



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**House Vacancy Announcement and Placement Service (HVAPS)**

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of October 23, 2023**

**MEM-538-23** Position Description: Congresswoman Porter seeks a **legislative assistant** to handle civil rights, defense, federal courts, immigration, international affairs, trade, veterans' affairs, and related issues assigned by the office and to support her work as a member of the Oversight & Accountability Subcommittee on National Security, the Border, and Foreign Affairs.

The ideal candidate will have two to four years of Hill and comparable advocacy experience, familiarity with congressional process and procedure, and a demonstrated ability to design and execute legislative projects. The candidate will have the creativity, drive, and confidence to propose original and compelling legislative work, including drafting legislation, hearing questions, and oversight letters that resonate with our ideologically diverse constituents. This is not an entry level position. The salary for this position is \$70,000.

**KEY JOB RESPONSIBILITIES**

- Manage the Congresswoman's work on civil rights, defense, federal courts, immigration, international affairs, trade, veterans' affairs, and related policy issues as assigned by the office.
- Monitor House floor and committee activity to recommend votes and legislative action.
- Identify and pursue legislative opportunities for the Congresswoman, including sponsoring or cosponsoring bills and drafting and cosigning letters.
- Draft and edit constituent correspondence, oversight letters, op-eds, talking

points, legislation, and other written material related to the issue area portfolio.

- Provide regular verbal and written reports to the Deputy Chief of Staff & Legislative Director and Chief of Staff on legislative work and priorities.
- Communicate with the Chief of Staff and District Director to help them amplify legislative work locally.
- Support the District Office in writing speeches and memos for events the Congresswoman attends that fall under the issue area portfolio.
- Other duties as assigned the Deputy Chief of Staff & Legislative Director and Chief of Staff.

Applications: To apply, send a resume and a short writing sample to [CA47.Resumes@mail.house.gov](mailto:CA47.Resumes@mail.house.gov) with “Legislative Assistant” in the subject line. Applications will be accepted until the position is filled. The office is an equal opportunity employer and does not discriminate based on race, ethnicity, color, religion, sex, national origin, age, family status, military status, disability, gender identity or expression, or sexual orientation.

**MEM-532-23 Press Secretary - Congressman Henry Cuellar (TX-28)**

The office of Congressman Henry Cuellar seeks a detail-oriented, highly motivated Press Secretary in his Washington, D.C. office.

Responsibilities include drafting op-eds, floor speeches, press releases, statements, talking points, and advisories; booking interviews with national, cable, and local press outlets across multiple markets; assisting with pitching stories, responding to reporter inquiries, and staffing the Member as needed; compiling news clips and transcribing interviews; collaborating with legislative staff.

The ideal candidate has political communications experience and exceptional writing and organizational skills. Successful candidates will also have experience working in fast-paced environments, supporting and helping implement an aggressive communications plan, working collaboratively to prioritize and publicize a Members’ strategic goals, and balancing competing priorities.

Candidates with Texas ties are preferred and Spanish proficiency is highly desired but not required. Diverse candidates are strongly encouraged to apply. Interested candidates should submit a resume, 3 references, and 3 writing samples (ex: press release, op-ed, statement, floor speech, etc). Please send materials to [texas28resumes@gmail.com](mailto:texas28resumes@gmail.com)

**MEM-530-23 Staff Assistant: Senior Democratic Member of Congress seeks an energetic, organized, creative, self-starter to join the team of her very active and visible legislative office staff.**

The candidate must have strong interpersonal skills, be comfortable with managing multiple tasks and able to work well under pressure.

The staff assistant is responsible for front office duties, including answering and screening telephone calls, mail distribution, room reservations, and responding to constituent requests for flags, tours, and other information. The staff assistant also serves as intern coordinator by recruiting training, scheduling and assigning duties.

The ideal candidate will have a bachelor's degree, significant experience interacting with the public, excellent writing and communication skills and a working knowledge of the District of Columbia. Candidate must be a resident of the District of Columbia or willing to move immediately to D.C., if hired. Applications accepted until filled. Salary is based on skill and experience level.

Interested applicants should send a resume, cover letter, references and two writing samples to: [DC00.NortonResume@mail.house.gov](mailto:DC00.NortonResume@mail.house.gov)

**MEM-529-23 Legislative Correspondent/Press Assistant** - Senior Democrat is seeking a highly energetic, motivated, and organized individual with strong writing, social media/media, and interpersonal skills who can manage multiple tasks and work well under pressure.

Responsibilities include responding to constituent mail, including any research necessary to write an adequate response to the mail; monitoring House floor procedures; meeting with constituents and interested individuals/organizations; preparing congressional record entries; drafting social media and outreach content; producing high-quality graphics and videos; livestreaming outreach events; and assisting the communications director with updating the website and social media pages.

