

House Vacancy Announcement and Placement Service

Questions? Connect with us at ResumeService@mail.house.gov or at 202-226-0221.

Member and Committee Openings

Week of October 28, 2024

MEM-458-24

Position: District Representative

Location: North Las Vegas, Nevada

Salary: Salary is competitive and commensurate with experience

Time commitment: Full-time, requires some evenings and weekends

Application Deadline: Until position is filled

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



Office of Talent and Development
CAO | U.S. HOUSE OF REPRESENTATIVES

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-457-24



Office of Talent and Development
CAO | U.S. HOUSE OF REPRESENTATIVES

Congressman Joaquin Castro seeks an organized, hardworking **Staff Assistant** for his San Antonio District Office.

Responsibilities include, but are not limited to:

Front Office

Welcome guests and manage incoming telephone calls.

Assist with processing constituent mail.

Respond to constituent requests for information.

Perform administrative and clerical duties related to managing the front office.

Draft constituent correspondence.

Additional Responsibilities:

Work with DC office staff to facilitate requests.

Manage annual congressional constituent programs.

Assist with casework for state inquiries, housing, and local referrals, and assist with federal casework as needed.

Perform other duties as assigned.

The salary for this position is \$50,000 per year. Our office provides a competitive benefits package that includes health insurance, dental, a federal student loan repayment program, and a Thrift Savings Plan (TSP) retirement plan.

Preferred Education:

Bachelor's degree or equivalent combination of education and experience preferred

Preferred Experience:

Prior constituent service or customer relationship management is preferred

Ties to the District is preferred

The deadline to apply is November 8, 2024 . To apply, please email roseann.maldonado@mail.house.gov with "SA – Name" in the subject line and the following application materials attached as one combined PDF.

Cover Letter

Resume

1-2 writing samples.

Two references, including name, title, organization, phone number, Email, and a one-sentence description of your relationship to the reference.

The Office of Congressman Joaquin Castro is an equal opportunity employer. All applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, or national origin.

MEM-457-24



Office of Talent and Development
CAO | U.S. HOUSE OF REPRESENTATIVES

The office of Congresswoman Grace Meng (NY-06) seeks a hardworking, collaborative team-player to serve as a **Constituent Liaison & Field Representative** in her district office based in Flushing, Queens. Candidates should have extensive knowledge of and familiarity with Queens. Successful candidates are well-organized, timely, have access to a safe vehicle and a good driving record, and the ability to sometimes work on evenings or weekends.

Responsibilities include:

- Managing and conducting constituent casework related to the federal government, as well as helping constituents with local resources
- Serving as a liaison with the community and local stakeholders
- Identifying federal cases and working with appropriate agencies on behalf of constituents; Connecting constituents with local resources for non-federal cases
- Tracking constituent issues and identifying emerging trends
- Building relationships with local stakeholders, federal, state, and local agencies and staffers
- Building and maintaining relationships with local stakeholders
- Attending and participating in community meetings on behalf of the Congresswoman, including but not limited to monthly community boards.
- Collaborating with district staff to ensure that the Congresswoman and office have an equitable and highly visible presence across all areas of the district
- Staying up to date on local news and issues
- Supporting town hall
- Providing transportation for the Member
- Staffing the Member at events and meetings within the district and across NY area
- Additional duties as needed

Skills and qualifications:

- Successful candidates are highly organized and possess strong oral and written communication skills.
- Successful candidates possess a bachelor's or associate degree and equivalent work experience
- Candidate should be a team-player with a positive attitude.
- Candidate should be collaborative, proactive, and eager to work in a fast-paced environment, in which they are challenged to think creatively and encouraged to grow.
- Candidate should be a proficient problem solver, with a keen ability to ask questions and actively seek assistance when needed.

Compensation and benefits: Competitive salary and benefits package, including health insurance, retirement, and paid leave.



