



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of October 4, 2021**

**MEM-399-21** The Office of Congresswoman Sara Jacobs (CA-53) is seeking a full-time **Digital Manager/Press Secretary** based in Washington, D.C.

The Digital Manager will be responsible for executing the digital and communications strategy alongside the Communications Director. The ideal candidate will be a strong writer, a digital native, and fluent in both English and Spanish. California ties are helpful; good judgment and common sense are a must.

Responsibilities include:

**Digital Responsibilities**

- In consultation with the Chief of Staff and Communications Director, developing and executing long-term and short-term digital plans; capturing and developing the Congresswoman's voice online.
  - Creating and editing photo and video content, graphics, and other social media assets, with special emphasis on maximizing hearings, bill drops, key votes, and district work.
  - Writing social media copy, monitoring social media inboxes, and coordinating with other staff for responses as needed.
  - Updating and maintaining social media channels and the official website.
- Press and Media Responsibilities**
- Working with the Communications Director to pitch outlets and reporters,

develop and maintain press relationships, manage press account inbox, and process incoming.

- Working with the Communications Director on first drafts of press releases and statements.
  - Working with the Communications Director and Scheduler to schedule interviews.
  - Staffing the Congresswoman at events in D.C. as needed and in accordance with COVID-19 safety protocols.
  - Working with the Chief of Staff, Communications Director, and Legislative Director on drafting talking points and prep materials as needed for events and interviews.
  - Compiling and disseminating daily press clips.
- Spanish-Language Press and Media Responsibilities
- Drafting Spanish-language press releases, website material, and op-eds, as needed.
  - Drafting Spanish-language social media as needed; creating and maintaining Spanish-language social feed.

Interested applicants should send their resume, cover letter, and a writing sample to [SaraJacobs.Resumes@mail.house.gov](mailto:SaraJacobs.Resumes@mail.house.gov) with the subject line “Digital Manager 53” by Friday, October 8 at 6pm ET.

**MEM-397-21** The Office of Congresswoman Angie Craig seeks an organized and motivated self-starter to serve as **Staff Assistant**.

Responsibilities include logging phone calls, greeting visitors, managing front office operations, handling tour and flag requests, drafting constituent correspondence, maintaining inventories and receipts, and providing administrative support to the team, and additional duties as assigned. This position reports directly to the Director of Operations.

Candidates should have excellent oral and written communication skills, attention to detail, an ability to work under pressure, and a strong commitment to public service. Previous Capitol Hill experience or Minnesota ties are a plus.

This office is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity. Candidates from diverse backgrounds are strongly encouraged to apply.

To apply please submit a resume and cover letter to [RepCraigResumeBank@gmail.com](mailto:RepCraigResumeBank@gmail.com) with your name and “Staff Assistant Application” in the subject line by Sunday, October 10th. No walk-ins or phone calls please.

**MEM-396-21 SUMMARY**

The **Staff Assistant** role performs vital tasks in a Member's office. Staff Assistants often provide the first impression of the Member office to constituents and guests. The ideal candidate has a strong customer service orientation, organizational skills, and can multitask.

**ESSENTIAL JOB FUNCTIONS REQUIRED:**

- Provides a welcoming environment and positive first impression of the Member's office to constituents and visitors.
- Handles all incoming calls with promptness, poise, and professionalism.
- Captures input from constituents on policy matters for the Member office's consideration and response.
- Ensures constituent casework is distributed to appropriate district staff in an efficient manner.
- Ensures U.S. mail is received, recorded, and distributed to the appropriate staff members.
- Any other tasks and special projects that may be assigned.

**REQUIREMENTS:**

- Proficient communication skills for verbal and written correspondence
- Ability to work with a team and provide keen attention to detail to support the needs of multiple staff members and leaders in the office
- Professional demeanor and an upbeat disposition while interacting with visitors, staff members, and stakeholders in a fast-paced, highly dynamic environment
- Time management skills including the ability to prioritize and track work status
- Some familiarity with constituent service case life cycle

**PREFERENCES:**

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

Interested candidates should submit a resume to [md07resumes@mail.house.gov](mailto:md07resumes@mail.house.gov)

**MEM-395-21** The Office of Congressional Ethics, an independent, non-partisan investigative entity within the United States House of Representatives, seeks an experienced and highly qualified **Director of Operations**. The Director of Operations reports to the Staff Director and Chief Counsel. The successful candidate will be responsible for maintaining the office's overall efficient operation.

