



U.S. House of Representatives

CAO

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MEMBER AND COMMITTEE VACANCY LISTING

Week of August 5, 2024

MEM-353-24 The Democratic Staff of the House Committee on Budget and Ranking Member Congressman Brendan Boyle are seeking a **Communications Director** to lead the communications operation for the Budget Committee and member personal office. This position will be evenly split between the Committee office and personal office and will be based out of the Congressman's Washington D.C. office. This position will also require occasional travel to the district as needed.

Ideal candidates should:

- Have 5+ years of relevant communications experience. Senior staff level communications experience on Capitol Hill, elsewhere within the federal government, or experience within a national media organization will be given preference.
- Have excellent judgement in managing and developing relationships with communications and/or media contacts, as well as experience interacting with reporters and members of various media outlets.
- Have experience pitching local, regional, and national media outlets on potential stories on behalf of an elected official.
- Have the ability to fluently navigate a variety of social media, web based and digital content platforms, and to produce content for said platforms (or supervise the production of said content by others).
- Have experience with preparing and staffing an elected official in an event and/or media capacity.
- Have experience with organizing media events/appearances by an elected

official, including press conferences.

- Have excellent and demonstrable oral and written communication skills.
- Have an ability to effectively train and supervise other staff within the communications arena.
- Be a strategic thinker, politically savvy, and ability to manage competing priorities and develop solutions under tight deadlines.
- Have an ability to work well with others, willingness to take initiative, manage competing priorities, and turn around high-quality products under tight deadlines.

Key Responsibilities:

- Working with the Member and senior staff to develop a broad-based personal office and Committee based communications strategy, then executing that strategy through the following avenues:
 - o Local, regional and national media (tv, radio, etc.), social media, mass communications, as well as paid ads and digital communications.
- Managing media/communication efforts for the Member's Washington DC and district events.
- Working to manage, mentor, and grow the Committee's and member personal office communications team, focusing on staff professional development, skill building, and efficient workflows.
- Staffing and preparing the Member for media and communications engagements in Washington and as needed, in the district, sometimes outside of normal business hours.
- Developing and maintaining strong relationships with local, regional and national media contacts, as well as pitching stories to members of the media.
- Elevating and maintaining the Member's presence in various national, regional and local digital, print and television based media
- Drafting media advisories, press releases, statements, op-eds, speeches, talking points, social media and other digital content, mass emails, as well as other content as needed.

Salary offered will be competitive, evenly split between the Committee office and member personal office, and will be commensurate with experience. This office is an equal opportunity employer with a team that highly values mentorship and professional development; we do not discriminate on the basis of race, color, religion, national origin or citizenship status, sex, gender identity or expression, pregnancy, sexual orientation, age, disability, or military status. Candidates with diverse backgrounds, women, people of color, and LGBTQIA+ candidates are strongly encouraged to apply. Qualified candidates should submit a cover letter describing their fit for the role, a resume, and three writing samples to budget-democrat.jobs@mail.house.gov with "[NAME] – Communications Director" in the subject line. No calls or walk-ins please.

MEM-351-24 The Democratic Staff of the House of Representatives Task Force on the Attempted Assassination of Donald J. Trump seeks a **Communications Assistant** to assist with the communications priorities and content creation of the Task Force, including drafting press releases and social media posts, website creation, and scheduling interviews. The Communications Assistant will report to the Communications Director. The ideal candidate will be detail-oriented, organized, creative, and able to work in a high-intensity environment on tight timelines.

The Committee is committed to, and benefits from, a diverse staff, and candidates of all backgrounds are encouraged to apply.

Qualified candidates should submit a resume and cover letter to co06.resumes@mail.house.gov with the subject line “Task Force Communications Assistant – [Full Name].” Applications will be reviewed on a rolling basis and only qualified applicants will be contacted for an interview. No phone calls or drop ins please.

MEM-350-24 The Democratic Staff of the House of Representatives Task Force on the Attempted Assassination of Donald J. Trump seeks **researchers** to join its investigative team. This position will report to the Staff Director. Responsibilities will include but are not limited to executing the Task Force’s investigative plan, reviewing and analyzing documents and other data, and contributing to the Task Force’s final report. Ideal candidates will have excellent attention to detail, writing skills, and a high level of discretion and confidentiality.

