



U.S. House of Representatives

CAO

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MEMBER AND COMMITTEE VACANCY LISTING

Week of November 8, 2021

MEM-516-21 The Committee on Oversight and Government Reform is the principal investigative body for the U.S. House of Representatives. Chairwoman Carolyn Maloney (D-NY) seeks to fill a **Senior Counsel** position on the Democratic staff.

Several years of investigative or litigation experience is required. Health care sector experience or policy background is strongly preferred. Responsibilities include depositions, transcribed interviews, briefings, and managing congressional investigations and hearings. Candidates with diverse backgrounds and experiences are strongly encouraged to apply.

Candidates must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Please send a resume and cover letter to oversightjobs@mail.house.gov, with "Senior Counsel" in the subject line. Please attach the resume and cover letter with the file name using the following format: "LastName.FirstName.Resume" and "LastName.FirstName.Cover Letter."

No unsolicited calls, emails, or drop-ins, please.

MEM-515-21 **Staff Assistant /District Field Representative** – The district office of Congressman Frank Pallone, Jr. seeks a hard-working, organized individual to serve as a Staff Assistant & District Field Representative.

This position primarily entails constituent casework and member staffing responsibilities including driving the member of Congress to and from events and meetings. Other responsibilities include meeting with local community officials, representing the Congressman at community and governmental events, special projects, as well as general office work.

Candidates should possess excellent verbal and written communication skills, and must enjoy working with the public. Prior experience in government, the non-profit sector, community and grassroots organizing is preferred. Applicant must have a valid driver license and full access to a vehicle. This position is based in New Jersey.

To apply, please send a resume, cover letter, writing sample, and references by email to NJ06.Jobs@mail.house.gov

MEM-512-21 The Office of Congresswoman Brenda L. Lawrence (MI-14) is seeking an experienced **Communications Director** for her Washington, D.C. office. This is not an entry level position.

On the record experience and familiarity with national press and political communications is required. Candidates must possess strong writing skills, the ability to operate in a fast-paced environment under strict deadlines, and be able to work collaboratively with both the DC and district teams.

Responsibilities include, but are not limited to:

- Serving as primary spokesperson;
- Developing and executing a communications strategy in collaboration with the legislative and district teams;
- Fielding press inquiries and proactive media outreach, including pitching Michigan and national press;
- Organizing and staffing press events and media interviews;
- Drafting and editing press releases, op-eds, newsletters, talking points, mailers, speeches, social media content; and
- Editing videos and designing graphics.

The Office of Congresswoman Brenda L. Lawrence is an equal opportunity employer, and 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. Michigan ties are a plus. Knowledge of video editing and graphic design software preferred, but not required.

If you would like to be considered for the position, please submit a resume, cover letter and writing sample in PDF format to mi14district@gmail.com and include “Communications Director Application” in the subject line of the email. Please apply by November 14th.

MEM-509-21 Congresswoman Lisa Blunt Rochester (DE-At Large) seeks an organized and highly motivated **Legislative Correspondent** with excellent written and oral communication skills for her Washington, DC office.

Responsibilities include managing the Member's constituent correspondence program, responding to incoming mail in the Member's voice in a timely manner, researching and drafting correspondence in collaboration with the legislative and communications team, maintaining and analyzing the constituent database with complete and current information, and supporting the execution of a variety of constituent-facing projects. This position also offers the opportunity to develop and manage a legislative portfolio, commensurate with experience.

The ideal candidate will have prior Hill experience, excellent attention to detail, a strong work ethic, impeccable organizational skills, the ability to stay calm in stressful situations, and be able to work seamlessly in a team-oriented environment.

Ties to Delaware are a plus. This office is an equal opportunity employer. Candidates from diverse and underrepresented backgrounds are strongly encouraged to apply.

Interested candidates should send a cover letter, resume, and one writing sample to lbr.jobposting@gmail.com with "Legislative Correspondent" in the subject line by COB November 17th.

No phone calls, drop-ins, or emails please.

MEM-508-21 The office of Congressman Sean Patrick Maloney is seeking a **Legislative Assistant** to handle a diverse issues portfolio including but not limited to Labor, Health Care, Armed Services/Veterans Affairs, Homeland Security, Small Business, Women's Issues, LGBTQ+/Equality Caucus, and more.