The ideal candidate will be a results-oriented problem solver and a motivated self-starter who can think outside the box. Candidate must have a bachelor's degree, excellent writing and communication skills. Candidate must be a resident of, or be willing to become, a resident of the District of Columbia.

Interested applicants should send a cover letter, resume, references and two writing samples to [DC00.NortonResume@mail.house.gov](mailto:DC00.NortonResume@mail.house.gov)

**MEM-527-23 Director of Scheduling and Operations** Job Opening  
Congresswoman Julia Brownley (CA-26) seeks an experienced Director of Scheduling and Operations to work in the Washington, DC office.

Candidates must have exceptional organizational and communication skills, be detail-oriented, have a passion for serving our constituents, and have the ability to execute multiple competing and ever-changing priorities in a fast-paced environment.

Responsibilities include maintaining the Member's daily and long-term schedule, organizing and evaluating all meeting requests and invitations with senior staff, compiling and managing the Member's daily materials, helping the District Director with the Member's district schedule as and if needed. The scheduling aspect of the position requires both impeccable attention to detail, extraordinary professionalism under stressful and ever-changing circumstances, and an ability to prioritize the Member's needs with the big picture in mind.

Candidate will also oversee office operations, which includes preparing and submitting office expenses, arranging travel for the Member, the Chief of Staff, and other staff members, working with the Chief of Staff on certain budget items, ensuring that constituents are greeted in a professional and welcoming manner, supervising front office staff, coordinating with IT contractors, and other tasks related to the day to day operations of the office.

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, age, disability, military status, marital, or parental status.

This is not an entry-level position; ideal candidates will have scheduling experience and knowledge of the Hill. Southern California ties and Spanish fluency are a plus. Salary range is competitive to the position and commensurate with experience.

To apply, please send cover letter, resume, and references to: [CA26Resumes@gmail.com](mailto:CA26Resumes@gmail.com).

**MEM-526-23    Constituent Services and Field Representative**

Congresswoman Lucy McBath (GA-07) seeks a staff member based in the Metro Atlanta region for a position in her Duluth District Office. Primary responsibilities include assisting constituents in resolving issues with various federal agencies and representing the Congresswoman at meetings and events throughout the district.

Additionally, the staff member will play an active role in creating constituent services events and coordinating site visits as well as supporting the management of incoming and outgoing District Office communications. Candidates with experience in the nonprofit, healthcare, or public sectors are strongly encouraged to apply, and fluency in one or more of the following languages is a plus: Chinese (Mandarin or Cantonese), Korean, Spanish, or Vietnamese.

Successful applicants will:

- Be a team player who can work independently while managing multiple tasks and projects
- Possess strong written, verbal, and interpersonal communication skills

- Practice strong interpersonal skills with constituents, agencies, and stakeholders
- Be willing to staff events and attend meetings outside of business hours as necessary
- Reliably execute tasks and projects with great organization and attention to detail

The office is an equal opportunity employer and does not discriminate based on race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

Candidates from diverse backgrounds are encouraged to apply, as well as candidates with ties to Georgia.

Interested candidates should send a cover letter and resume to [GA07Resumes@gmail.com](mailto:GA07Resumes@gmail.com) with the subject line “Constituent Services and Field Representative” no later than November 6th, 2023.

**MEM-512-23** The Office of Congresswoman Lois Frankel (FL-22) seeks a **Digital/Press Staffer** to support the Congresswoman’s communications efforts.

Title, specific responsibilities, and exact pay for this position are flexible and commensurate with experience. The Digital/Press Staffer will report directly to the Communications Director and oversee digital communications and outreach. This is a full-time in-person position based in Washington, D.C. The ideal candidate is a team player who can juggle multiple projects, deliver professional work under tight deadlines, develop and implement new ideas, and stay organized.

#### ESSENTIAL JOB FUNCTIONS:

- Managing the Congresswoman’s Facebook, Twitter, and Instagram pages and producing videos, photos, and other creative content.
- Developing and carrying out a digital media strategy.
- Creating graphics that effectively communicate an idea or policy clearly.
- Drafting Facebook ads, unsolicited texts/newsletters, and working with the Communications Director to formulate a comprehensive Frankel communications plan.
- Analyzing digital media performance.
- Assisting the Communications Director with photography at DC events, hearings, mark-ups, etc.
- Managing and distributing daily clips and media mentions.
- Developing and updating media lists.
- Drafting written materials like press releases, media advisories, and ICYMI’s.
- Assisting with the day-to-day operation of the communications shop.

#### EDUCATION/EXPERIENCE:

- Previous Hill experience is preferred and Florida ties are a plus. Proficiency in

Adobe Creative Suite, Canva or an industry-recognized design program is required. Experience with Franked media strongly preferred. Some photography experience is a plus.

**SALARY AND BENEFITS:**

Salary range is \$55,000 - \$65,000 depending on experience, and includes health insurance, student loan repayment, and other competitive benefits. Please visit [tinyurl.com/fl22-comms-opening](https://tinyurl.com/fl22-comms-opening) to apply. Applications will be reviewed on a rolling basis.