The Committee is committed to, and benefits from, a diverse staff, and candidates of all backgrounds are encouraged to apply.

Qualified candidates should submit a resume and cover letter to co06.resumes@mail.house.gov with the subject line “Task Force Researcher – [Full Name].” Applications will be reviewed on a rolling basis and only qualified applicants will be contacted for an interview. No phone calls or drop ins please.

MEM-349-24 The Democratic Staff of the House of Representatives Task Force on the Attempted Assassination of Donald J. Trump seeks experienced **attorneys** to join its investigative team. This position will report to the Staff Director. The Counsels are expected to execute the Task Force’s investigative plan, review and analyze documents and other data, conduct transcribed interviews, analyze evidence, and contribute to the Task Force’s final report. Ideal candidates will have exceptional writing and legal research skills, a professional temperament, and a high level of discretion and confidentiality.

The Committee is committed to, and benefits from, a diverse staff, and candidates of all backgrounds are encouraged to apply.

Qualified candidates should submit a resume and cover letter to co06.resumes@mail.house.gov with the subject line “Task Force Investigative Counsel – [Full Name].” Applications will be reviewed on a rolling basis and only qualified applicants will be contacted for an interview. No phone calls or drop ins please.

MEM-348-24 The Democratic Staff of the House of Representatives Task Force on the Attempted Assassination of Donald J. Trump seeks a **Communications Director** in Washington, DC. This role will report to the Staff Director. The communications director will be responsible for coordinating and leading the communications strategy and content creation for the Task Force, including interviews, press releases, press conferences, and talking points as well as a digital footprint, including a website and social media.

Ideal candidates will have exceptional written and oral communications skills; strong working relationships with press and members of the media; significant media/interview booking experience; digital and web-design experience; ability to work in a fast-paced, high-intensity environment with tight deadlines; and, strong interpersonal skills and ability to work with multiple Principals.

This is not an entry-level position. Compensation for this position is competitive and commensurate with experience. This office is committed to building a diverse and inclusive team: candidates of color, women, and LGBTQ+ candidates are strongly encouraged to apply. We are an equal-opportunity employer.

Qualified candidates should submit a resume, cover letter, and writing sample to co06.resumes@mail.house.gov. Include “Task Force Communications Director – [Full Name]” in the subject line. Applications will be considered on a rolling basis as received. No phone calls or drop-ins please.

MEM-347-24 The Democratic Staff of the House of Representatives Task Force on the Attempted Assassination of Donald J. Trump seeks a **Staff Assistant** to assist with administrative responsibilities of the Task Force. The ideal candidate will be detail-oriented, organized, have experience supporting a team, be able to manage calendars, and maintain a high level of discretion and confidentiality. The Committee is committed to, and benefits from, a diverse staff, and candidates of all backgrounds are encouraged to apply.

Qualified candidates should submit a resume and cover letter to co06.resumes@mail.house.gov with the subject line “Task Force Staff Assistant – [Full Name].” Applications will be reviewed on a rolling basis and only qualified applicants will be contacted for an interview. No phone calls or drop ins please.

MEM-346-24 Congresswoman Gwen Moore (WI-04) is hiring a **Staff Assistant/Legislative Correspondent (SA/LC)** for the Washington, DC office in a full-time capacity. The position requires close coordination between Chief of Staff, Director of Operations, and the Member. A successful candidate will outstanding organizational and time management capacity, strong attention to detail, ability to anticipate and react to challenges, the ability to work independently, and have excellent writing and proofreading ability. Additionally, candidates should have professional telephone and office manners, the ability to manage multiple tasks at once, and a desire to be part of a highly-collaborative, high-achieving team. Hill experience preferred; knowledge of Fireside, crisp writing skills, and Wisconsin ties are all pluses. This position requires driving for the Member – candidates must have their own vehicle.

Job Duties:

- Handles incoming calls with poise, professionalism, and promptness.
- Greets visitors and manages the front office.
- Transports and staffs the Member to votes and off-campus engagements.
- Manages all White House and Capitol Tour requests, along with constituent flag purchases and delivery.
- Manages the DC internship program; hires and oversees the day-to-day activities of the DC interns.
- Manages constituent correspondence system, including drafting tailored letters for constituent inquiries that require a custom response and maintaining a collection of prepared responses (“form letters”) for constituent inquiries.
- Attends legislative meetings with constituents and assists legislative staff, as needed.
- Other correspondence and staff assistant duties as assigned, including supporting District Office on assigned duties.