Salary: \$50,000.00 - \$60,000.00 per year

Candidates who reside in NY-06 are highly encouraged. BIPOC, LGBT+, working class, and candidates from other underrepresented communities are strongly encouraged to apply. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

Interested applicants should send a resume and writing sample with the subject line “Constituent Liaison & Field Representative” to Ny06resume@mail.house.gov

MEM-456-24

Job Opening: **Senior Legislative Assistant or Policy Advisor**

The Office of Congressman Jamie Raskin (MD-08) seeks an energetic and detail-oriented Senior Legislative Assistant or Policy Advisor to advance the Congressman’s priorities related to the environment, energy, transportation, and other policy areas to be assigned. This is a full-time, in-person position in the Washington, D.C. office.

Key responsibilities will include:

- Identifying and proactively pursuing legislation and other policy initiatives related to the priorities of the Congressman and Maryland’s Eighth District.
- Working closely with the Legislative Director and Chief of Staff to formulate and execute a coordinated legislative strategy for the Congressman for assigned issue areas, and working with external stakeholders, the Congressional Research Service, Legislative Counsel, committee staff, and other Congressional offices to draft and advance legislation and other policy initiatives.
- Tracking legislation and other developments in assigned issue areas in order to provide the Congressman and relevant staff with timely legislative updates, generate ideas, and work with communications team on press releases, op-eds, and speeches.
- Preparing and staffing the Congressman for meetings with constituents, advocacy groups, visitors and others.
- Meeting with constituents, stakeholders, and advocacy groups on the Congressman’s behalf.
- Drafting and reviewing constituent correspondence.

This position will report directly to the Legislative Director and work in close collaboration with the Congressman, Chief of Staff, the District Office team, and the communications team. This position may include evening and weekend work as the Congressional schedule requires.

Key qualifications include:



Office of Talent and Development
CAO | U.S. HOUSE OF REPRESENTATIVES

- At least three years of relevant and substantive professional experience, including legislative experience and experience researching public policy, preparing recommendations and building coalitions. This is not an entry-level position.
- Subject matter knowledge and expertise in environmental and energy policy.
- Willingness to cover a diverse issue portfolio and be responsive to constituents' varied concerns and perspectives.
- Exceptional writing skills, attention to detail, and creativity.
- Strong verbal communications skills and ability to communicate effectively with the Congressman, colleagues, constituents, and external stakeholders.
- Hard work, keen organization, effective time management, professional and discreet approach, and ability to work in a fast-paced and collaborative environment and quickly respond to requests from the Congressman, colleagues, and constituents.
- Ties to Maryland's Eighth District, published articles and books, and facility with other languages are a plus.

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. Salary and title will be commensurate with experience.

The deadline for applications is Friday, November 1 at 5pm. To apply, please send an email to MD08.Resumes@mail.house.gov with "Legislative Assistant or Policy Advisor: Last Name" in the subject line and the following application materials attached as one combined PDF:

- o Cover letter (not to exceed two pages) – please customize your letter to this position
- o Résumé
- o Two writing samples (not to exceed two pages each)
- o Three references – for each reference, please include name, current title/office, phone number, email, and a one-sentence description of your relationship to the reference

MEM-452-24

Congressman Brendan Boyle (PA-2) is seeking a full-time staff member to serve as a **Special Assistant** in his Washington, DC office.

Responsibilities include (but are not limited to):

Staffing/driving the member when in Washington, DC.

Ensuring that the member has all necessary documents and materials prior to events, including coordinating with the Operations Director and Scheduler regarding member scheduling and logistics.

Working with other Washington, DC based staff to prepare documents and other materials for the member prior to events and meetings.



Managing the office's phone and voicemail system.
Helping to manage the office's interns.
Coordinating tours and flag requests.
Assisting the scheduler and legislative staff with record keeping and other administrative tasks.
Other duties as needed.

Required skills include the following:

Strong organizational and communication abilities.
Proficiency in Microsoft Office (Word, Outlook, Excel, Teams).
The ability to multi-task and prioritize effectively.
Being a self-starter, detail oriented and punctual at all times.
Having a strong general knowledge of the physical layout of Washington, DC.