**Core Responsibilities:**

- Assume lead in maintaining office to include oversight of administrative operations and office budget;
- Procure and maintain equipment and other resources for the office;
- Monitor all personnel matters and ensure that office policies and procedures are followed;
- Maintain office accounts and payroll accounts in accordance with the

regulations  
of the House;

- Provide administrative support to the OCE staff and the Board of the Office in the connection with their official duties;
- Support investigative staff with routine case-related tasks; and
- Manage citizen outreach.

Qualifications:

- Extensive office management experience (minimum three years);
- Ability to manage multiple tasks and projects and to work well under pressure;
- Thoroughness and careful attention to detail;
- Strong oral and written communication skills;
- Ability to exercise discretion and independent judgment;
- Proficiency in word processing, development and use of spreadsheets, data management systems, and other computer skills;
- Proficiency using House budget, payroll, and voucher software;
- Strong organizational, budgeting, correspondence management, and filing skills; and
- Temperament to communicate with a variety of personalities in a tactful and professional manner.

Duties:

- Administer office policies and procedures;
- Manage the administrative budget for the office;
- Interface with appropriate House offices regarding payroll and all office accounts, including travel accounts;
- Maintain all office records and files, including payroll, administrative files and personnel records;
- Maintain all case files and documents gathered in the course of investigations by the office;
- Intake information from citizens and organizations concerning investigations by the office;
- Provide administrative support to Board meetings including scheduling, Board member travel, materials, and taking and preparing minutes;
- Ensure Board members and staff are up-to-date with personnel and training requirements and facilitate their completion;
- Manage contracts with consultants and other third parties;
- Make travel arrangements for Board members and staff;
- Responsibility for layout of office furniture, equipment, telephones, and computers, as well as creating a professional atmosphere in the office;
- Assist with office website maintenance;
- Support investigative staff with data processing and document preparation; and
- Performs other duties as assigned.

Requirements:

- Ability to pass Security Background Investigation to obtain Top Secret

clearance;

- Knowledge of, and experience with, various information and office systems, including word processing and spreadsheet applications, facsimile machines, copiers, and phone systems; and,
- Proficiency using House budget, payroll, and voucher software.

Applicant Instructions:

Please send cover letter and resume to [OCEJobs@mail.house.gov](mailto:OCEJobs@mail.house.gov), addressed to Omar Ashmawy, Staff Director and Chief Counsel

**MEM-394-21** **Legislative Assistant** – Rep. Tom Suozzi (D-NY), a member of the House Committee on Ways and Means, seeks a legislative assistant who will be responsible for handling a diverse array of policy areas including energy, the environment, transportation, infrastructure, appropriations and other domestic policy areas as assigned.

Responsibilities will include but are not limited to, drafting and advancing legislation, hearing preparation, and writing statements. This is not an entry-level position. Applicants should have prior and relevant legislative experience working for a Member office or a committee, and a track record of delivering legislative results.

Candidates must be a team player, organized, dependable, detailed oriented and have strong oral, written and interpersonal communication skills. Advanced degrees and ties to NY are a plus.

Interested candidates should submit a cover letter and resume to [ny03.resumes@gmail.com](mailto:ny03.resumes@gmail.com).

**MEM-393-21** Florida Democratic House office seeks an organized and motivated self-starter to serve in the position of **Staff Assistant** in the Washington, DC office.

Responsibilities include managing front office operations, answering and logging phone calls, greeting visitors, handling tour and flag requests, maintaining inventories, providing administrative support to the Member, Chief of Staff, and Scheduler, and additional duties as needed.

Candidates should have excellent oral and written communication skills, attention to detail, an ability to work under pressure, and a strong commitment to public service. Previous Capitol Hill, customer service, or receptionist experience are strongly preferred.

This office is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity. Women, people of color, and candidates from diverse backgrounds are strongly encouraged to apply.

To apply: Please submit a resume, cover letter, and a 1-page writing sample in a single PDF document to [FL10.resume@mail.house.gov](mailto:FL10.resume@mail.house.gov) with “DC Staff Assistant” and your full name in the subject line. No walk ins or phone calls, please.

**MEM-390-21** **COMMUNICATIONS DIRECTOR** – Congresswoman Teresa Leger Fernández (NM-03) is seeking an experienced and self-motivated Communications Director to manage the office’s press and communications operations in her Washington, D.C. office.

This is not an entry-level position and previous political communications experience, preferably on Capitol Hill, is required. Candidates must possess strong writing skills, the ability to operate in a fast-paced office under deadlines, and be able to work collaboratively with both the DC and district teams.