Responsibilities include drafting and analyzing legislation, tracking floor proceedings, conducting research, drafting policy and meeting memos, meeting with constituents, and staffing the Member in meetings and at events. Applicants should be able to work well under pressure, have excellent written and oral communication skills and work under strict deadlines.

This is not an entry-level position. Excellent writings skills and experience handling policy issues are required. Diverse candidates, women, and LGBTQ persons are strongly encouraged to apply.

To apply, please send a resume, cover letter, and a writing sample to ny18maloneyleg@gmail.com with the subject line “Legislative Assistant Application.” Deadline for submissions is COB on Friday, November 12th. No phone calls or walk-ins please.

MEM-507-21 Advice and Education **Counsel** (Washington, DC) -- The Committee on Ethics seeks an attorney for the position of counsel in the Office of Advice and Education.

The Committee’s Advice and Education counsels are responsible for providing a high volume of ethics advice, education, and training to Members of Congress and their staff through frequent telephone calls, in-person meetings, and written work product.

This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Candidates must possess outstanding analytical and written and oral communication skills, as well as the sound judgment necessary to evaluate the sensitive matters that arise before the Committee.

Experience in one or more of the following areas is desirable: government ethics; ethics counseling and training; and criminal law. Salary commensurate with experience.

Please email resume, cover letter, and short writing sample to ethicsjobs@mail.house.gov. Please include the phrase “A&E Counsel” in the subject line.

MEM-506-21 Financial Disclosure **Counsel** (Washington, DC) -- The Committee on Ethics seeks an attorney for the position of counsel in the Financial Disclosure office.

The Committee’s financial disclosure counsel are responsible for reviewing financial statements and providing legal advice on a high volume of financial disclosure issues, education and training to Members of Congress and their staff through frequent telephone calls, in-person meetings, and written work product.

This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Candidates must possess outstanding analytical and written and oral communication skills, as well as the sound judgment necessary to evaluate the sensitive matters that arise before the Committee.

Experience in one or more of the following areas is desirable: government ethics, ethics counseling, accounting, auditing, investment management, taxation, corporate finance, and securities law. Salary commensurate with experience.

Please email resume, cover letter, and short writing sample to ethicsjobs@mail.house.gov. Please include the phrase “FD Counsel” in the subject line.

MEM-505-21 Position Available:

Staff Assistant/Intern Coordinator

Office/Location:

U.S. House of Representatives, Glen Ellyn, IL

Salary Level:

\$37,000

Proposed Starting Date:

Immediate

Position Summary:

The District Office Staff Assistant shall be responsible for managing the district office administrative functions. They shall manage incoming constituent communications, organize, and maintain correspondence and outreach material and handle all Congressional greeting requests. The Staff Assistant shall report directly to the District Director.

Specific duties include but are not limited to:

- Answers and logs incoming phone calls, conducts casework intake, and greets office visitors
- Manages and tracks all incoming and outgoing mail to include timely submission of monthly reports
- Manages district written outreach efforts by drafting and preparing certificates and letters
- Identifies event and correspondence opportunities
- Maintains organized filing system of newsletters, brochures, and reports
- Manages office supply requisitions and inventory lists
- Staffs the Congressman and serves as staff representative for the Congressman at meetings and events.
- Supervises the District Office intern program to include recruitment, training, and management
- Assists with planning, organizing, and executing district outreach efforts.
- Plans, organizes, and leads execution of the Congressional Art Competition.

Position Qualifications:

- Bachelor’s degree (B.A.) in Political Science, Public Relations, Communications, or relevant studies preferred but not required.
- Strong oral and written communication skills

- Highly organized with strict attention to detail
- Congressional Office or similar experience preferred but not required
- Microsoft Office Suite, Outlook, or similar experience preferred

Representative Casten's Office is an affirmative action/equal opportunity employer dedicated to building a community of excellence, equity, and diversity. It welcomes applications from women, underrepresented minorities, individuals with disabilities, protected veterans, sexual minority groups and other candidates who will lead and contribute to the diversification and enrichment of ideas and perspectives.