Skills that are not required but are will be looked favorably upon include the following:

Proficiency in Spanish or any other foreign language.
Previous experience working on a political campaign or in the office of an elected official. Candidates with prior Washington, DC based congressional (i.e. Capitol Hill) experience will be given priority.
Having a connection to Philadelphia or Southeastern Pennsylvania.
Having good general knowledge of the physical layout of Capitol Hill, including House and Senate office buildings, as well as the U.S. Capitol Building.
Proficiency with Intranet Quorum or other CRM software.

Prospective applicants should have a valid driver's license, as well as full-time access to a working automobile. Prospective applicants should be able to work in dynamic and rapidly paced work environment, have a defined interest in public service, and should be prepared for the need to work evenings and some weekends as needed (schedule flexibility is a must, particularly during weeks Congress is in session).

Compensation will be commensurate with experience. This position includes paid leave, retirement benefits, full medical, dental, vision insurance, student loan repayment support for qualified individuals, among other benefits.

Prospective applicants should send a resume and cover letter to PA02.Jobs@mail.house.gov. Please no calls or drop ins. This office is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability.



MEM-451-24

Background:

The office of a conservative mid-western Member of Congress seeks to hire a **Deputy Chief of Staff** based in the D.C. office.

Job Expectations:

The Deputy Chief of Staff will work closely with the Member, the Chief of Staff, and District Director to determine and execute the overall strategies of the office. This includes, but is not limited to, formulating policy positions, overseeing the office's legislative and media relations strategies, and collaborating with District staff on important outreach and communication efforts. In addition, the Deputy Chief of Staff will provide leadership and guidance to structure the office to provide outstanding constituent relations.

Salary Level/Range:

Dependent upon skills and experience.

Preferences:

- Bachelor's degree
- Demonstrated interest in public service
- Previous Hill experience, particularly on policy and legislation

Applicant Instructions:

Interested applicants should e-mail a resume and cover letter to ConservativeMidwestGOP@gmail.com.

Notice:

All applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, or national origin.

MEM-442-24

Congressman Jason Crow (CO-06) seeks a highly motivated, hard-working **Legislative Assistant**, based in our Washington, D.C. office. This position reports to the Legislative Director. The LA will handle a domestic-facing portfolio, including animals, arts, postal, small business, housing, and telecom.

Key duties include:

- Meeting with constituents, stakeholders, and advocacy groups within the portfolio of issue areas
- Working with external stakeholders, CRS, Legislative Counsel, and committee staff to draft legislation based on the Member's priorities



- Preparing and staffing the Member for meetings, and assisting in the drafting of remarks, as needed
- Communicating clearly and consistently with the Member, Legislative Director, and legislative, communications, and district teams on legislative updates
- Ideal candidates will have strong written and oral communications skills and be detail-oriented, organized, and creative. Other key qualities include:
- Commitment to a collaborative work environment
- Ability to work in a fast-paced environment and manage competing priorities
- Ability to communicate up and down within the team
- Ability to learn the Congressman's voice and legislative priorities
- Interest in identifying and pursuing new opportunities and the ability to anticipate and adapt to challenges

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

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

MEM-438-24

**District Director
(District Office)**

Office of Congresswoman Jill Tokuda

SUMMARY:

Rep. Jill Tokuda is looking for a highly motivated individual to manage her Hawaii staff and oversee operations and objectives to ensure community and constituent needs are met fully and in a timely manner. This position develops outreach and constituent service strategies, represents the Congresswoman in meetings and at events, supervises district staff, and plans/assigns work. The ideal candidate would have supervisory experience and leadership skills, the ability to manage multiple tasks, and extremely strong written and verbal communication skills. Attention to detail and ability to work collaboratively is required.

ESSENTIAL JOB FUNCTIONS:

Works with staff to put together the Congresswoman's district schedule.
Ensures casework is being handled in a timely manner and that messages,



Office of Talent and Development
CAO | U.S. HOUSE OF REPRESENTATIVES

commendations, and correspondence are being delivered before deadlines. Proofs documents sent out from the district office.

Oversees the annual congressional competitions for art & computer applications, as well as the military academy nominations process.

Directly oversees district staff including field representatives.

Maintains communication with the Congresswoman and the Chief of Staff, ensuring they are abreast of local concerns and any Hawaii staff issues, suggests strategies for handling when needed.