Women, people of color, LGBTQ+ people, and members of other minority or marginalized groups are strongly encouraged to apply. We are an equal opportunity employer and do not discriminate against candidates on the basis of race, ethnicity, religion, sex, gender, sexual orientation, gender identity, disability status, or veteran status.

**MEM-510-23** U.S. Congressman Ed Case (Hawai'i - 01) is seeking an experienced **Staff Assistant** for his Honolulu district office.

Duties include but are not limited to greeting visitors and answering constituent calls and requests for general information, tours and other inquiries. This position also is responsible for a wide variety of administrative duties and acts as a liaison to the federal, district and local government agencies on behalf of the Congressman on requests by constituents for assistance with individual issues. Direct report to the Deputy Chief of Staff in the Honolulu office, although the position also interacts directly with the Congressman and his Washington, D.C. office.

Very strong preference given to (1) prior experience, especially in comparable duties and (2) Hawai'i background/community involvement and applicants are asked to detail these attributes. The position also requires initiative, strong interpersonal skills, the ability to multitask, work independently and effectively under pressure, make decisions and solve problems, orientation to detail, excellent verbal communication and writing skills, and long and unpredictable hours.

To apply, please send a resume, cover letter, three references and two short writing samples to [HI01resumes@gmail.com](mailto:HI01resumes@gmail.com) with "Staff Assistant" in the subject line. Please, no phone calls, faxes or drop-ins.

**MEM-508-23** Congresswoman Shontel Brown (OH-11) seeks an exceptional, experienced **Press Secretary/Digital Director** (PS/DD) to join a dynamic, fast paced team, working out of the Washington, DC office.

Working with the Communications Director, located in the District, the PS/DD will develop, coordinate, and implement digital and traditional media and

communication strategies that highlight the Member's work and advance her robust online/digital presence. Other primary responsibilities include but are not limited to developing, editing, and producing graphics, videography, and other creative tools to enhance messaging; fielding press requests from local and national media; producing the Member's newsletters; drafting releases and advisories, speeches, and talking points.

The successful candidate will have a creative and strategic approach to visual and graphic design, excellent oral and written communications skills, an ability to handle multiple assignments on tight deadlines, a desire to hone the Member's voice, a strong collaborative approach to cross functional teaming, and a good sense of humor. They will also have a working knowledge of the legislative process, procedures, and organization of the House, with a proven ability to build strong, collaborative relationships while working in a crisis-oriented environment and handling stress appropriately. Ohio ties are a plus, but not required, but proven effective digital and videography experience is required.

This is not an entry level position. The ideal candidate will have at least three years of Hill and/or other communications experience in a policy or constituent services environment with an emphasis on professional digital media, videography, and general communications proficiency beyond the intern level. The salary is flexible and dependent upon proven experience and expertise.

Applicants should submit a cover letter, resume, two writing and one creative samples to [Ohio11Resumes@mail.house.gov](mailto:Ohio11Resumes@mail.house.gov) with the subject line "Press Secretary – Last Name, First Initial." No drop-ins, direct emails to staff or phone calls, please. The position is open until filled, but applications will be screened as they are received.

**MEM-506-23** Representative Josh Gottheimer (NJ-05) seeks a **Legislative Assistant** to manage work including:

- A focused issue portfolio including the House Permanent Select Committee on Intelligence, Israel, and general foreign policy and defense issues;
- Drafting and editing legislation, amendments, resolutions, letters and memos;
- Building relationships with relevant stakeholders; and
- Working with the communications team to highlight the Congressman's work.

Applicants should send, as a single PDF file, a cover letter, resume and three references with "Legislative Assistant" in the subject line to [nj5jobs@mail.house.gov](mailto:nj5jobs@mail.house.gov). The PDF file should be titled "Legislative Assistant – LastName, FirstName" (e.g. "Legislative Assistant – Doe, Jane.pdf").

Female, minority, and LGBTQ+ candidates are strongly encouraged to apply. 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.

**MEM-505-23** West Hawai‘i Island **Field Representative**  
U.S. Representative Jill Tokuda  
Hawaii’s Second Congressional District  
West Hawai‘i Island Field Representative Job Listing

Congresswoman Jill Tokuda (HI-02) seeks a part-time Field Representative for West Hawai‘i Island. This position will work closely with and report to the District Chief in Hawai‘i, and in coordination with the East Hawai‘i Island Field Representative.

This position requires consistent and effective collaboration with all components of the member’s office. Work hours for this position are approximately 20-25 hours per month.