Responsibilities include but are not limited to:

- Managing the day-to-day press operations and outreach
- Handling interview requests
- Proactively pitching to media
- Preparing and staffing the Congresswoman for events and interviews
- Drafting press releases, speeches, newsletters, mailers, talking points, and op-eds
- Developing and seeking out content for the digital/social media program

The Communications Director manages the Staff/Press Assistant. This senior staff position reports to the Chief of Staff and the Congresswoman and works closely with the entire senior staff team. Bilingual abilities in English/Spanish are preferred. Women, people of color, LGBTQ+ individuals, people with disabilities and members of other underrepresented communities are strongly encouraged to apply. New Mexico ties are a plus.

Interested candidates should email their cover letter and resume in one attachment to [NM03.Resumes@mail.house.gov](mailto:NM03.Resumes@mail.house.gov) with the subject line “Communications Director.” No phone calls or walk-ins please.

The office is an equal opportunity employer; we do 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-389-21** Seeking **Legislative Counsel** for House Judiciary Subcommittee on Crime, Terrorism, and Homeland Security

The House Judiciary Subcommittee on Crime, Terrorism, and Homeland Security seeks a hard-working lawyer with experience in criminal law (preferably with the Federal Criminal Code) to serve as legislative counsel.

Responsibilities include: serving as a resource for Democratic Members of the Judiciary Committee on matters involving federal criminal law, criminal justice reform, domestic terrorism, and firearms policy; drafting and reviewing legislation; coordinating hearings and witnesses; preparing Members for hearings and markups; drafting statements, memos, and briefing materials; and providing guidance to other offices within the Democratic Caucus on crime-related matters.

A strong background in criminal law is required, with knowledge of Department of Justice issues, and criminal justice issues relating to prosecutions. Exceptional writing skills, sound political judgment, and the ability to work closely and collaboratively with other congressional offices and advocacy organizations are essential.

The Committee strives to ensure that our staff represents the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply. The Committee does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

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

**MEM-388-21** Bay Area Democrat seeks a highly organized and dedicated **Legislative Counsel** to manage his work on the Judiciary Committee, as well as defense and foreign policy portfolios.

Responsibilities include but are not limited to developing hearing memos and staffing for hearings and markups; developing legislative proposals and strategy; preparing memos, floor statements and remarks; and representing him in meetings with constituents and outside groups.

This is not an entry-level position and previous Capitol Hill experience and JD is required. Women, LGBTQ+, and/or other underrepresented communities are strongly encouraged to apply, as well as candidates with California ties.

Please submit your resume, cover letter, two references, and one writing sample to [CAHouseJob@mail.house.gov](mailto:CAHouseJob@mail.house.gov) and include "Legislative Counsel" in the subject line.

**MEM-387-21** Senior Northeastern House Democrat seeks **Press and Digital Manager/Legislative Correspondent**. This role will support all aspects of a demanding communications operation, with responsibilities including but not limited to drafting press materials such as releases, background memos, talking points and op-eds; creating content for paid and organic social media on various platforms; and maintaining the website.

The press and digital manager/legislative correspondent will also execute the office's mail program, with assistance from Legislative Fellows, interns, and the Staff Assistant.

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

Starting annual salary: \$50,000. To apply, please send a resume, cover letter, two professional writing samples and two digital content samples to [democratic.hilljob@gmail.com](mailto:democratic.hilljob@gmail.com). Office is an Equal Opportunity Employer committed to building and maintaining an inclusive and diverse work environment. Women, candidates of color, and LGBTQ+ candidates are strongly encouraged to apply.

**MEM-386-21 Staff/Communications Assistant**

Congressman Earl Blumenauer is seeking a Staff/Communications Assistant to serve in his Washington, D.C. Office.

Communications responsibilities include compiling press clips, preparing graphics, video production, drafting press releases and newsletters, drafting constituent correspondence, and other communication assignments as directed. As staff assistant, this person will provide administrative support to the staff, recruit and manage the office interns, greet visitors and answer phones when the office reopens, and respond to constituent requests for services including tours and flags. Additionally, they will assist both the Communications Director and the Legislative Correspondence Manager with their duties.

The ideal candidate will be enthusiastic about communications work, detail-oriented, an excellent writer, and comfortable in a fast-paced environment. Our office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status. People of color and people from underrepresented groups are strongly encouraged to apply, as are candidates with Oregon ties.