Candidates must be able to work a flexible schedule, including occasional nights and weekends. Interested candidates are requested to submit a cover letter, resume, and three references to HI02jobs@gmail.com.

MEM-431-24

Congresswoman Alma Adams, member of the House Education and the Workforce Committee, seeks an experienced **Legislative Assistant** to join her team. The policy portfolio and areas of responsibility for this position is mostly focused on Education and Workforce Committee work. The portfolio of work will include other issues however they will be assigned based on experience and need.

This position reports to the Legislative Director and Chief of Staff and will include extensive work with the Congresswoman and the rest of her team. Qualified candidates should have knowledge of the legislative process and demonstrate an ability to take initiative. Hill experience is required.

Duties include, but are not limited to:

1. Preparing and staffing Member for meetings, committee hearings and markups, floor votes, and related events;
2. Representing Member in meetings with constituents and both national- and local-level advocacy groups, think thanks, and other groups relevant to policy portfolio;
3. Tracking legislation and other developments in assigned issue area(s), monitor relevant committee and floor activity, track developing local/international news events, make recommendations for votes, cosponsor ships and letters for Member to sign;
4. Building and maintaining positive relationships with congressional staff, district and national stakeholders, advocacy organizations, Executive Branch officials, and other key stakeholders relevant to policy portfolio;
5. Building support for Member's policy priorities and developing/implementing ideas for new initiatives (legislation, letters, events, press, etc.)
6. Drafting legislation, letters, floor/committee remarks, talking points, press related materials, and other written material related to policy portfolio; and
7. Other duties as assigned by senior staff.

The Office of Representative Alma Adams is an equal opportunity employer, committed to developing an organization that is reflective of and attentive to the needs of the diverse



community we serve. The office does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability.

To apply, please submit a cover letter, resume, and writing sample to NC12.Resume@mail.hosue.gov with “Legislative Assistant” in the subject line. Applications will be considered on a rolling basis.

MEM-425-24

The office of Rep. Greg Landsman seeks a highly motivated, energetic, and organized individual to serve as a **Legislative Correspondent**, based in our DC office.

The LC reports to the Legislative Director and works in close collaboration with the Member, Chief of Staff, and communications and district teams. The LC will manage the Congressman’s constituent mail program and provide support to the full legislative team.

Key duties include:

- Drafting tailored letters in response to constituent inquiries
- Maintain and update current response letter library
- Sorts/batches incoming constituent mail by issue area
- Ensures accurate batching and a timely response to all constituents
- Meeting with constituents, stakeholders, and advocacy groups as needed
- Communicating clearly and consistently with the Legislative Director, Chief of Staff, and Member

Key qualities include:

- Strong verbal and written communications skills and ability to communicate both up and down within the team
- Excellent organizational skills and ability to prioritize assignments
- Ability to work in a fast-paced environment and quickly respond to requests from the Member and the team
- Commitment to a collaborative work environment
- Ability to quickly learn and adapt to the Congressman’s voice, style, and legislative priorities
- Comfort with receiving and delivering feedback
- Attention to detail, creativity, and most of all, hustle.

Salary range is \$50,000 - \$55,000, commensurate with experience. Title commensurate with experience.

Candidates of diverse backgrounds are encouraged to apply. Ohio ties are a plus. 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 jobs.landsman@mail.house.gov with “Legislative Correspondent” in the subject line and the following application materials attached as one combined PDF:

Cover letter

Résumé

Brief writing sample

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-424-24

The office of Rep. Greg Landsman seeks a highly motivated, energetic, and detail-oriented individual to serve as a **Legislative Aide**, based in our DC office.

The Legislative Aide reports to the Legislative Director and works in close collaboration with the Member, Chief of Staff, and communications and district teams. Exact issue area portfolio is flexible, and applicants with backgrounds in any issue area are encouraged to apply.