Primary duties include, but are not limited to:

- Coordinating the Member’s visits to West Hawai‘i, including scheduling meetings and events, and transporting the Member on-island;
- Preparing briefing sheets and talking points as needed;
- Connecting with Washington, D.C. staff on relevant notes and contacts;
- Staffing the Member as appropriate, taking notes and photos, and ensuring that follow up is conducted;
- Informs the Member and relevant staff of community events and happenings in West Hawai‘i; and
- Prepares and delivers West Hawai‘i messages and communications, and represents the Member at events as assigned.

This office is an equal opportunity employer and does not discriminate on the basis of race, sex (including marital or parental status), color, age, religion, national origin, sexual orientation, gender identity, or disability.

Interested candidates must submit an application to [kendra.oishi@mail.house.gov](mailto:kendra.oishi@mail.house.gov) by October 27, 2023. Candidates should submit a cover letter, resume, and references.

**MEM-500-23** Rep. Salinas seeks an organized, creative, team-oriented, **Grants Coordinator** and Field Representative for her district office in Tigard, Oregon.

The Grants Coordinator responsibilities include tracking federal grant opportunities and liaising with key stakeholders (local and state government, local businesses and community-based organizations, federal agency grant administrators) and internal staff, maintaining and regularly updating the grants tracker, tracking new grant opportunities, works closely with the Legislative



Director to develop a successful Congressional Project Funding (CPF) process, and providing additional office support as needed.

Candidates should have excellent oral and written communication skills, interpersonal skills, great attention to detail, strong time management skills, and a desire to work collaboratively.

The Field Representative responsibilities include acting as a grassroots representative for the Member within their area of responsibility, informs the District Director and office on all happenings in their assigned issue area, building and maintaining positive relationships with constituents, key community leaders and other stakeholders, attends events to staff or advance the member including on evenings and weekends, as determined by the District Director.

Qualified applicants should have prior professional experience, reliable transportation, and be prepared to work in a fast-paced office that frequently requires non-traditional work hours, extensive district travel, and remote work.

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.

Salary is approximately \$65,000-\$70,000 (or commensurate with experience) with federal benefits.

#### SKILLS AND REQUIREMENTS:

- Strong oral and written communication skills;
- Ability to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Knowledge of all issues and events in the district in which the Member is involved;
- Thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment in fulfillment of responsibilities;
- Ability to work cooperatively and courteously with others;
- Knowledge of office computer applications; and
- Proficiency in word processing.

#### QUESTIONS OR TO APPLY:

Interested applicants should e-mail 1) a resume, 2) a cover letter, to [OR06resumes@mail.house.gov](mailto:OR06resumes@mail.house.gov) with the subject “Grants Coordinator/Field Rep: Last Name”

**MEM-499-23** The Office of Congresswoman Andrea Salinas (OR-06) seeks a **Digital Outreach Manager** to join a fast-paced communications team and lead an aggressive digital outreach program for a freshman member in a brand-new

congressional district. The ideal candidate is a self-starter who has strong writing skills, a relentless creative streak, a good sense of humor, and a deep familiarity with social media. Applicants with Oregon ties will be given preference. Spanish-fluency is a major plus.

This is not an entry-level position.

Responsibilities include creating digital content (copy, graphics, videos, toolkits, etc.), managing the Congresswoman's social media pages, overseeing a large Franked communications program, updating the Congresswoman's website, and other press and creative projects as assigned.

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 and expression, national origin, disability, military status, age, marital status, or parental status.

Qualified candidates should submit a cover letter, resume, 2-3 references, one writing sample, and one digital sample to [OR06resumes@mail.house.gov](mailto:OR06resumes@mail.house.gov) with the following subject line: "Full Name – Digital Outreach Manager."

Salary Level / Range: \$58,000 - \$65,000 or commensurate with experience.

**MEM-496-23    Communications Assistant**— The Office of Congressman Rob Wittman (VA-01) is seeking a communications assistant.

This position is responsible for developing a proactive constituent communications strategy and plan. Primary responsibilities include: writing weekly email newsletters for targeted constituent coalitions, overseeing website management and updates, branding through graphic design, managing social media, overseeing the telephone town hall program, and maintaining the Member's photo and video database. They will work with the communications director to find new ways grow the congressman's following and maintain synergy across communications materials.

A strong candidate will be a creative, proactive communicator familiar with social media, the legislative process, website maintenance, as well as photography, graphic design, and video editing. Excellent written and oral skills are required. An ability to multitask and work under tight deadlines is necessary. Candidates must have previous congressional or political communications experience; ties to Virginia's First District are helpful but not required.

Interested applicants should email a cover letter and resume to [Julianne.Heberlein@mail.house.gov](mailto:Julianne.Heberlein@mail.house.gov) with "Communications Assistant" in the subject line.

**MEM-495-23** Position Overview:

Congresswoman Dina Titus (D-NV-1) is seeking an experienced **Communications Director** to lead media efforts in a fast-paced Washington, D.C. office. We are looking for a self-starting professional with a strong background in political communications, media relations, and social media management.