To apply, please submit a resume, cover letter, and writing sample to [Resume.Blumenauer@mail.house.gov](mailto:Resume.Blumenauer@mail.house.gov) with "Staff/Communications Assistant" in the subject line.

**MEM-385-21 Congressman Dan Kildee (MI-05) seeks a full-time legislative assistant in Washington, D.C.**



The legislative assistant will be responsible for important issues areas such as taxes, budget, housing, financial services, and small business, among other issues, in a fast-paced congressional office for a member of House Democratic Leadership on the Ways and Means Committee, Budget Committee and Science, Space and Technology Committee.

Responsibilities are wide-ranging, including drafting bills and amendments, developing strategic plans to advance legislation through Congress, staffing committee meetings, interacting with constituents, district stakeholders, committee/leadership committee staff and federal agencies, and writing policy briefing memos and talking points.

Candidates must have a self-starting personality, strong written and verbal communication skills, a desire to continually learn and grow and an eagerness to work on a team in a collaborative office environment. Previous work or interest in community development, economic development and municipal finance is a plus. This is not an entry-level position. A minimum three years of experience is required. Michigan ties preferred.

Qualified candidates should submit a resume, cover letter and a writing sample to [Michigan05jobs@gmail.com](mailto:Michigan05jobs@gmail.com). Please no walk-ins or phone calls.

**MEM-384-21 CA-44 Scheduler | Executive Assistant**

Congresswoman Nanette Diaz Barragán (CA-44) seeks an experienced scheduler. 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; and communicating with constituents by phone and email to address requests, concerns, and questions. Additional responsibilities include other administrative tasks.

Candidates should be highly organized, detail-oriented and able to multi-task, resourceful, team-oriented, and have a positive attitude.

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

This is NOT an entry-level position. Applicants should have previous scheduling experience (at least one year in a similar position). Salary is commensurate with experience.

Southern California | Los Angeles Metro area ties 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-383-21** Congresswoman Katie Porter seeks a **Legislative Assistant/Policy Adviser** to support her work on the Committee on Oversight and Reform and manage a portfolio which includes: health care, tax, child care, social security, family leave, and other issue areas as assigned by the office.

The ideal candidate must have 2-4 years of Hill or comparable advocacy experience working on health care policy or issues relevant to the legislative portfolio, familiarity with congressional process and procedure, and a demonstrated ability to design and execute legislative projects. The ideal candidate will have the creativity, drive, and confidence to propose original and compelling oversight work, including drafting hearing questions, oversight letters, and staff reports that resonate with our ideologically diverse constituents. This is not an entry level position.

#### KEY JOB RESPONSIBILITIES

- Producing oversight letters to agencies and private entities
  - Maintaining ongoing investigations and composing staff reports
  - Preparing and staffing the Member for committee hearings and markups
  - Developing and advancing legislation and other policy priorities
  - Representing the Member in meetings
  - Building and maintaining positive relationships with congressional staff, advocacy groups and key stakeholders (both DC and CA based)
  - Drafting constituent correspondence and press materials
- 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.

To apply, send a resume and a short writing sample to [ResumesCA45@mail.house.gov](mailto:ResumesCA45@mail.house.gov) with “Health Care Legislative Assistant” in the subject line. Applications will be considered on a rolling basis with the final deadline being Thursday, October 7, 2021.

**MEM-379-21** The Office of Congresswoman Marilyn Strickland seeks an **Operations Manager** for the Washington DC office.

Responsibilities include working with the Chief of Staff to maintain the Member’s daily and long-term DC schedule; organizing and evaluating all DC-based meeting requests and invitations; keeping the Member on schedule

throughout the day; and working with legislative and communications staff to ensure the Member is prepared for events/meetings.

This position will also play an active role in office operations. This staffer will be the office's Financial Administrator and manage the day-to-day office finances, including processing reimbursements, bills, and payroll. The Operations Manager is the primary point of contact for House support offices and works with IT to ensure that staff/interns are appropriately set up with technology. The staffer also co-manages the DC Staff Assistant/Press Assistant and District-based Executive Assistant, providing guidance on front office operations, the DC internship program, and district scheduling.

Applicants must be highly organized, proactive, and able to work as part of a team in a fast-paced environment. The ideal candidate is solutions oriented, has customer service experience and prior scheduling or office administration familiarity. This position requires availability outside of regular business hours.

The 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 or expression. We strongly value the diversity of our employees and encourage candidates from diverse backgrounds to apply.