Key duties include:

Preparing and staffing the Member for meetings

Working with committee staff, external stakeholders, Legislative Counsel, and the

Congressional Research Service to draft legislation based on the Member’s priorities

Creating vote recommendations on legislation coming to the Floor within a given issue area

Meeting with constituents, stakeholders, and advocacy groups within the portfolio of issue areas

Communicating clearly and consistently with the Member, Chief of Staff, and legislative, communications, and district teams on legislative updates

Overseeing special projects, that may include drafting letters of support, and researching and advising local stakeholders on federal funding/grant opportunities

Key qualities include:

Strong verbal and written communications skills and ability to communicate both up and down within the team

Ability to work in a fast-paced environment and quickly respond to requests from the Member and the team

Commitment to a collaborative work environment

Ability to quickly learn and adapt to the Congressman’s voice, style, and legislative priorities

Comfort with receiving and delivering feedback

Attention to detail, creativity, and most of all, hustle



The salary for this position is \$65,000.

Candidates of diverse backgrounds are encouraged to apply. Ohio ties are a plus. 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 jobs.landsman@mail.house.gov with “Legislative Aide” in the subject line and attach the following application materials 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-415-24

JOB SUMMARY

The Office of Rep. Maxine Waters (D-CA-43) seeks a dynamic and experienced **Communications Director** to lead the development and implementation of communication strategies that promote the Member's priorities and initiatives. The ideal candidate will have a strong background in media relations, public affairs, and strategic messaging, as well as the ability to work collaboratively with legislative and district teams.

CORE RESPONSIBILITIES AND DUTIES:

- Develop and implement comprehensive communication strategies for the Member.
- Oversee media relations, including drafting press releases and managing inquiries.
- Coordinate communications efforts with legislative initiatives.
- Craft speeches, op-eds, and other written materials.
- Manage social media presence and digital communications.
- Work closely with the Chief of Staff and Legislative Director to align messaging.
- Monitor and analyze media coverage of the Member and relevant issues.
- Serve as the primary spokesperson for the Member.
- Train and prepare the Member for public appearances and interviews.

QUALIFICATIONS

- Bachelor's degree in Communications, Public Relations, or a related field.
- 5+ years of experience in communications, media relations, or public affairs.
- Strong writing and editing skills with attention to detail.
- Experience working in a fast-paced political environment.
- Familiarity with social media platforms and digital communication strategies.
- Ability to manage multiple projects and deadlines effectively.
- Strong interpersonal and team collaboration skills.



- Knowledge of current legislative issues and their impact on constituents.
- Familiarity with California and/or District 43 preferred.

SALARY

- Commensurate with experience.

APPLICANT INSTRUCTIONS:

Interested candidates should submit a resume, cover letter, and at least 3 references to ellis.mcginis@mail.house.gov with “Communications Director” in the subject line. Applications will be accepted until the position is filled. Incomplete applications may not be considered. This office is an equal opportunity employer.

MEM-411-24

The Office of Congressman John Garamendi seeks an experienced **Communications Director**.

The Communications Director will design and execute a communications plan to elevate the Representative and better connect him with his constituents. This will include but is not exclusive to drafting press releases, authoring op-eds, pitching and coordinating earned media, overseeing social media content and strategy, creating direct constituent mail, and telephone town halls. The role will also directly manage and mentor two other communications staff members.

This is not an entry-level position; a strong background in communications is required. Exceptional candidates will have significant earned media experience, management experience, and writing in with a strong prospective. Our office 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. Our office is a tightknit community, and we are also looking for someone who can continue to foster that environment and encourage cross-talent collaboration.

Applications are requested by October 14th but will be considered on a rolling basis. To apply, please email ca08.jobs@mail.house.gov with Communications Director Applicant in the subject line and the following application materials attached as one combined PDF: 1. Cover letter; 2. Résumé; and 3. Two writing samples, preferably a press release and an op-ed. Salary will depend on experience, but is expected to align with the median salary of communications directors in personal offices in the House of Representatives.

MEM-410-24

CONGRESSIONAL STAFF: Full Time Constituent Services Representative



SUMMARY: The Constituent Services Representative position acts as a liaison to federal, district, and local agencies for the Member/constituents and answers casework correspondence and verbal communications with constituents. Candidates must be a self-starter, excited to problem solve, hardworking, dependable, and organized as well as possess strong oral and written communication skills. This position requires the ability to work well under pressure, good judgment, strong customer service skills, and a commitment to public service. Availability to work some evenings and weekends is required. Ability to communicate in multiple languages is also highly desirable. A vehicle to travel to evening and weekend events is also recommended.

