA44Resumes@mail.house.gov).**

*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-335-25**

The Office of Congresswoman April McClain Delaney (D-MD-06) seeks a **Constituent Services Representative** to be based out of her District Office in Frederick, MD. The position reports directly to the District Director and is responsible for assisting in all aspects of the District Team's day-to-day responsibilities. This role will require travel throughout Maryland's Sixth District.

#### **Job Summary**

A Constituent Services Representative acts as a liaison to federal, state, and city agencies for the Member's constituents. This position will handle a portfolio of issue areas on behalf of the Member and work closely with the District Director and staff to provide outstanding service to the Member's constituents. A Constituent Services Representative is also responsible for answering casework correspondence and verbal communications with constituents. Additionally, a Constituent Services Representative works with the Director of Constituent Services and the Director of Outreach to ensure effective communication with agencies and constituents.

#### **Essential Duties :**

- Serves as a liaison with federal governments to address individual constituent concerns
- Monitors casework trends to provide updates to the District Director and Director of Constituent Services
- Prepares incoming and outgoing constituent casework to manage casework in assigned areas of expertise
- Maintains accurate and complete files on all assigned casework to keep track of all casework progress
- Screens and monitors cases to determine if referring the case to other government entities is appropriate
- Answers casework correspondence, meets with constituents, and serves as a liaison with federal, state, and local authorities to act as the representative for the Member within their areas of responsibility



- Attends community meetings to support public events and provides updates to District Director and Director of Outreach
- Writes responses to constituent letters relating to casework to answer questions or inform them of case progress
- Organizes workload to prioritize tasks in accordance with varying deadlines and ensure work is completed in an efficient and effective manner
- Other duties as assigned

### **Skills**

- Thoroughness and careful attention to detail
- Ability to work well under pressure while juggling multiple tasks with competing priorities
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities
- Availability to work long hours, including nights and weekends, if needed
- Ability to work cooperatively and courteously with others
- Strong oral and written communication skills
- Thorough knowledge of the legislative process
- Knowledge of all issues in the District in which the Member is involved
- Maryland ties are a plus
- The ability to speak Spanish is a plus
- 1-3 years of experience working for a candidate or elected official (Federal, State, or Municipal)

### **Salary & Benefits**

The salary range for this position is \$55,000 - \$65,000 annually. Additionally, the office provides a robust benefits package.

### **To Apply :**

Interested applicants should submit a resume and cover letter to [md06.jobs@gmail.com](mailto:md06.jobs@gmail.com) with the subject line “Constituent Services Representative.” No calls or walk-ins please. Applications will be considered on a rolling basis.

This office is an equal opportunity employer; the office does not discriminate on the basis of race, color, religion, national origin, sex, gender identity or expression, sexual orientation, age, disability, or military status, or any other characteristic protected by applicable law



MEM-333-25

## LEGISLATIVE CORRESPONDENT

Moderate House Democrat seeks a **Legislative Correspondent** for their Washington, D.C. office.

### Ideal candidates will have:

- A Bachelor's degree or related job experience;
- 1-3 years of relevant job experience;
- Exceptional written and verbal communication skills;
- Excellent attention to detail and time-management abilities;
- A strong commitment to providing outstanding constituent service;
- The ability to thrive in a fast-paced, team-oriented environment;
- Sound judgment and a positive, professional attitude;
- A demonstrated interest in public service and legislative work;
- Prior Capitol Hill experience preferred.

### Duties will include but not be limited to:

- Managing a robust constituent mail program through Indigo and ensuring timely, accurate responses;
- Helping manage a legislative portfolio, including tracking legislation in assigned issue areas and assisting with legislative research and briefing materials;
- Researching legislative issues and drafting correspondence to explain the Member's position on a wide range of public policy matters;
- Collaborating with legislative staff to develop and maintain an up-to-date library of constituent correspondence;
- Drafting, editing, and personalizing letters to address constituent inquiries.

This position reports up to the Legislative Director and 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 accommodation at any time during those processes.

### Applicant Instructions:

All interested candidates are encouraged to submit a resume, a cover letter, and a writing sample with "Legislative Correspondent" as the subject line to [jobs@mail.house.gov](mailto:jobs@mail.house.gov).



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## MEM-330-25

Congresswoman Emilia Sykes (OH-13) seeks a **Staff Assistant** for the Washington, D.C. office. This position supports the front office and administrative operations of the office.

Responsibilities include:

- Providing a welcoming environment and positive first impression for constituents and visitors;
- Answering phone calls and checking voicemail daily;
- Processing and logging the Member's incoming mail;
- Supporting the Chief of Staff with administrative duties;
- Overseeing flag and tour requests, including visits to other national landmarks;
- Driving the Member in D.C. during the workday, as assigned;
- Managing the D.C. intern program;
- Batching incoming correspondence and drafting letters in support of the constituent correspondence program;
- Assisting the D.C. staff with other work as assigned.

The successful candidate will possess the following:

- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner in person and over the phone;
- Excellent research, writing, and verbal communication skills;
- Strong organizational skills, attention to detail, and ability to correctly prioritize multiple competing job duties;
- Ability to work cooperatively and courteously with others;
- Ability to exercise discretion and good judgement in fulfillment of duties;
- Accepts performance-based feedback;
- Works well under pressure and handles stress;
- Meets attendance requirements as established by the office;
- Works a flexible schedule, including long hours, nights, and weekends;
- Must be comfortable working in-person, in the office;
- Possesses a valid drivers license and has access to a vehicle in Washington, D.C.

Applicants should send, as a single PDF file including a resume, two writing samples, and three references with "Staff Assistant – LAST NAME" in the subject line to [JoinTeamSykes@mail.house.gov](mailto:JoinTeamSykes@mail.house.gov).

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hiring processes are encouraged to request an accommodation at any time during those processes.

Applications will be accepted through Friday, November 21, 2025. No calls or drop-ins, please.



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