All interested candidates are encouraged to submit a resume, cover letter, and writing sample to WI04Resume@mail.house.gov with the subject line “Staff Assistant/Legislative Correspondent - [last name, first name]” by August 12, 2024. Applicants must have a safe and reliable vehicle/form of transportation, as

well as a clean driving record. 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 (including marital or parental status), national origin, age, disability, gender identity, or sexual orientation. Our office encourages candidates of diverse backgrounds to apply.

MEM-345-24 Rep. Ro Khanna (CA-17), seeks an **Operations Manager** to help manage office operations, drive and staff the member in Washington, DC (including occasional evenings and weekends), manage the DC intern program, help run office logistics, coordinate office weekly reports, manage the constituent management service and official website, spearhead the Congressman's monthly newsletter, help with orientation and onboarding of new staff, work closely with the member, management, and the scheduler on office operations, and other administrative duties for the office. The starting salary is \$71,000.

Successful candidates are consummate team players, strong writers, adept at making sound judgment calls and thinking quickly at a moment's notice, and being exceptionally organized self-starters. It is preferred that candidates have a valid driver's license, daily access to a vehicle, and a good driving record.

Candidates should submit to cal7jobs@gmail.com a single PDF that 3-4 pages max with these items:

Resume

Cover letter on why you want to work for Rep. Khanna and why you are the right fit for this role

One page writing sample

Among other benefits, the position offers health insurance, retirement benefits with an employer match, 15 days of vacation in addition to the office closure in the last two weeks of December, 15 days sick leave annually which can be used in part or entirely for 'mental health days' at any point in the year, flex time, transit or parking benefits, and access to the Student Loan Repayment Program. The Operations Manager is a represented position, part of the Congressional Workers Union and reports to the Chief of Staff.

The Office of U.S. Congressman Ro Khanna is an equal opportunity employer; we do not discriminate based on race, color, religion or lack thereof, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, military status, marital or parental status, genetic information, medical history, arrest history, organizing activity, or any other factor or basis that is prohibited by law or regulation applicable to the Office. Women, veterans, people of color, and LGBTQIA+ candidates are strongly encouraged to apply.

MEM-343-24 Congressman Jason Crow (CO-06) seeks a **Press Secretary** to join his communications team based in Aurora, CO or Washington, DC. This role will report to the Communications Director and Chief of Staff and includes a balance of traditional press responsibilities, including drafting various written content and remarks, helping manage a high volume of inquiries from national and local media, and executing day-to-day communications needs as assigned. The Press Secretary will also play a key role in advising on short-term and long-term strategic communications planning.

This is not an entry-level position: applicants should have 2-3 years of communications experience, preferably on Capitol Hill, campaigns, or in federal, state, or local government. Compensation for this position is competitive and commensurate with experience. Colorado ties and Spanish language skills are a plus, though not required. This office is committed to building a diverse and inclusive team: candidates of color, women, and LGBTQ+ candidates are strongly encouraged to apply. We are an equal-opportunity employer.

Qualified candidates should submit a resume, cover letter, and writing sample to co06.resumes@mail.house.gov. Include "PRESS SECRETARY – [Full Name]" in the subject line. Applications will be considered on a rolling basis as received. No phone calls or drop-ins please.

MEM-342-24 Rep. Ro Khanna (CA-17) seeks a **Legislative Assistant** to join the Washington, DC office. This is a non-supervisory position. The starting salary is \$83,440/year.

This is not an entry level position. At least three years of Hill, law firm, legislative advocacy or similar experience required. Advanced degree in law, policy, or similar is preferred.

*Please submit a resume and short cover letter by August 16th, 2024.

The Legislative Assistant would manage a portfolio of healthcare, Medicare and Medicaid, civil rights, criminal justice, judiciary, Congressional ethics, campaign finance, and political reform.