Qualified candidates should submit a cover letter and resume to ny08team@gmail.com with the Subject Line: Constituent Services Representative Position.

Women, people of color, and LGBTQ candidates are strongly encouraged to apply.

ESSENTIAL JOB FUNCTIONS REQUIRED:

- Acts 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;
- Handles casework assignments and special projects at the direction of the Director of Constituent Services;
- Continually screens active cases/ constituent service requests and acts as a liaison with constituents to ensure that their cases are handled in a responsive manner;
- Maintains up-to-date files on all cases and categories of information of importance to the office;
- Attends and monitors scheduled district meetings on behalf of the Member with constituents and groups during regular office hours, some evenings and weekends;
- Logging incoming and outgoing correspondence, handling visitors & telephone calls;
- Logs in all incoming and outgoing mail and incoming telephone calls relating to casework and constituent concerns in Congressional Management System Database;
- Performs cross functional tasks with other departments, as needed.
- Meets attendance requirements as established by the office; Maintains a good working relationship with the Member, staff, and constituents;
- Accepts performance-based criticism and direction;
- Works well under pressure and handles stress;

SKILLS AND KNOWLEDGE REQUIRED:

- Strong customer service, oral and written communication skills;
- Familiarity with local, state and federal agencies; Strong knowledge of issues and events in the district in which the Member is involved;
- Professional telephone manner and excellent customer and client service skills;
- Temperament to communicate with a variety of personalities in a tactful, pleasant,



and professional manner.

- Ability to work cooperatively and courteously with others;
- Thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;
- Knowledge of office policies, practices, and procedures;
- Knowledge and proficiency in Microsoft office suite and other office computer applications.

MEM-402-24

Constituent Advocate (District Office)

Office of Congresswoman Jill Tokuda

Rep. Jill Tokuda is looking for an enthusiastic and highly motivated individual to join her district staff in her Honolulu Office. This position works with constituents who request assistance and acts as a liaison to federal, state, and local agencies. The ideal candidate would have strong customer service skills and the ability to write quickly and effectively. Attention to detail and the ability to work in a fast-paced environment is required.

ESSENTIAL JOB FUNCTIONS:

- Works with constituents who request assistance and maintains up-to-date files on all cases.
- Manages casework through a constituent management system and handles cases in a timely and responsible manner, which includes working with federal, state, and local agencies.
- Answers phones, checks voicemail, and responds to calls or refers calls to appropriate staff. Greets and assists visitors.
- Reviews, processes, and distributes mail.
- Prepares written responses to constituent inquiries and congratulatory messages.

Candidates must be able to work a flexible schedule, including occasional nights and weekends. Interested candidates are requested to submit a cover letter and resume to hawaii02jobs@gmail.com.

MEM-392-24

Congresswoman Emilia Sykes seeks a **Communications Director** to serve in their Washington, D.C. office. Candidates must be proactive, possess superior written and oral communication skills, and be able to execute a robust communications strategy. This is not an entry-level position. Only candidates with prior political or legislative communications experience will be considered.

Primary responsibilities:

- Creating and executing a robust communications plan;
- Establishing and maintaining relationships with Ohio, national, and D.C.-based media;



- Advancing press events and staffing the Member as needed, including occasional night and weekend commitments;
- Drafting and distributing press releases, statements, and media advisories; Creating, editing, and strategically placing op-eds;
- Overseeing the development of social media content creation, including rapid response;
- Managing a franked communications plan including text messages, e-newsletters, digital ads, radio ads, 499s, mailers, etc;
- Pitching to reporters and producers, responding to press inquiries, and serving as the main point-of-contact for media;
- Updating the website as needed;
- Managing the Press Secretary; and
- Performing other duties 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.

The salary range for this position is \$90,000-\$100,000 based on experience.

To apply, please send a resume, three references, and two writing samples in one pdf to JoinTeamSykes@mail.house.gov with the following subject line: Full Name – Communications Director.