Applicants should submit a cover letter, resume, and three references to [WA10Resumes@gmail.com](mailto:WA10Resumes@gmail.com) using "Operations Manager" and their name in the subject line. No phone calls or drop-ins, please.

**MEM-374-21 STAFF ASSISTANT:**

This position is responsible for managing the front desk and all administrative duties of the Oceanside office. The staff member in this role interacts regularly with constituents and answers correspondence and verbal communications with constituents. This staff member is located primarily in the Oceanside, CA office, but may be required to travel on occasion to the Dana Point office.

**ESSENTIAL JOB FUNCTIONS:**

- \*Manages the front desk
- \*Collaborates with Dana Point Staff Assistant and Legislative Correspondent to log all incoming mail and correspondence
- \*Tracks office supplies
- \*Assists with recruiting, interviewing, training and management of Oceanside interns
- \*Oversees production and tracking of certificates and proclamations
- \*Manages the Congressional App Challenge program and other projects, as assigned
- \*Screens phone calls and refers cases, when appropriate, to other district office
- \*Sorts incoming mail

- \*Scans and sends invoices to DC office
- \*Logs all incoming and outgoing mail and incoming telephone calls relating to casework in IQ
- \*Maintains records of incoming grants, constituent recognition and thank you letters
- \*Prepares material for the Weekly Report
- \*Meets attendance requirements as established by the office
- \*Maintains a good working relationship with the Congressman, staff, and constituents
- \*Performs other duties as assigned
- \*Takes initiative to identify needs and takes action to complete tasks required
- \*Knowledge of office policies, practices, and procedures

#### SKILLS AND KNOWLEDGE REQUIRED:

- \*Strong oral and written communication skills
- \*Familiarity with local, state, and federal agencies and departments
- \*Familiarity with all issues and events in the district in which the Congressman is involved
- \*Proficiency with word processing and spreadsheets
- \*Professional telephone manner
- \*Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner
- \*Ability to perform the essential job functions above
- \*Ability to work cooperatively and courteously with others
- \*Thoroughness and careful attention to detail

To apply: Please send resume, cover letter, and three professional references to: [CA49.applications@mail.house.gov](mailto:CA49.applications@mail.house.gov)

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 strongly value the diversity of our employees and encourage candidates from diverse backgrounds to apply, including women, people of color, and members of the LGBTQIA community.

**MEM-373-21** The Office of Rep. Frederica S. Wilson seeks an experienced, creative, and tech-savvy **press secretary/digital director** to join our communications team.

Responsibilities will include:

- Managing the member's social media accounts, website, media lists, newsletters, mailers, advertisements, communications schedule, and other resources
- Compiling daily press clips, leading communications briefings, monitoring analytic data
- Assisting in the development of materials intended for the media, such as press releases, talking points, emails, advisories, pitches, media kits, and reports

- Creating graphics, editing photos, and videos
- Planning and staffing virtual, DC- and district-based events such as press conferences, tele-townhalls, and roundtables.
- Building relationships with local and national reporters
- Maximizing the member's visibility through digital solutions
- Pitching innovative strategies to expand the Congresswoman's reach on social media and elsewhere
- Photographing the Congresswoman at press conferences and other events
- Managing press interns and fellows

The press secretary/digital director will work closely with the communications director to implement an ambitious communications strategy. Candidates should have strong writing and creative skills, strong editing and proofreading skills, work well under pressure, and the availability to work long hours when necessary.

The ideal candidate will have at least one year or one federal campaign cycle of communications experience, including digital strategy, social media management, content creation, editing of graphics, photos, and videos using software including Adobe Creative Cloud. The candidate should have experience with Facebook business manager, Google Ads, and digital analytics. This is not an entry level position.

Candidates from diverse backgrounds and with Florida ties are encouraged to apply. Fluency in Spanish or Kreyòl is a plus. Please submit your resume, cover letter, two writing samples, and a digital sample to [FL24.Resumes@mail.house.gov](mailto:FL24.Resumes@mail.house.gov) and include "Press Secretary/Digital Director" in the subject line.

**MEM-371-21** The Office of Congresswoman Frederica S. Wilson seeks an energetic, motivated, and organized individual to serve as a **staff assistant/legislative correspondent**.

Responsibilities will include managing front desk operations, driving the member, managing constituent correspondence, coordinating tours, supervising interns, greeting visitors, processing flag requests, and other duties as assigned.