You could be a great fit if you:

- Love to dive deep into the details and, on a daily basis, distill policy wonkery into succinct talking points that can be useful to the member for both communications and legislative purposes.
- Have experience working on at least one of the issue areas referenced above and are excited to take on new issue areas.
- Have experience working with grassroots activists and connections to progressive groups working in these policy spaces.

- Have exceptional rapid response writing and communication skills.
- Are excited about the prospect of serving a diverse district rich in many different immigrant and diaspora communities. CA-17 is the only Asian American Pacific Islander majority district in the continental U.S.

Due to the volume of applications we receive, we will only contact you if we decide to move forward with your application. Please no calls, direct emails, or walk-ins.

Among other benefits, the position offers health insurance, retirement benefits with an employer match, paid sick leave that can be used in part or entirely for mental health days, annual leave, transit or parking benefits, flex time, and access to the Student Loan Repayment Program. The Legislative Assistant is a represented position, part of the Congressional Workers Union, and reports to the Deputy Chief of Staff/Legislative Director and to the Chief of Staff.

The Office of U.S. Congressman Ro Khanna is an equal opportunity employer; we do not discriminate based on race, color, religion or lack thereof, national origin, sex, gender, sexuality, age, marital or family status, disability, medical history, arrest history, military service, organizing activity, or any ground that is specifically prohibited by law or regulation applicable to the Office. Women, veterans, people of color, and LGBTQIA+ candidates are strongly encouraged to apply.

Please send application materials to cal7jobs@gmail.com.

**MEM-341-24 PRESS ASSISTANT/PRESS SECRETARY
OFFICE of CONGRESSMAN AUCHINCLOSS**

SUMMARY:

Congressman Jake Auchincloss (D-MA) is seeking a **Press Assistant/Press Secretary** in the Washington, D.C. office to join an aggressive, fast-paced communications team. The Press Assistant/Press Secretary will have excellent writing, editing and digital skills. Strong proofreading and copyediting skills are a must. This role will be heavily focused on digital communications, working with the Communications Director to produce social media content and develop a creative digital strategy.

This role primarily assists the Communications Director with drafting constituent-facing outgoing communications and developing a social media plan. Candidates seeking to join a highly active press team across national, local, and digital media with opportunities for growth are encouraged to apply.

Videography and video editing skills are a plus. Title commensurate with

experience. The salary range for this position is \$60,000-\$70,000.

ESSENTIAL JOB FUNCTIONS:

Drafts the Congressman's remarks, newsletters, press releases, and other public-facing written materials;

Edits constituent mail;

Designs and executes a robust social media plan that builds engagement and audience growth;

Drafts daily social media content in accordance with the social media plan under quick deadlines;

Monitors social media and relevant news to produce rapid response tweets;

Clips the Congressman's TV appearances and public facing events for social media;

Possesses strong instincts for digital trends and digital media opportunities;

Provides creative, proactive ideas on social media, press pitches and events;

Assists the Communications Director with drafting press releases, quotes, statements, floor speeches and talking points;

Works closely with the Communications Director to produce franked mail, texts, digital ads, telephone surveys, and telephone town halls;

Works well under pressure and with quick turnarounds;

Please email a resume, cover letter, writing sample and two digital work samples in a single PDF to AuchinclossJobs@mail.house.gov with "First Name Last Name—Press Assistant" in the Subject Line. Applications will be accepted on a rolling basis. No phone calls, faxes or drop-ins please.

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

MEM-331-24 A Republican Subcommittee Chair is seeking a **Staff Assistant** for the Washington, D.C. office. Successful applicants will be motivated, organized, detail-oriented, responsive, and be able to prioritize and manage multiple tasks under tight deadlines. Qualified applicants should also possess strong and effective communication (both verbal and written), interact positively with constituents, work well in a team environment, and be able to accomplish tasks with minimal guidance.

Responsibilities of this role include, but are not limited to:

- Greeting guests in the office, answering phone calls, and logging incoming constituent communications
- Overseeing the front office and providing training to interns
- Providing and coordinating tours of the Capitol, arranging tours of other national landmarks, and managing the office flag program

- Driving the Member on occasion (vehicle preferred)
- Flexibility in supporting the Member and all staff in various roles, both administrative and legislative.

To apply, please email CapitolHillStaffPosition@gmail.com with a copy of your resume.