To apply please submit a cover letter, resume, and a short statement of no more than 300 words about why you're a good fit for this role to Constituent.ServicesIL06@mail.house.gov

Subject Line: District Staff Assistant

MEM-503-21 Legislative Aide/Professional Staff Member

The House Judiciary Committee's Subcommittee on Courts, Intellectual Property, and the Internet (Majority) seeks a Legislative Aide/Professional Staff Member to handle clerking responsibilities; provide support to Subcommittee Counsels on legislative, procedural, and policy matters; and complete administrative tasks.

Duties include:

- Preparing and circulating official notices and materials, maintaining official hearing records, and staffing Subcommittee hearings and markups.
- Preparing for hearings and markups by assisting Subcommittee Counsels with written materials for Members, vetting and preparing witnesses, and coordinating with Subcommittee Member offices on hearing and markup logistics.
- Providing support to Subcommittee Counsels and Democratic Member offices on legislative and policy matters related to the Subcommittee's jurisdiction, as well as procedural issues relating to Committee business.
- Assisting with Subcommittee investigations and other oversight activities, including by maintaining and analyzing document productions provided by government and nongovernmental entities.
- Providing administrative assistance to the Subcommittee, including answering phone calls, managing incoming and outgoing correspondence, and logging and tracking bills referred to the Subcommittee.

Candidates must be highly organized, detail-oriented, and capable of thriving in a fast-paced and rapidly changing environment. Candidates should have prior Hill experience, ideally with a Congressional Committee. Previous courts or intellectual property policy experience is a plus, but not required.

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

Please send a resume and cover letter to JDEM.job@mail.house.gov and include "Legislative Aide – Courts/IP" in the subject line.

MEM-501-21 The House Judiciary Subcommittee on Antitrust, Commercial, and Administrative Law seeks a hard-working lawyer with significant legal experience to serve as **counsel**.

Responsibilities include: serving as a resource for Democratic Members of the Subcommittee on matters of law and policy; drafting legislation; coordinating hearings and witnesses; drafting statements, memos, and briefing materials; and providing guidance to offices both on and off the Subcommittee on matters of antitrust law.

A strong background in antitrust is required. Exceptional writing skills, sound political judgment, and the ability to work closely and collaboratively with other congressional offices and advocacy organizations are also strongly preferred.

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

Qualified candidates should submit a resume, cover letter, and writing sample to JDEM.Job@mail.house.gov. Please include "Antitrust Counsel" in the subject line.

MEM-497-21 Title: **Research Assistant**, Subcommittee on Health, House Committee on Veterans' Affairs, Republican Staff

Reports to: Republican Staff Director, Subcommittee on Health
Provides administrative support to Subcommittee staff and assists with duties as assigned.

Core Responsibilities:

- Provide administrative assistance to the Subcommittee on Health, to include answering the telephone and responding to caller inquiries; reviewing incoming mail and preparation of correspondence; maintaining subcommittee archive, activities report, and relevant publications; assisting with full Committee hearings on matters within subcommittee jurisdiction; maintaining the Subcommittee's

outstanding deliverable requests made to the Department of Veterans Affairs (VA); as well as, assisting with other administrative duties as assigned.

- Provide legislative assistance to the Subcommittee on Health, to include determining and tracking the status of pending legislation; reviewing the Congressional Record, Federal Register, House Calendar, and other publications for matters of interest to subcommittee Members and staff; participating in staff-level negotiations, to include knowledge of background information on legislation being considered; assisting Subcommittee staff in organization of, and preparation for, hearings, to include determination of Minority agenda, briefing of witnesses and Members, and development of questions; conducting meetings with VA, veteran service organizations or other scheduled parties; and, drafting remarks for Ranking Member and suggested questions for hearing.
- Provide research support to the Subcommittee on Health, to include preparation of memorandums for the full Committee and Subcommittee Ranking Members on matters under the jurisdiction of the Subcommittee and research preparation of hearings by reviewing previous hearing transcripts, relevant statutes, and VA policy.
- Responsible for all other duties assigned by the full Committee Ranking Member, Staff Director, or Deputy Staff Director; and assist other Committee staff, as needed.

Minimum Qualifications:

- Bachelor of Arts or Science, and
- Work, internship, or other experience in a professional environment.