MEM-382-24

The **Military and Veterans Affairs Liaison** is responsible for maintaining relationships with veterans, military members, military installations and organizations, veterans organizations and offices, and other like entities within the district. Additionally, the liaison will be responsible for all military and veterans related casework and lead the office's service academy nomination process.

ESSENTIAL JOB FUNCTIONS:

- Acts 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;
- Informs the Member and the District Director of all happenings in his or her assigned issue areas by screening district media sources and interacting with constituents, organizations, etc;
- Acts as a liaison to local, state and federal officials and other persons or groups to form effective relationships for the Member;
- Acts as a liaison to and notifies the appropriate media when the Member will be in the liaison's area and works with the Member's Scheduler and Press Secretary to ensure appropriate media participation;



- Assesses casework for problems requiring legislative action and makes recommendations to the District Director and Director of Constituent Services;
- Monitors scheduled district meetings for the Member with constituents;
- Screens and refers cases, when appropriate, to other district offices;
- Assists with the handling of office matters such as logging incoming and outgoing correspondence, handling visitors, telephone calls, and computer operations;
- Prepares periodic reports for the District Director on pending cases and district activities in his or her assigned issue areas;
- Continually screens active cases and acts as liaison with constituents to ensure that their cases are handled in a responsive manner;
- Maintains a good working relationship with the Member, staff, and constituents;
- Performs other duties as assigned.

EDUCATION (OR EQUIVALENT EXPERIENCE):

- Bachelor's degree or equivalent combination of education and experience preferred;
- Previous office experience is preferred;
- Previous experience working for a Member of Congress, elected official, or government agency preferred;

SKILLS AND KNOWLEDGE REQUIRED:

- Meets attendance requirements as established by the office;
- Accepts performance based criticism and directions;
- Strong oral and written communication skills;
- Works well under pressure and handles stress;
- Works a flexible schedule including some nights and weekends;
- Thorough knowledge of legislative process and of House organization and procedures;
- Thorough knowledge of local, state and federal agencies and departments;
- Knowledge of all issues and events in the district in which the Member is involved;
- Professional telephone manner;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Ability to perform the essential job functions above;
- Ability to work cooperatively and courteously with others;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;
- Knowledge of office policies, practices, and procedures;
- Knowledge of office computer applications; and
- Proficiency in word processing.



WORKING CONDITIONS:

- Work is mainly performed in an office environment;
- Ability to work in a small work station without an expectation of privacy.
- This job is primarily performed in-person
- This position will be in the District Offices of Congressman Max Miller (Medina and Parma, Ohio)

Applicant Instructions:

All interested candidates are encouraged to submit a cover letter and resume to Raymond.Paoletta@mail.house.gov.

Notice:

All applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, or national origin.

MEM-135-24

PRESS SECRETARY- The Office of Congresswoman Joyce Beatty (OH-03) seeks an experienced Press Secretary for her Washington, D.C. office. Candidates must be able to manage media relations, press opportunities, and messaging for a senior member of Congress. This role reports to the Communications Director.

This is not an entry-level position. Candidates with established, active relationships with top-tier national media outlets and on-the-record experience will receive preferred consideration. Ohio ties are preferred, but not required.

PRIMARY RESPONSIBILITIES:

- Serve as the primary contact for media requests, pitching and securing media opportunities in top-tier national outlets, coordinating necessary preparations, messaging, and risk management.
- Advance press events and staff the Member as needed for media engagements.
- Establish and maintain relationships with Ohio media, and activate current relationships with national, and D.C.-based media.
- Draft and distribute media materials including press releases, statements, media advisories, and op-eds.
- Assist with developing social media content creation, including rapid response.
- Complete special projects.
- Develop and execute media strategy as part of the office's larger communications strategy.

Salary is competitive and commensurate with experience.



The Office of Congresswoman Beatty is an Equal Opportunity Employer who does not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. LGBTQ+, and minority candidates as well as candidates from underrepresented groups are encouraged to apply.

Please submit your resume and cover letter [to oh3.jobs@mail.house.gov](mailto:oh3.jobs@mail.house.gov) using the following subject header: PRESS SECRETARY: First name, Last name.