MEM-325-24 The office of Rep. Glenn Ivey seeks a highly motivated, energetic, and detail-oriented individual to serve as a **Scheduler** or **Operations Director** based in our DC office.

The Scheduler/Operations Director serves as a key player of the team by managing the Member's time. This role reports to and works closely with the Chief of Staff, but is expected to be a team player and coordinate closely with the full team about the Member's schedule.

Key duties include:

- Collaborating with the Member, Chief of Staff, and district staff to determine and finalize the Member's daily schedule, long-term schedule, and briefing materials (e.g., memos, talking points, and speeches)
- Evaluating and organizing all incoming meeting and event requests in coordination with the Chief of Staff
- Communicating key information regarding the Member and the Member's schedule to staff
- Managing Member reimbursement program
- Working closely with both DC and District staff to ensure smooth daily office operations
- Coordinating the Member's travel arrangements as well as other staff travel arrangements when necessary
- Maintaining and implementing administrative office files, policies, and operating procedures to ensure effective office operation

Successful candidates will have 1-2 years of Scheduling/ Executive Assistant experience, be highly motivated, eager to learn, able to work in a fast-paced environment, and, have a problem-solving attitude. A valid driver's license, safe driving record, and regular access to a reliable vehicle are required.

The role is based in the Washington DC office. The pay range for this position is \$60,000-75,000, commensurate with experience. Title is also commensurate with experience.

Candidates of diverse backgrounds are 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, national origin, disability, military status, age, marital status, or parental status.

Applications will be accepted on a rolling basis. To apply, please email md04resumes@gmail.com with “Scheduler/Ops Director” in the subject line and the following application materials attached as one combined PDF:

- Cover letter
- Résumé
- Two references including name, current title and organization, phone number, email, and a one-sentence description of your relationship to the reference (we will not contact these references without reaching out to you for your approval)

No phone calls or drop bys, please.

MEM-322-24 Texas GOP Member Seeks **Press Assistant**

Texas GOP Member of Congress seeks a Press Assistant who is eager to join a robust communications operation. This is not an entry-level position-- at least six months to one year of relevant communications experience is required.

Required Skills

Excellent writing ability and attention to detail.

Experience creating graphics and social media branding.

Duties

Develop and assist with press releases, talking points, op-eds, and other materials as assigned.

Assist with maintaining the office’s website and social media accounts.

Create and edit videos and other digital material.

Monitor the Member's presence and interactions on social media.

Take photos/video at events and meeting.

Compile daily press clips.

Other duties as assigned.

To apply, please send resumes to housegopemployment@gmail.com with position noted in subject line.

MEM-321-24 Texas GOP Member Seeks **Legislative Assistant**

CORE RESPONSIBILITIES:

to develop and plan legislative initiatives;

to monitor legislative developments within Committees and on the House floor;

to meet with constituents and special interest groups on behalf of the Member.

QUALIFICATIONS:

at least 1 year of legislative experience in a full-time, paid position or legislative fellowship

strong academic credentials;

strong leadership and organizational skills;

excellent oral and written communication skills;

thorough knowledge of the legislative process;
ability to exercise discretion and independent judgment in the formulation and recommendation of policy positions for the Member;
ability to work cooperatively and courteously with others;
ability to work well under pressure;
thoroughness and careful attention to detail

To apply, please send resumes to housegopemployment@gmail.com with position noted in subject line.

MEM-320-24 A conservative Midwest Member of Congress has an immediate need to hire an experienced full-time **Legislative Assistant** with a background in agriculture in the Washington, D.C. office. Interested candidates are encouraged to email their resume, cover letter, and references to ConservativeRep@mail.house.gov. Please use 'Legislative Assistant' as the subject line, and in the body of the email, please indicate where you found this job description.

Responsibilities

This Legislative Assistant will serve as the Member's primary expert on agriculture issues, as well as some other issue areas which will be assigned at the time of employment. This position will work closely with the Legislative Director and Chief of Staff to develop and execute a coordinated legislative strategy for the Member. This position also prepares the Member for Committee hearings and markups and attends meetings with constituents, visitors, and other groups.