Required Skills:

- Strong writing skills
- Proficiency in Microsoft Office
- Organizational skills
- Problem solving
- Strong verbal communication
- Team oriented
- Ability to work well under pressure
- Attention to detail

Benefits:

Employees may be eligible for the following benefits:

- Sick and Annual Leave
- Student Loan Repayment Program
- Federal Employees Health Benefits Program
- Thrift Savings Plan
- Federal Employees' Group Life Insurance Program
- Federal Long-Term Care (LTC) Insurance
- Flexible Spending Accounts (FSAFEDS)
- Dental & Vision Insurance Program (FEDVIP)

Other Information:

Employment with the U.S. House of Representatives is at-will. The U.S. House of Representatives is an equal opportunity employer. All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), disability, or age. Transportation and all related travel expenses associated with the interview and hiring process must be paid by the applicant.

How to Apply:

Qualified candidates please send cover letter, résumé, and writing sample to the following e-mail address: VAR.Resumes@mail.house.gov with “HVAC Health Republican Research Assistant” in the subject line. No calls or walk-ins, please.

What to Expect Next:

Your submission will be reviewed to determine if you are among the top candidates. If you are one of the top candidates, you will be contacted for an interview.

MEM-491-21 In-District **Press/Digital Associate** Opening: Congressman Sean Casten (IL-06) seeks Press/Digital Associate for our Glen Ellyn office.

Qualified candidates will have demonstrated video production, graphic design and photography experience, a working knowledge of video editing software, strong editorial and social media skills and a desire to spearhead and execute creative communications ideas. Excellent writing and strong organizational skills are essential.

The ideal candidate will be a creative self-starter, hyper-aware of news cycle and social media trends, politically astute, have a strong proficiency in branding and executing social media content across social digital platforms and will be a detail-oriented team player able to handle multiple tasks at once in a fast paced environment—including rapid response requests and longer-term projects.

Candidates must be based in Chicagoland and willing to go to the office and staff the member. However, hybrid work-from-home flexibility is offered. Salary range starts at \$40,000 but subject to negotiation for the right experience.

RESPONSIBILITIES:

- Develop and execute social media and digital campaigns
- Design and create content - including graphics and videos, and social media toolkits.
- Help staff town halls, press conferences, video/Zoom meetings, and other in-district events
- Staffing the member - handling photography, videography, press coordination at in-district events
- Track and produce regular analytics reports and press reports

- Support Communications Director in organizing and maintaining press lists
- Support Communications Director in local media outreach
- Working collaboratively with D.C. and district staff to ensure a strong local media presence.
- Work to amplify District Office wins including casework, grants our outreach campaigns.
- Drafting press releases, newsletters, advisories, and other written materials

QUALIFICATIONS:

- At least 2 years of communications, social media, or translatable experience
- A strong eye for detail and passion for digital media
- Experience with video production, graphic design, and photography
- Demonstrated skill using Twitter, Instagram, Facebook, Facebook ads, and TikTok

Please submit in one PDF your resume, two graphic/video/social media examples, and a short statement of no more than 300 words about why you're a good fit for this role to il06casten@gmail.com with "Press/Digital Assistant Application" in the subject line, no later than November 19th, 2021.

Candidates of diverse backgrounds are encouraged to apply. The office does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

MEM-490-21 California House Republican seeks **Scheduler**. This position will be responsible for providing scheduling and general office management.

Some of these duties include, but are not limited to: maintaining Member's official and unofficial schedule, collecting briefing documents from legislative staff, arranging official travel for Member and Chief of Staff, coordinating scheduling of all meetings with relevant legislative and committee staff, work with district staff to coordinate details for in-district events/meetings, ensuring Member is where he needs to be when he needs to be there, and managing all travel documents and receipts for the office's official travel. Office manager tasks will include: working collectively with finance administrator and tech support on office purchases and reimbursements, maintaining and updating office documents or supplies, as well as running the office's flag and internship programs.

The ideal candidate will have at least 1-2 years of Capitol Hill experience. Having access to a vehicle is required. E-mail your resume to Mark.Spannagel@mail.house.gov and Haley.Slaybaugh@mail.house.gov with "Scheduler Applicant" in the subject line.