The ideal candidate will be a team player who excels in a fast-paced environment, possesses excellent communication and organizational skills, and can handle unforeseen events well. Applicants must have access to a car and a clean driving record. The office will reimburse driving expenses using GSA's mileage reimbursement rate.

Previous Capitol Hill experience, Florida ties, and familiarity with Intranet Quorum are preferred, but not required. To apply, please submit a resume, a writing sample, and a cover letter to [FL24.Resumes@mail.house.gov](mailto:FL24.Resumes@mail.house.gov) and include "Staff Assistant/Legislative Correspondent" in the title. No calls, please.

**MEM-370-21** The House Committee on Education and Labor (Democratic staff) seeks **Counsel** to manage oversight and investigations on the education and labor team.

Responsibilities include organizing oversight hearings, writing investigative reports and executing a complementary legislative and oversight strategy with positive results. Qualified applicants must have a J.D. and relevant policy experience with at least 3-5 years of experience conducting investigations.

Experience in education and labor policy is not a requirement, however preferred. In addition, the applicant must have exceptional writing skills, strong attention to detail, and the ability to juggle multiple projects.

To apply, applicants must submit a resume, a writing sample (5-10 pages), a writing sample describing an investigation the applicant would like to pursue, and 3 professional references. The second writing sample must include a hyperlink to a current news item from any source (newspapers, blogs, or other websites) and two paragraphs detailing why the Committee should investigate the issue presented and the steps the applicant would take to begin an investigation.

Please submit all materials to [E&L.Jobs@mail.house.gov](mailto:E&L.Jobs@mail.house.gov) with “Counsel” in the subject line. The salary range is \$85K - \$100K, commensurate with education and experience.

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation. Candidates of diverse backgrounds are strongly encouraged to apply.

**MEM-368-21** Rural Oregon Republican Congressman seeks a driven and organized individual to serve as a **Field Representative/Caseworker** in the Representative’s Eastern Oregon district office. Ideal candidates will have excellent written and verbal communication skills, impeccable time management skills, and an ability to meet deadlines in a fast-paced environment.

Duties Include:

- Acts as the grass roots representative for the Member within his or her area of responsibility including answering casework correspondence, verbal communications with constituents, and acting as liaison with federal, district, and local agencies. The individual will also engage with city, county, district, the chamber of commerce, and other groups to form effective relationships with the Member;
- Assesses casework for issues requiring legislative action and makes recommendations to the District Director and/or Chief of Staff;
- Maintains up-to-date files on all cases and categories of information significant to the office;

- Prepares reports for the Congressman and Chief of Staff on district activities in his or her assigned issue areas; and
- performs other duties as assigned.

Interested candidates should email a cover letter and resume to [ResumesOR@mail.house.gov](mailto:ResumesOR@mail.house.gov).

**MEM-367-21** Congressman Mike Levin (D-CA) is seeking a **legislative assistant** for a policy portfolio that includes energy, environment, and climate change issues. The position covers his work on the House Natural Resources Committee and Select Committee on the Climate Crisis. The portfolio will also include other policy issues as needed.

This individual will work with the legislative director and chief of staff to advance and execute the Congressman's legislative agenda both on and off committee. Responsibilities will include staffing the Congressman at hearings and markups; developing and analyzing legislation and policy; drafting remarks, hearing questions, talking points, and memos; maintaining strong relationships with constituent and stakeholder groups; drafting letters to stakeholders, the Administration, and other Members; and staffing the Congressman in meetings and at other events.

Candidates should have experience working on environment policy issues, strong written and verbal communications skills, a knowledge of House legislative processes, and should work well on a team. District ties and prior legislative experience in a House or Senate office are a plus.

To apply, please send a resume, cover letter, and writing sample to [ca49.applications@mail.house.gov](mailto:ca49.applications@mail.house.gov). This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

**MEM-365-21 APPROPRIATIONS ASSOCIATE/COUNSEL:** Rep. Marcy Kaptur seeks a highly experienced and professional legislative staffer to handle a portfolio including energy/environment (both in the personal office and as a liaison to her appropriations subcommittee staff in her role as Chair), as well as transportation and infrastructure.

Candidates must be familiar with the energy and environment portfolio, the appropriations process, advancing legislation, analyzing and briefing on complex policy issues, and drafting a wide array of written materials (including materials for Committee and Floor activities).

Experience with Great Lakes issues, the Army Corps of Engineers, and the Environmental Protection Agency is strongly encouraged. Strong written and verbal communication skills, and a demonstrated ability to work collaboratively



in a fast-paced environment are critical. A minimum of five years of relevant and congressional experience is required.