The ideal candidate will have a deep understanding of both national and local media and be capable of developing and implementing strategic communication and digital plans. This is not an entry-level position, and a successful candidate must have 2-5 years of communications experience in a relevant setting.

Key Responsibilities:

- **Strategic Communications:** Develop and execute strategic communication plans in collaboration with senior staff and the legislative team, ensuring alignment with the Congresswoman's priorities and legislative initiatives.
- **Media Relations:** Cultivate and maintain strong relationships with local and national print, radio, and broadcast media professionals.
- **Media Outreach:** Successfully pitch the Congresswoman to both local and national TV, radio, and print media, positioning her effectively on key issues.
- **Event Planning:** Plan and manage press conferences, tele-townhalls, roundtables, and other events in both Washington, D.C., and the district.
- **Media Engagement:** Prepare, brief, and accompany the Congresswoman for media interviews, press conferences, roundtables, and other public engagements.
- **Content Creation:** Draft talking points, speeches, press releases, op-eds, and other materials in the Congresswoman's voice.
- **Social Media Management:** Manage the Congresswoman's social media presence, including drafting engaging content, clipping interviews, and creating graphics for various platforms.
- **Website Maintenance:** Ensure that the office website features timely and relevant content.
- **Current Affairs:** Stay informed about current news and legislative issues that may impact the Congresswoman's work.

Qualifications:

- **Exceptional Communication Skills:** Strong writing, editing, and proofreading skills.
- **Media Proficiency:** Deep understanding of print, broadcast, and online media.
- **Experience:** 2-5 years of experience in developing communication strategy for elected officials, government agencies, non-profit organizations, or similar entities.
- **Team Player:** Expertise in advising others on communication strategy and the ability to work effectively with a team and Member of Congress.
- **Deadline-Oriented:** Capable of producing communications materials under tight deadlines.

- Strategic Thinker: Politically savvy and skilled at navigating challenging situations with the press and staff.
- Adaptability: Ability to work flexible hours, including long hours, nights, and weekends, as needed.
- Constructive Feedback: Willingness to accept performance-based criticism and direction.
- Relationship Building: Ability to maintain positive working relationships with the Congresswoman, staff, and media professionals.

**Equal Opportunity Employer:**

Our office is committed to promoting diversity and inclusivity. We are an equal opportunity employer and 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.

**To Apply:**

Qualified candidates should submit a cover letter, resume, and two writing samples to [NV01jobs@gmail.com](mailto:NV01jobs@gmail.com) with "Application: Rep. Titus Communications Director" in the subject line.

Applications will be reviewed on a rolling basis.

**MEM-494-23 McClellan Hiring Communications Staffer**

The Office of Congresswoman Jennifer McClellan (VA-04) seeks a proactive, creative, and digital-savvy individual to join her D.C.-based communications team. This position reports directly to the Communications Director and will play an integral role in the office's press and digital operation. Title, responsibilities, and pay for this position are flexible and commensurate with experience. The pay range is \$60,000-\$75,000.

Responsibilities include managing social media pages, writing compelling social copy, and developing creative graphics, videos, and other digital collateral. Additional responsibilities include maintaining the Member's website, compiling daily press clips, assisting in the execution of virtual and in-person press events, and supporting the Communications Director in drafting and sending other press materials, including press releases, media advisories, op-eds, and other content.

The ideal candidate will be creative in how they develop and grow the Member's digital platforms, be proficient in Adobe Creative Suite, understand social media metrics, graphic design, and video production, be detail-oriented, and possess strong written and verbal communication skills.

Prior communications experience required. Capitol Hill or other political communications experience preferred. Virginia ties are a plus.

To apply please send a resume, cover letter, and writing sample to [VA04.Jobs@mail.house.gov](mailto:VA04.Jobs@mail.house.gov).

This full-time position is based in her Washington, D.C. office. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, religious affiliation, national origin, age, or military, marital, or parental status. The office prioritizes building a diverse team: women and candidates from BIPOC, LGBTQ+, and other underrepresented communities are encouraged to apply.

**MEM-490-23** The Office of Congressman Jamie Raskin (MD-08) seeks a **Scheduler** to work in the Washington, D.C. office in a full-time capacity.

Candidates must have exceptional organizational and communications skills, scrupulous attention to detail, effective time management, and thrive in a fast-paced team environment.

The successful candidate will have knowledge of the congressional work setting, ability to balance competing demands and work well under pressure, and possess sound judgement and a professional and discreet demeanor. The position requires a willingness to work non-traditional hours when required. Capitol Hill or other relevant administrative, operations, or scheduling experience is strongly preferred. Ties to Maryland's 8th District, humor, and a facility with other languages are a plus.