MEM-489-21 **Military Legislative Assistant (MLA)**

Congressman Jimmy Panetta (CA-20) seeks a highly motivated, well organized and detail- oriented Military Legislative Assistant to support his work on the House Armed Services Committee. This position's portfolio will include foreign affairs, homeland security, intelligence and veterans' issues. Successful applicants will have House Armed Services Committee experience with a strong knowledge about the formulation of the annual National Defense Authorization Act and be advised that this is not an entry-level position.

Responsibilities include preparing and staffing the Member for committee hearings and managing the development of Member requests for the National Defense Authorization Act, representing the Member in meetings and events before stakeholders, federal agencies and constituents, working closely with the Member on legislative strategy, including advising on vote recommendations for committee and floor proceedings.

Qualified candidates will have experience in formulating legislation and planning the pathway for the legislation to become law, a strong background in legislative affairs and an understanding of what it takes and a will to work across the aisle to advance bipartisan initiatives, and excellent written, verbal, research, analytical and problem-solving skills with an ability to manage multiple assignments simultaneously.

Additionally, successful candidates will perform well under pressure, possess a strong work ethic and the capacity to produce high quality work on short deadlines, demonstrate a can-do attitude, commitment to public service and an understanding of what it takes to be a part of a successful team effort, and communicate effectively with colleagues and superiors in a dynamic work environment.

Duties include travel to the district with constant and consistent outreach and involvement with constituents. A knowledge of and connections to the defense sector, especially military installations in California and throughout its central coast, is preferred, but not required.

Veteran applications are encouraged. Interested candidates should send a cover letter, resume, two writing samples of one page or less and three references with "MILITARY LEGISLATIVE ASSISTANT" in the subject line to ca20.jobs@mail.house.gov

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

MEM-486-21 Progressive West Coast Democrat seeks an energetic, motivated, and organized individual with strong interpersonal skills to manage a fast-paced front office as the **Staff Assistant/Legislative Correspondent** in the Washington, D.C. office.

Responsibilities include managing a robust mail program through Intranet Quorum (IQ); answering phones; overseeing intern, flag, and tours programs; serving as Office Emergency Coordinator; and providing administrative, legislative, and technical support to the office, among other tasks as assigned.

A successful applicant should be a self-starter who thrives in a fast-paced environment, and must possess an upbeat positive attitude and the ability to work well in a team. Excellent writing, time-management, and organizational skills are essential.

Prior Hill experience is highly valued, California ties a plus. Qualified candidates should submit a cover letter, resume, and one writing sample to CA27jobs@gmail.com with “Staff Assistant/Legislative Correspondent” in the subject line. No phone calls, faxes, or drop-ins please.

This office is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply.

MEM-480-21 The office of Representative Debbie Wasserman Schultz is seeking a **Senior Legislative Assistant and Appropriations Associate** to manage the Congresswoman’s Appropriations Committee work and handle legislative issues related to energy, environment, transportation, agriculture, space/science, and disaster response, as well as other related issues.

Responsibilities include, but are not limited to, advising the Member on all matters in the issue portfolio; developing appropriations priorities and working with the Appropriations Committee to secure the Member’s priorities in spending bills; developing policy proposals and legislation; drafting vote recommendations, talking points, hearing questions, and speeches for related floor and committee proceedings; staffing the Member in committee hearings and markups; and representing the Member during meetings with constituents, stakeholders, and agency officials.

The ideal candidate must have previous work experience with the congressional appropriations process and the aforementioned legislative issue areas, excellent written and verbal communication skills, and an eagerness to work for a senior appropriator in a fast-paced, collaborative environment. Prior experience advising a Member of Congress and advancing policy proposals is required. Florida ties are a plus.

Interested parties should e-mail a cover letter and resume

to FL23Resume@mail.house.gov with the subject line “Senior Legislative Assistant”.

Please save the cover letter and resume in a single file (PDF preferred) and name the file “Last name, First name.” This office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity or expression.

Application materials must be received by 5:00 p.m. ET on November 15, 2021.

MEM-478-21 SENIOR LEGISLATIVE ASSISTANT – Congressman Mark Pocan (WI-02), member of both the House Appropriations and Education & Labor Committees, is seeking an experienced and enthusiastic Senior Legislative Assistant.

Ideal candidate will have at minimum 2 years of Hill experience as a Legislative Assistant (or similar equivalent), a good understanding of House procedures, an understanding of developing and tracking legislative initiatives and political awareness. This is not an entry level position.