Preferred Qualifications (not a comprehensive list)

- Agriculture background
- Capitol Hill experience
- Great writer
- Proficient at Microsoft suite
- Detail oriented
- Multitasker

MEM-319-24 A conservative Indiana Member of Congress has an immediate need to hire a **Staff Assistant** role for the Washington, D.C. office. Interested candidates are encouraged to email a resume, cover letter, and references to ConservativeRep@mail.house.gov. Please use 'Staff Assistant' in the subject line, and, in the body of the email, please indicate where you found this job description.

Expectations

The Staff Assistant will be expected to manage the front desk during office hours, handle Capitol and White House tour requests, fulfill flag requests, support the district office with administrative office needs, and assist the D.C.

office staff with work as assigned. Staff Assistants often provide the first impression of the office to constituents, guests, and other groups. The experiences gained in the Staff Assistant role provide a solid foundation to advance into positions of increasing responsibility.

Preferred Qualifications (not a comprehensive list)

- Indiana ties preferred
- Great interpersonal skills
- Highly organized
- Multitasker
- Good writer
- Proficient at Microsoft suite

MEM-317-24 Congresswoman Mikie Sherrill (NJ-11th) has an opening for a **Constituent Services Caseworker/Field Representative** in her Livingston district office.

Primary responsibilities include handling a large docket of constituent casework; interacting with constituents and government agencies; and representing the Congresswoman at community events. Federal casework areas will include immigration casework. Spanish language fluency is an advantage.

This position provides an opportunity to be part of a hard-working cohesive team and to make a difference in the lives of others. The ideal candidate is self-motivated, great at multi-tasking, has a strong desire to help people, and has excellent interpersonal and writing skills. This is a full-time position with federal benefits.

Applicants must have a car and NJ driver's license and a clean driving record. This position requires frequent travel throughout the district and flexible hours, including nights and weekends. To apply please send resume, cover letter and references to Jill Hirsch at resumes.nj11@mail.house.gov

No calls or drop-ins. 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-315-24 The Office of Congressman Don Davis seeks a **Staff Assistant** for his Greenville, North Carolina office. This position will support the daily operations of the Congressman's district office.

Responsibilities include:

- Operating and managing all aspects of a busy Congressional front office and reception area.
- Managing and responding to incoming meeting requests under the supervision

of the District Director.

- Tracking and reporting office metrics.
- Providing general administrative support as needed, including logging and tracking correspondence and constituent requests.
- Drafting statements and general correspondence.
- Coordinating technology support with the tech team.
- Managing the district office intern program.
- Setting up and breaking down for meetings.
- Managing registration tables and booths at fairs.
- Performing other duties as assigned by the District Director.
- Ability to work flexible hours, including occasional Saturdays and weeknights for events.

Qualifications:

- Commitment to public service.
- Strong attention to detail and ability to work in a fast-paced environment.
- Ability to work effectively as part of a team.
- Organized and solution-oriented mindset.
- Customer service experience is preferred;
- Prior government experience is a plus.
- Familiarity with Eastern North Carolina and ties to the First Congressional District preferred.
- Computer skills, including proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace (Docs, Sheets, etc.).
- Bachelor's Degree or 5 five years of experience; or equivalent combination of education and experience.
- Application Process: Review of applications will commence immediately, with interviews to follow shortly, aiming for a swift hiring process. Interested applicants are urged to apply promptly.
- We welcome candidates from diverse backgrounds. Our office is an equal opportunity employer committed to enforcing non-discrimination protections based on race, color, religion, sex, disability, age, or national origin.

The Office of Congressman Donald G. Davis is committed to sharing the stories and advocating daily for the people of eastern North Carolina, ensuring our constituents are recognized and heard in Washington, D.C. Our mission is to improve the lives of all families, foster hope, and ensure that eastern North Carolinians never feel forgotten.

To Apply: Submit a resume, cover letter, and 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 – Staff Assistant."

MEM-305-24 The Office of Congressman Shri Thanedar (MI-13) seeks a **Legislative Correspondent** for his Washington, DC office. Constituent correspondence is a

priority for Congressman Thanedar, and this individual will interact with constituents and help shape the Congressman's stance on current events. A successful candidate will be extremely organized, an excellent writer, a proactive self-starter, a strategic thinker, and able to work collaboratively as part of a close-knit team. Candidates with Capitol Hill experience and Michigan ties are a plus.