This office is an equal opportunity employer and strongly encourages candidates from diverse backgrounds to apply. Applicants should email a resume, cover letter, two writing sample, and references as individual files in PDF format to [Steve.Katich@mail.house.gov](mailto:Steve.Katich@mail.house.gov) with “Appropriations Associate” in the subject line. No phone calls, faxes, emails, or walk-ins, please.

**MEM-364-21** Senior Democratic House Member seeks a **Legislative Assistant** for his Washington D.C. office.

The Legislative Assistant will be responsible for drafting and monitoring legislation, preparing materials for committee hearings and markups, representing the Member in meetings/briefings, working with constituent organizations, and performing other tasks as assigned.

The ideal candidate will have a strong understanding of the legislative process, excellent writing and communication skills, and a demonstrated ability to work effectively in a fast-paced office.

Candidates should send a resume, cover letter, and two writing samples to [genleg2024@gmail.com](mailto:genleg2024@gmail.com)

**MEM-363-21** U.S. House of Representatives, Committee on Oversight and Reform, Democratic (Majority) Staff – **Staff Assistant** (District of Columbia)

The House Committee on Oversight and Reform Democratic Staff has an opening for a Staff Assistant. Duties include: answering telephones; receiving visitors at the front desk; assisting with the tracking and processing of committee correspondence; receiving, tracking and processing large document productions; providing administrative support for committee hearings, markups and meetings; entering data and navigating databases with accuracy; and proofreading documents and correspondence for style and typographical errors.

Applicants must have excellent organizational and time management skills; the ability to work cooperatively and courteously with others; strong written and oral communication skills; proficiency in Microsoft Word, Excel, and Zoom and WebEx web conferencing platforms; good judgment and discretion; and flexibility in assisting with daily tasks and projects.

One year of prior Capitol Hill experience is strongly preferred. Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Please send a resume and cover letter to [oversightjobs@mail.house.gov](mailto:oversightjobs@mail.house.gov), with “Staff Assistant” in the subject line.



Please attach the resume and cover letter with the file name using the following format: "LastName.FirstName.Resume" and "LastName.FirstName.Cover Letter." No unsolicited calls, emails, or drop-ins, please.

**MEM-362-21** Senior House Democratic Member of Foreign Affairs Committee seeks **legislative assistant** to handle work on that committee and related issues.

In addition to a strong interest and experience in foreign policy issues and the operations of U.S. foreign affairs agencies, the successful applicant will be organized, possess excellent communication and time-management skills, the ability to exercise sound, independent judgment, and the ability to work cooperatively and courteously with others.

Legislative and/or agency experience a strong plus, though not required. To apply, please send a resume and a cover letter to [foreignpolicya@yahoo.com](mailto:foreignpolicya@yahoo.com).

**MEM-359-21** DISTRICT OFFICE STAFF ASSISTANT – Rep. Jimmy Panetta seeks a highly motivated, detail-orientated, and energetic Staff Assistant in his Salinas, California district office to greet visitors, answer the telephone, supervise the district internship program, write congressional thank you notes, and respond to constituent requests for general information and other inquiries.

This position maintains the front office and assists district office staff with various administrative duties while interacting frequently with constituents. The position also supports the Office's outreach function.

The ideal candidate has strong writing, organizational, and interpersonal skills, and a desire to work in a fast-paced environment. Bilingual Spanish/English is required.

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 or expression. Candidates can submit a resume and cover letter to [Susie.brusa@mail.house.gov](mailto:Susie.brusa@mail.house.gov).

**ESSENTIAL JOB FUNCTIONS:**

- Answers and screens telephone calls for the Congressman and other staff members; maintains the office voice mail, and returns calls and/or directs messages to appropriate district staff;
- Greet and screens visitors; maintains and monitors visitor sign-in sheet for accuracy and complete information;
- Composes, prints and mails thank you notes from the Congressman to his constituents;
- Assists people who have appointments with the Congressman or other staff members and works closely with the District Director to ensure that the Congressman's appointments are on time;

- Works with the Congressional Interns;
- Responds to constituent requests for flags, tours and other information;
- Maintains literature regarding the District and House offices for distribution to visitors;
- Signs for deliveries and forwards all materials sent to the office to appropriate staff in a timely manner;
- Maintains an inventory of office supplies and assists in ordering office supplies; maintains office equipment;
- Manages the office recycling program;
- Documents visitor opinions, including full name, address, and all relevant information;
- Performs general typing and administrative assignments;
- Maintains a good working relationship with the Congressman, staff and constituents;
- Accepts performance-based criticism and direction;
- Meets attendance requirements as established by the office;
- Works a flexible schedule including long hours, nights, and weekends; and
- Performs other duties as assigned.