Responsibilities include, but are not limited to: developing, coordinating and managing all aspects of the Members's schedule and logistics in D.C. and in the district; tracking, evaluating, and responding to all invitations and scheduling requests; leading scheduling meetings; communicating key information and scheduling changes to the Congressman, staff, and stakeholders in a timely and efficient manner; coordinating with legislative and press staff on events and briefing materials, and coordinating with the district office, committee staff, other Members offices, and with the campaign team on political scheduling requests; assisting the Chief of Staff with office operations; and other duties as assigned.

Candidates from diverse backgrounds and underrepresented communities are strongly encouraged to apply. The U.S. House of Representatives is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, military status, gender identity and expression, marital status, parental status, or sexual orientation, or any other characteristic protected by applicable law, in any of its activities or operations.

To apply, please send an email to [MD08.Resumes@mail.house.gov](mailto:MD08.Resumes@mail.house.gov) with "Scheduler: Last Name" in the subject line and the following application materials attached as one combined PDF:

- Cover letter (not to exceed two pages) – please customize your letter to this

position

- Résumé

- Two writing samples

- Three references – for each reference, please include name, current title/office, phone.

**MEM-489-23** Midwest Democrat is looking for a **Staff Assistant** for the 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.

Ideal candidates will 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. Candidate must be able to drive member, though does not need to provide their own vehicle. Capitol Hill or other relevant experience is preferred. Illinois ties are a plus.

Please submit a cover letter, resume, and writing sample to [IL10.Jobs@mail.house.gov](mailto:IL10.Jobs@mail.house.gov) and list “Staff Assistant” in the subject line.

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

**MEM-483-23** **Legislative Assistant** | Representative Nanette Diaz Barragán (CA-44)  
Salary Range: \$60,000 - \$80,000 (commensurate with experience)

Congresswoman Nanette Barragán (CA-44) seeks a Legislative Assistant position in her Washington, DC office. The Legislative Assistant will manage the Member’s work on the Energy & Commerce Health Subcommittee and cover an active portfolio that includes health care, aging & families, child welfare, social security, veteran’s affairs, LGBTQ issues, and appropriations for these issues.

Primary duties include preparing and staffing the Member for subcommittee hearings and markups; drafting legislation, letters, memos, and talking points; researching and advising the Member on policy issues; making vote recommendations; maintaining positive relationships with constituents, advocacy groups, and key stakeholders; supporting the work of the communications team,

district staff, and Congressional Hispanic Caucus staff; advancing the Member's legislative priorities, and other tasks as required.

The position requires strong written and oral communication skills, the ability to manage multiple priorities, and the ability to work collaboratively in a team environment.

In addition, candidates should understand the legislative process, sound political judgment, coalition building, familiarity working on issues that impact communities of color, and have the ability to maintain strategic relationships with issue advocates, constituent organizations, and stakeholders.

This is NOT an entry-level position. Candidates should have at least Capitol Hill or relevant policy experience, be highly motivated, detail-oriented, and possess strong organizational and time-management skills.

Diverse candidates are encouraged to apply. California ties are a plus.

To apply, candidates should send a resume, cover letter, two writing samples, and three references to [CA44Resumes@mail.house.gov](mailto:CA44Resumes@mail.house.gov). Please include your name and "Legislative Assistant" in the subject line.

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-481-23** Representative Jason Crow (CO-6) seeks a **District Director** for his Aurora, CO office.

We are looking for an experienced leader who can serve as the Congressman's primary advisor in the district office, manage a talented team, and maintain strong relationships with community leaders and stakeholders.

The ideal candidate will have strong oral and written communications skills, thoroughness and careful attention to detail, and the temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.

This is not an entry level position. 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.

Candidates should submit a resume and cover letter with the subject line "District



Director” to: [co06.resumes@mail.house.gov](mailto:co06.resumes@mail.house.gov). No phone calls, faxes, or drop-ins, please.

**MEM-468-23** The Office of Congressional Ethics (OCE), an independent, non-partisan investigative entity established by the United States House of Representatives, seeks one attorney with 5-10 years of experience to serve as **Investigative Counsel**.

The Investigative Counsel reports to the Staff Director and Chief Counsel and will be responsible for conducting sensitive inquiries into allegations of possible violations of federal law and ethical standards of conduct by current Members, Officers and Staff of the House of Representatives and advising the Staff Director and Chief Counsel on legal and policy matters.

The OCE is seeking attorneys interested in the OCE’s work supporting ethics and transparency within the House of Representatives. The Investigative Counsel would join a small, Washington, DC-based, investigative team, and would be eligible to apply for hybrid work accommodations combining in-person core days and remote work.