Excellent writing, verbal and organizational skills are essential along with the ability to be a self-starter while working in a fast paced environment. Job responsibilities will include drafting legislation, writing hearing statements, legislative memos, constituent correspondence and preparing briefing materials. A sense of humor is greatly appreciated.

Qualified candidates should submit a cover letter, resume and two writing samples to WI02JobOpening@gmail.com with “Senior Legislative Assistant” in the Subject Line. Job opening closes COB on Wednesday, November 17th. No phone calls, faxes or drop-ins please.

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

MEM-475-21 Senior Democratic House Member seeks a **Scheduler/Executive Assistant** for the Washington office. The scheduler will manage all aspects of the Member's daily and long-term schedule in DC and in the District.

The ideal candidate should be well-organized, detail-oriented, self-motivated, and able to work effectively in a fast-paced office. Prior scheduling experience on the Hill or comparable work environment is preferred.

Responsibilities include tracking, evaluating, and responding to invitations and scheduling requests; coordinating travel for the Member; assisting with budgeting; vouchering invoices for payment; and office management.

Applicants should send their resume and cover letter to schedulerjobdc@yahoo.com

MEM-474-21 Senior Democratic House Member seeks a **Legislative Assistant** for his Washington D.C. office.

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

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

Candidates should send a resume, cover letter, and two writing samples to genleg2024@gmail.com

MEM-470-21 The Office of Congressman Jimmy Gomez (CA34) seeks an organized, passionate, team-oriented **Staff Assistant** for the Los Angeles office.

Responsibilities include: managing the front office, coordinating tour and flag requests, managing LA internship program, supporting the work of casework staff and providing additional office support as needed. While this is an entry-level position, candidates should have excellent oral and written communication skills, great attention to detail, strong time management skills, an ability to work under pressure to meet tight deadlines, and a sense of humor. Fluency in Spanish is a benefit but not required.

Candidates should submit a cover letter, resume, and two writing samples in a PDF format to Gomez.Jobs@mail.house.gov with the subject line "Last Name SA."

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-459-21 **Director of Advice and Education** (Washington, DC) -- The Committee on Ethics seeks an experienced government ethics attorney to serve as the Director of Advice and Education for the Committee.

The Director will oversee the Committee's Office of Advice and Education and will manage a nonpartisan staff of attorneys and other professionals which is responsible for providing a high volume of ethics advice, education, and training

to Members of Congress and their staff through frequent telephone calls, in-person meetings, and written work product.

This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Candidates must possess a minimum of 5 years of experience with government ethics, outstanding analytical and written and oral communication skills, the ability to build consensus, and the sound judgment necessary to evaluate the sensitive matters that arise before the Committee.

Experience in one or more of the following areas is also desirable: ethics counseling and training, criminal law, securities law, and familiarity with Congress and its unique institutional prerogatives. Previous management experience preferred. Salary commensurate with experience.

Please email resume, cover letter, and short writing sample to ethicsjobs@mail.house.gov. Please include the phrase “Director of Advice and Education” in the subject line.

MEM-455-21 The House Committee on Oversight and Reform, Democratic (Majority) Staff, is seeking a detail-oriented and organized **Assistant Clerk/Security Manager**.

The incumbent will work with the Chief Clerk and Deputy Chief Clerk to coordinate logistical aspects of hearings, markups, and Committee meetings. Other responsibilities include managing the Legislative Calendar, hearing documents, Committee archives, and the transcript review process. The incumbent will serve as the Committee’s Security Manager and manage classified and sensitive materials, briefings, hearings, meetings, etc.

Responsibilities also include managing security clearances for Members and staff, managing the Committee SCIF, and coordinating as appropriate with the House Security Office. Candidates must possess excellent attention to detail, good written and verbal communication skills, and be able to handle multiple projects simultaneously in a demanding work environment. A TS or TS/SCI clearance, or the ability to obtain one, is required. Prior Hill experience is strongly preferred.

Candidates with diverse backgrounds and experiences are strongly encouraged to apply.

Interested candidates should e-mail a cover letter and resume to oversightjobs@mail.house.gov, with “Assistant Clerk/Security Manager” in the subject line.