Responsibilities include:

- Managing the office's constituent correspondence program, which includes drafting individually tailored letters, and generalized "form" letters
- Consulting with the legislative and communications teams to ensure that constituent correspondence aligns with the Congressman's policy stances
- Managing a small legislative portfolio, with issue areas assigned based on office need and candidate preference
- Directing the office's intern and fellow programs
- Completing general administrative tasks and special projects as assigned by the Member

Our office is an equal-opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status. People of color and people from underrepresented groups are strongly encouraged to apply.

To apply, please send a resume, cover letter, and a 1-3 page writing sample to hr.thanedar@mail.house.gov with the subject line "Legislative Correspondent – Last Name."

MEM-299-24 Rep. Robert C. "Bobby" Scott (VA-03) is seeking a **Legislative Assistant** to join his Washington, D.C. office. This role will primarily cover judiciary issues. Candidates should have excellent organizational, strategic, writing and communications skills. This is not an entry level position; one to two years of congressional experience is preferred.

Essential Job Functions:

Tracks and develops legislation in assigned issue areas via district news, committee, and floor activity and keeps the member informed

Prepares and staffs the Member for events, speeches, and floor activity in assigned issue areas

Acts as a liaison with stakeholders, committee, and constituents

Builds and maintains relationships with Congressional staff, stakeholders, and community leaders

District ties considered. 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. Diverse backgrounds are encouraged to apply. Materials will be reviewed on a rolling basis. Please email a cover letter, resumé, and one brief writing sample in a single PDF to jobs.va03@mail.house.gov - with subject line [Full Name - Legislative Assistant]. *Salary commensurate with experience.

Closing date: Friday, August 9, 2024

MEM-292-24 Congresswoman Lizzie Fletcher (TX-7) seeks a positive, well-organized, and detail-oriented **Senior Legislative Assistant** for the Washington, DC office. The Senior LA position will handle a comprehensive portfolio of policy issues with a focus on flooding and infrastructure, judiciary, and technology and telecommunications.

Ideal candidates will possess a strong understanding of the legislative process, work well in a team environment, have excellent writing skills and attention to detail, and be able to work efficiently in a fast-paced environment.

Responsibilities include drafting legislation and legislative memos, monitoring committee and floor activities, advancing legislative initiatives, staffing the Congresswoman at committee and in meetings, working with the outreach team in district, drafting speeches, and building relationships with constituent groups and advocacy organizations.

This is not an entry level position. Texas ties are encouraged but not required. Salary is commensurate with experience.

Interested candidates should email their cover letter, resume, writing sample, and references to TX07.hiring@mail.house.gov with the subject line “Senior Legislative Assistant.” 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. Women and minorities are strongly encouraged to apply.

MEM-290-24 Rep. Dina Titus seeks an organized and detail-oriented **Staff Assistant** for her Washington, D.C. office. Primary responsibilities include managing the front office, answering and logging telephone calls, managing constituent requests for flags and tours, assisting with constituent correspondence, recruiting and managing interns, supporting legislative and communications staff, and other administrative duties.

Candidates should be motivated self-starters with excellent oral, written, and interpersonal communication skills, strong organizational skills, demonstrate an ability to think quickly when troubleshooting, and maintain a positive

demeanor in a busy environment. Capitol Hill or other relevant experience is preferred.

Candidates with a diverse background, Nevada state ties, and Spanish-language proficiency are strongly encouraged to apply. Rep. Titus 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.

Those interested in applying should e-mail a cover letter, resume, and one short writing samples to NV01Jobs@gmail.com subject: "Staff Assistant". Applications will be accepted on a rolling basis and will remain open until the position is filled.

MEM-287-24 Texas GOP Member of Congress seeks a **Press Assistant** who is eager to join a robust communications operation. This is not an entry-level position-- at least six months to one year of relevant communications experience is required.

Required Skills

Excellent writing ability and attention to detail.

Experience creating graphics and social media branding.

Duties

- *Develop and assist with press releases, talking points, op-eds, and other materials as assigned.

- *Assist with maintaining the office's website and social media accounts.

- *Create and edit videos and other digital material.

- *Monitor the Member's presence and interactions on social media.

- *Take photos/video at events and meeting.

- *Compile daily press clips.

- *Other duties as assigned.