Core Responsibilities:

- Review information received by OCE, discern possible violations, and identify facts requiring further investigation
- Plan, organize and conduct investigations regarding allegations and advise the Staff Director and Chief Counsel regarding appropriate evaluation of cases
- Advise the Staff Director and Chief Counsel on legal issues in matters under investigation and on broader legal and policy issues involved in the operations of OCE
- Draft lengthy and detailed memoranda, reports, and referrals for Board consideration and potential public release

Qualifications:

- Demonstrated ability to conduct and direct complex legal research and present the results in a clear, precise and persuasive manner
- Thoroughness and careful attention to detail
- Strong oral and written communication skills
- Strong legal judgment and demonstrated professional integrity
- Experience auditing large sets of data or evidence and providing detailed analysis
- Desirable but not required:
  - \*Investigative experience with high-profile and sensitive matters;
  - \*Experience with investigations involving public officials;
  - \*Experience with campaign finance or ethics law;
  - \*Experience conducting interviews or depositions;
  - \*Experience writing public reports or legal documents; and
  - \*Advanced proficiency in development and use of electronic databases, and other

computer skills including knowledge of current information technology tools related to investigations

•Ability to:

- \*work independently or as part of an investigative team;
- \*manage multiple tasks and projects;
- \*work well under pressure and tight time deadlines; and
- \*exercise discretion and independent judgment

Duties:

- Developing investigative strategies and implementing investigative plans
- Reviewing evidence and data in order to analyze, develop, and provide detailed written and oral reports of findings
- Identifying information to substantiate or disprove allegations and assess the likely sources of that information
- Collecting and reviewing documents, electronic media, and physical evidence
- Interviewing witnesses and subjects
- Performing other duties as assigned

Requirements:

- Ability to pass Security Background Investigation to obtain Top Secret clearance
- Graduation from an ABA accredited law school and active bar membership

Applicant Instructions:

Please send cover letter, short writing sample, and resume (electronic submissions preferred) to:

Omar S. Ashmawy  
Staff Director and Chief Counsel  
Office of Congressional Ethics  
United States House of Representatives  
P.O. Box 895  
Washington, DC 20515-0895  
[OCEJOB@mail.house.gov](mailto:OCEJOB@mail.house.gov)

**MEM-451-23** The Office of the Rep. Maxine Waters (D-CA-43) the Ranking Member of the House Committee on Financial Services (FSC), has an immediate need for an experienced policy professional and manager to be the Member's **Legislative Director/Counsel**.

The Legislative Director will focus on the Member's non-FSC policy priorities including civil rights issues. Working closely with the Chief of Staff and Communications Director the Legislative Director will aim to ensure the Member's strategic legislative vision is implemented. This is not an entry-level position. The ideal candidate will have significant previous experience working in legislative roles on Capitol Hill.

#### CORE RESPONSIBILITIES AND DUTIES:

- Ensures legislative staff focuses on Member's policy goals.
- Proposes policy positions and formulate legislative solutions.
- Recommends strategies and tactics on advancing Member's legislative priorities.
- Handles short-term and long-term legislative planning for the Member.
- Manages direction of legislative team.
- Monitors and reports floor action to the Member and the Chief of Staff.
- Writes and reviews legislative memos.
- Works with legislative team to develop vote recommendations.
- Coordinates responses to legislative mail.
- Communicates and strategizes with the District Director and/or district office staff on policy initiatives targeted towards constituents.
- Maintains up-to-date status reports on all legislation affecting the district, legislation sponsored by the Member, legislation on which the Member is an original, lead cosponsor, and legislation on which the Member is a cosponsor.
- Oversees activities in the office in the absence of the Chief of Staff.
- Performs other duties as assigned.

#### QUALIFICATIONS

- Juris Doctor degree required.
- Ability to work in face-paced environment with high-profile Member.
- Prior experience as a Legislative Director or Senior Legislative Assistant strongly preferred.
- 3 – 6 years of Capitol Hill experience strongly preferred.
- At least 2 years of management experience.
- Thorough understanding of the legislative process
- Expertise and/or experience in judiciary related issues, e.g., civil rights, women's rights, gun policy, constitutional law, etc., and foreign affairs strongly preferred.
- Strong leadership and organizational skills.
- Strong time management skills.
- Excellent oral and written communication skills.
- Managing complex, multi-stakeholder initiatives and driving collaborative processes.
- Availability to work long hours.
- Flexible and adaptable to a variety of personalities and situations.
- Familiarity with California and/or district 43 preferred but not required.

#### SALARY

Commensurate with experience.

#### Applicant Instructions:

Interested candidates should submit a resume, cover letter and at least 2 references to [stephanie.moore@mail.house.gov](mailto: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.

**MEM-448-23 Professional Staff Member:** The House Armed Services Committee Democrats are seeking a Professional Staff Member for the Military Personnel Subcommittee.

Responsibilities include, but are not limited to, advising Members of Congress on military justice and other military personnel policy matters, evaluating budget requests and legislative proposals, preparing for committee hearings and briefings, and developing and drafting proposal for inclusion in the annual National Defense Authorization Act.

The Military Personnel Subcommittee jurisdiction includes: policy and programs and accounts related to military personnel and their families, Reserve Component integration and employment, military health care, military education, dependent schools, POW/MIA issues, Morale, Welfare and Recreation, commissaries, cemeteries under the jurisdiction of the Department of Defense, the Uniform Code of Military Justice, military retirement issues, and the civilian and contract workforce.