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

MEM-452-21 Senior House Republican seeks experienced **Communications Director** to lead an aggressive communications operation.

Qualified candidates should have at least 3 years of experience on a Congressional communications operation and demonstrate the ability to manage a junior Communications Assistant.

Responsibilities include developing a strategic communications plan, identifying proactive messaging opportunities, securing a wide variety of media opportunities, coordinating with the legislative team to highlight Member initiatives, and preparing the Representative for speaking engagements and media hits.

The ideal candidate will be able to confidently lead a communications operation and effectively delegate to a Communications Assistant, possess a high attention to detail and strong writing abilities, and able to juggle multiple projects in a fast-paced, collaborative environment.

Applicants should submit a writing sample and resume to gopcommsdirector07@gmail.com.

MEM-451-21 Senior House Republican seeks detail and mission-oriented **Communications Assistant** to assist in creating for traditional constituent correspondence and digital content.

Title will be commensurate with experience. This individual will report to and work closely with the Communications Director in producing original creative content, social media posts, graphics, videos, and written materials.

Candidate will also help book and prepare for local and national press hits. Strong writing and editing skills, and familiarity with both Intranet Quorum (or related programs), Adobe Creative Cloud (Photoshop, Premier Pro, etc.), and social media network administration are necessary skills for the job. The ideal candidate will have 2-3 years of relevant professional experience. This is not an entry level position.

Interested candidates should email a resume and relevant writing/digital samples to: gopdigitalcomms@gmail.com.

MEM-450-21 **Press Secretary|Digital Director** – Rep. Nanette Diaz Barragán (CA-44)
Representative Nanette Diaz Barragán (CA-44) is seeking a talented and highly motivated individual to assume the role of Press Secretary|Digital Director.

The person chosen for the position will work closely with the Communications Director to develop and execute the Congresswoman's long-term communications plan. They will be charged with overseeing the communications schedule, managing the Member's digital media accounts, and working with local and national reporters.

The Press Secretary|Digital Director will be responsible for a wide range of critical functions, including developing original social media content, designing graphics, editing and posting videos, maintaining the office's website, and managing media lists. Additionally, they will assist the Communications Director with drafting news releases, advisories, talking points, op-eds and other materials.

Qualified applicants must have strong writing, editing, proofreading skills and be proficient in photography, video recording and editing. They must be detail-oriented, news savvy and able to work in a fast-paced, demanding work setting -- a sense of humor and ability to be a team player is a must. Spanish fluency preferred.

This is not an entry-level position. Previous experience in press or relevant social media experience is required. Experience with Adobe Creative Cloud Products are a plus. Southern California|Los Angeles ties are a plus. Successful applicants will need to demonstrate their writing ability by completing a writing and editing test.

To apply, please send a resume, cover letter including salary requirements, and two writing samples with "Press Secretary" in the subject line to CA44Resumes@mail.house.gov.

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

MEM-449-21 Legislative Assistant|CHC Liaison - Representative Nanette Diaz Barragán (CA-44)

Representative Nanette Diaz Barragán (CA-44) seeks a highly talented and motivated individual to serve as a Legislative Assistant|CHC Liaison in Washington, DC House office - with the primary responsibilities of handling the Member's immigration, foreign affairs, military, and criminal justice, Homeland Security Committee work, and serve as Member's liaison to the Congressional Hispanic Caucus (CHC). Candidates must have a proven record of proposing legislation, developing amendments, and leading on letters.

Primary responsibilities include:

- Drafting legislation and amendments and advancing them through various legislative vehicles;
- Preparing hearing binders and questions for witnesses for Homeland Security Committee hearings;
- Drafting talking points, vote recommendations and other materials;
- Monitoring and analyzing legislative developments, committee proceedings, news stories and other relevant info; and
- Representing the Member in meetings with constituents and stakeholders.

Candidates must have an ability to work under pressure and meet deadlines in a fast-paced work environment. Strong organizational and time management skills, excellent written and verbal communication skills, and a keen attention to detail are required.

Spanish language skills preferred. Southern California ties a plus.

Interested candidates should send a cover letter, resume and two references with “LEGISLATIVE ASSISTANT” in the subject line to CA44Resumes@mail.house.gov.