To apply, please send resumes to housegopemployment@gmail.com with position noted in subject line.

MEM-238-24 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 and welcoming constituents and other visitors; 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, calm under pressure, 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.

Applicants must have a valid driver's license, a clean driving record, and be comfortable driving in DC. 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.

TO APPLY: please send a cover letter, resume, writing sample (1-2 pages), and two reference contacts in a single pdf file to Daniel.Robillard@mail.house.gov with the subject line "Staff Assistant: [Your name (First/Last)]" 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.

MEM-236-24 Congresswoman Sylvia Garcia seeks a **Communications Director/Press Secretary** for her DC office. The position requires some travel to the district to support media relations and press events and supervises a talented communications team. Interested candidates are encouraged to apply as soon as possible.

Job Expectations:

The Communications Director/Press Secretary is expected to work closely with the Chief of Staff, Legislative Director and District Director to develop and execute a comprehensive and aggressive strategic plan to inform constituents and the media on issues that are important to the Congresswoman. This includes making media pitches, organizing press events, and reviewing, drafting, and finalizing statements, remarks/speeches, press releases, media advisories, and other messaging (e.g., social media). Finally, the Communications Director/Press Secretary will work closely with and manage other members of the communications team, including the DC-based speechwriter and the district-based communications assistant.

Ideal candidates will be bilingual in Spanish, demonstrate a successful track record of communications experience, and have supervisory experience.

The Office of Congresswoman Garcia is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, religion, sex, national origin, age, disability, sexual orientation or gender identity. 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.

All interested candidates are encouraged to submit a resume and 1-2 short writing samples to TX29Jobs@Gmail.com with "Communications" in the subject line. The title and salary are commensurate with experience.

MEM-180-24 Congressman Steven Horsford's District Office is seeking to hire a full-time **District Representative**. We are looking for an enthusiastic and motivated individual to join our high- energy team.

Job Summary:

Under the supervision of the District Director, the District Representative acts as the representative for the Member. District Representative responsibilities include strengthening relationships with key stakeholders, as well as attending engagements on behalf of the Member. Caseworker responsibilities include helping constituents resolve problems with federal agencies through written and verbal communication.

Responsibilities:

Outreach Responsibilities:

- Ensure outreach efforts align with the Member's strategic vision and goals.
- Coordinate closely with staff to ensure district priorities are reflective in legislative priorities.
- Build and maintain relationships with constituents and key community leaders.
- Organize and participate in community events, town halls, and outreach campaigns to engage constituents.

Casework Responsibilities:

- Act as the representative for the Member within his or her area of responsibility, including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies.
- Handle casework assignments and assess casework for problems requiring legislative action, making recommendations to the District Director and Chief of Staff.
- Monitor scheduled district meetings for the Member with constituents.

Communications and Professionalism:

- Maintain a good working relationship with the Member, staff, and constituents.
- Accept performance-based criticism and directions.
- Work well under pressure and handle stress.
- Work a flexible schedule including long hours, nights, and weekends.
- Perform other duties as assigned.

Requirements:

- Political knowledge and comfortable navigating complicated situations
- Strong written, verbal, analytical, and organization skills; impeccable customer service manners; public speaking skills
- Ability to multi-task, manage time effectively, and adapt to changing priorities
- Candidates must be able to work a flexible schedule, including occasional nights, weekends and some holidays.

Benefits:

- Comprehensive health insurance coverage, including medical, dental, and vision plans.
- Paid annual and sick leave.
- Thrift Savings Plan Retirement program.
- Student Loan Repayment.
- Health and Wellness programs.
- Transit Benefits.
- House Professional Development programs.
- Employee purchasing/government discounts

Position Qualifications/Education:

Bachelor's degree or related job experience is required. A demonstrated interest in public service and familiarity with District 4 community is preferred.

Application Instructions:

This is a full-time position based in the North Las Vegas district office. Salary is competitive and commensurate with experience. Women, minorities, individuals with disabilities, and veteran are encouraged to apply.

Qualified candidates should submit a cover letter, resume, two writing samples (no longer than two pages) and three professional references to NV04Resume@mail.house.gov with "District Representative," [Last Name, First Name]" in the subject line. All submissions must be in a single PDF file.

MEM-155-24 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-135-24 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 stephanie.moore@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.