This is not an entry level position. Candidates with a law degree and experience with the Uniform Code of Military Justice (UCMJ) are strongly preferred. The Committee is an Equal Opportunity Employer and strongly values the diversity of its employees. A successful candidate will be required to obtain and maintain a security clearance.

Please submit a cover letter, resumé, two-to-three references, to [hasc.dememployment@mail.house.gov](mailto:hasc.dememployment@mail.house.gov) with the subject line: “Full Name – PSM – Military Personnel.” We will accept applications until the position is filled.

**MEM-354-23 Policy Director,** Congressional Black Caucus (CBC)

The Congressional Black Caucus (CBC) seeks a Policy Director to manage the Caucus’ policy agenda, including crafting and executing effective legislative strategies to advance Caucus policy priorities, representing the Caucus as point of contact on all policy engagements, working with Members’ staff to advance legislative proposals, developing materials to support the goals and mission of the Caucus, and promoting the Caucus both internally within the House of Representatives and externally to the public. The Policy

Director’s responsibilities will include:

- In conjunction with Members, developing Caucus' policy priorities and strategic objectives
- Executing Caucus' policy agenda through nuanced understanding of community stances
- Working collaboratively with the Executive Director and other Caucus staff to advance CBC's work internally on Capitol Hill and through deep engagement with stakeholder entities to push CBC priorities forward
- Collaborating with CBC Member office staff to further Caucus policy objectives and managing communication with CBC policy councils
- Collaborating with communications staff to convey legislative positions and wins into external messaging through statements, social media, and press engagement
- Organizing policy-focused events for Caucus members and external stakeholder participation

Qualified candidates must have an understanding of CBC policy priorities and familiarity working with the African American community.

Outstanding writing and communication skills, sound political judgment, and the ability to work closely and collaboratively with multiple Member offices and key stakeholders are essential. Top candidates should also be detail-oriented and possess the ability to multi-task, work well in a fast-paced setting, and act as a team player.

This is not an entry-level position and candidates should have a demonstrated understanding of House and Senate legislative processes.

To apply, please send a cover letter, resume, and writing sample to [vincent.evans@mail.house.gov](mailto:vincent.evans@mail.house.gov). No walk-ins or calls please.

**MEM-305-23 DPCC COMMUNICATIONS DIRECTOR** – The House Democratic Policy and Communications Committee seeks an experienced Communications Director.

The Communications Director will work with the Executive Director to design and execute strategies that advance the message priorities and values of House Democrats; create messaging guidance, event suggestions, sample releases, and other communications tools; help Democratic offices pitch stories, hold strong local press events, and position Members in the media; and assist in bolstering paid communications programs in Democratic offices.

The Communications Director is also expected to assist with the planning and execution of regular DPCC message meetings and policy dinners; support DPCC outreach initiatives; and assist with daily tasks and long-term planning. Spanish language fluency and experience with constituency media is strongly preferred.

This is not an entry-level position; a strong background in communications on Capitol Hill is required. DPCC is an equal opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ+ identification, family status, or military status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

Applications will be accepted on a rolling basis until the position is filled. DPCC will contact the best qualified candidates to begin our interview process.

To apply, please email [jobs.DPCC@mail.house.gov](mailto:jobs.DPCC@mail.house.gov) with the following application materials attached as one combined PDF: 1. Cover letter; 2. Résumé; 3. Two writing samples, with one coming from work on Capitol Hill; and 4. 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 contacting you first).

**MEM-300-23** Congressman Steven Horsford (NV-O4) seeks a highly motivated, hard-working, skilled and experienced **Legislative Director** to help shape and manage a robust legislative portfolio.

Congressman Horsford is a member of the Armed Services and Financial Services Committees, Chair of the Congressional Black Caucus, and an active frontline member. Previous legislative experience on Capitol Hill is required, and Nevada ties are a plus.

Ideal candidates will have experience managing and mentoring staff, thinking strategically and will possess a sophisticated understanding of the legislative process, along with excellent writing, organizational and time management skills. The ideal candidate will primarily be responsible for managing a legislative portfolio that consists of healthcare, taxes, gun violence prevention, and other issues.

Candidates should be creative, proactive and self-motivated, and have an ability to operate effectively under pressure and work closely in a team atmosphere in this fast-moving, dynamic office.

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

Salary is competitive and commensurate with experience, along with generous benefits and professional development opportunities.

Interested candidates must include a cover letter, resume, two page max writing sample and three professional references in a single PDF file.

Email submissions to the Director of Administration, Selena Harvey at [nv04resumes@mail.house.gov](mailto:nv04resumes@mail.house.gov). Subject line must read " MEM-NV04-LD-23\_last name". No calls please. Individuals selected for an interview will be contacted.