#### EDUCATION/EQUIVALENT EXPERIENCE:

- At least one year of customer service experience required.
- College-level study in Political Science or Government a plus.
- Bachelor degree preferred.

#### SKILLS AND KNOWLEDGE REQUIRED:

- Spanish/English bilingual/biliterate required.
- Ability to communicate politely and professionally over the phone, face to face, and in writing required. Each constituent needs to feel heard and represented.
- This is a customer service position. Good skills in this regard are mandatory.
- Desires to be part of a team.
- Must type proficiently.
- Rigorous attention to detail required. Ability to write in a grammatically correct way and proofread effectively.
- Ability to work cooperatively and courteously with others;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Works well under pressure and handles stress.

#### WORK ENVIRONMENT:

- Generally works in an administrative office environment on the phone and computers.
- Occasionally will accompany the Congressman to events out of the office on nights or weekends.

**MEM-356-21    This is a Missouri-based position. Applicants must be located or willing to relocate to the greater Kansas City, Missouri region.**

The **Field Representative/Travel Aide** for Congresswoman Vicky Hartzler liaises with fellow Missourians to assist with carrying out her duties as a government official. This individual also travels with her when she visits cities, towns, and rural communities to meet with constituents.

**YOU'RE GOOD AT:**

- Listening to, talking with, and befriending strangers (some of whom won't agree with you).
- Traveling to unfamiliar places and driving safely.
- Problem solving issues completely new to you.
- Taking initiative when your boss isn't watching.
- Occasionally working hours that fall outside the traditional workday.
- Collaborating with remote team members located hundreds of miles from you.
- Planning events and getting people to show up to said events.
- Communicating well verbally and through writing.
- Speaking in front of small groups.
- Operating basic computer programs.

**A DAY IN THE LIFE:**

- Attend community meetings, network with locally elected officials, and update the Congresswoman on issues of importance within the service area.
- Travel with the Congresswoman as she visits with constituents at various events.
- Serve as an advocate for constituents and a conduit between them and the Congresswoman while she works on their behalf in Washington, DC.
- Stop by local businesses to meet with the owners and employees, learn about their products being sold, and connect them with federal resources.
- Contact a federal or state agency to learn about how a policy issue is being implemented.
- Assist a local nonprofit with finding federal and state resources to solve an issue.
- Provide feedback to supervisors on concerns raised by constituents on issues of the day.
- Handle meeting requests and serve in stead of the Congresswoman when she is in DC.
- Spend time in the Harrisonville office taking calls, returning messages, and filing reports.

**WHAT YOU'LL NEED:**

- Bachelor's degree or equivalent professional experience.
- A current driver's license, clean (or mostly clean) driving record, and functioning vehicle.
- Interest, familiarity, or prior experience in the federal and/or state government.
- A passion for working with Missourians to help find solutions and resources for them.

Interested applicants should email their resumes to [Austin.Kramer@mail.house.gov](mailto:Austin.Kramer@mail.house.gov).

**MEM-354-21** House Committee on Energy and Commerce, Subcommittee on Oversight & Investigations is seeking a **Staff Director** to work on oversight issues related to the Committee's broad jurisdiction for the Committee's Democratic staff.

Areas of expertise under the Committee's jurisdiction preferred, including environment, energy, health, communications, consumer protection, and cybersecurity. Background in Congressional investigations and oversight is required.

The staff director will manage subcommittee staff and be responsible for: developing an oversight and investigation plan; managing regular oversight hearings; conducting investigations of governmental and non-governmental entities; drafting official letters, memoranda, and investigative reports; publicizing activities and investigative findings, and coordinating with the other subcommittees of the full Committee.

Successful candidate will be detail-oriented and possess strong communication, management and writing skills. Ten years of professional experience and J.D. preferred but not required. Active security clearance and committee experience is a plus. Salary is commensurate with experience.

Women, minorities, veterans and LGBTQ+ candidates are strongly encouraged to apply. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

Please send resume, cover letter, writing sample, and at least two professional references to [ecdjobs@mail.house.gov](mailto:ecdjobs@mail.house.gov) with the subject line as "Oversight & Investigations Subcommittee Staff Director."

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

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

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

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

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

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