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

MEM-448-21 The House Committee on Transportation and Infrastructure is seeking a **Committee Clerk**. This is a non-partisan position, which requires discretion and confidentiality in handling committee matters, strong organizational skills, and attention to detail.

The ideal candidate will have a minimum of four year of previous Congressional experience, ideally as a committee clerk, knowledge of Congressional administrative rules and procedures, the ability to manage multiple tasks and projects, work well under pressure, have strong oral and written communication skills, and the ability to exercise discretion and independent judgment.

Core Responsibilities Include:

- Maintaining committee official records in compliance with House and committee rules including the maintenance of the House Repository and committee archive records.
- Organizing and documenting committee markups in coordination with the committee counsels.
- Acting as reading clerk and tally clerk, including the live posting of amendments and their disposition to the House Repository during committee markups.
- Maintaining legislative files, including referral of legislation to subcommittees.

- Assisting in the preparation and filing of committee legislative reports.
- Maintaining the committee Legislative Calendar and Activity Report.

This is not an entry level position, and salary is commensurate with experience.

The committee is committed to, and benefits from, a diverse staff, and candidates of all backgrounds are encouraged to apply. Interested candidates should email a resume and cover letter to: Tljobs@mail.house.gov with the subject line Committee Clerk.

MEM-445-21 Moderate, Blue Dog Democrat on the House Agriculture Committee is seeking an experienced **Legislative Assistant** to cover a robust policy portfolio, including agriculture, natural resources, Tribal, water, and immigration issues.

Duties include, but are not limited to, developing and planning legislation, monitoring legislative developments within the House Agriculture Committee and on the House floor, staffing the Member in meetings and Committee hearings/markups, meeting with constituents and special interest groups on behalf of the Member, and assisting with constituent correspondence.

Strong writing, organizational, oral communication, and collaborative work skills are required. Ideal candidates will have experience in water, Interior, and tribal issues in the Southwest region. Ideal candidates will also have a proven record of being proactive and turning ideas into legislative successes. Prior Capitol Hill experience preferred; but not required. This is not an entry-level position. Diverse candidates are encouraged to apply.

Interested candidates should email a cover letter, resume, and salary requirements to AZ01Resumes@mail.house.gov.

MEM-443-21 Congresswoman Diana DeGette (D-CO) seeks a **Deputy Press Secretary/Digital Director** with extensive digital experience to be based in her Washington, D.C. office.

The position reports directly to the Communications Director and is responsible for assisting in all aspects of the press shop's day-to-day responsibilities – including, but not limited to: compiling daily news clips, drafting speeches, op-eds, news releases and weekly newsletters, and pitching events to members of the media.

The position is also responsible for managing the Congresswoman's various social media accounts, developing creative new content to enhance her social media presence, including graphics and videos, and maintaining her website. This is not an entry-level position.

The ideal candidate will have 2-3 years of experience working with various digital platforms, maintaining websites, and managing social media accounts for a political candidate or elected official. Previous Capitol Hill or campaign experience is preferred.

Qualified candidates should submit a cover letter, resume and two writing samples to Ryan.Brown@mail.house.gov. Please put “Deputy Press Secretary/Digital Director” in the subject line.

MEM-440-21 Congressman Vicente Gonzalez (TX-15) is seeking a detail-oriented, dynamic, highly motivated **Press Secretary** to help manage and coordinate in-state and/or national media activities in a busy press shop. This position manages the Press Assistant and reports to the Chief of Staff.

This position will be responsible for the preparation of materials, including but not limited to, background memos, press advisories, press releases, statements, and remarks; coordinating the creation and posting of digital content with the Press Assistant; assisting with the planning, preparation, and staffing of news conferences and events; maintaining relationships with local and national news media outlets; and other duties related to press operations and other office responsibilities.

Applicants must be able to work a flexible schedule that accommodates the needs of the Representative's schedule. Prior communications experience is strongly preferred as is experience with pitching to national, state and local media outlets.

Applicants must be organized and creative. They must also possess excellent time management and strong written and verbal communications skills, along with the ability to be a self-starter while working in a fast-paced environment on multiple projects. Communications, Journalism, and English Majors are encouraged to apply. Fluency in Spanish, experience with Adobe programs, and Texas, particularly Central and South Texas, ties are not required but a plus.

The office is an equal opportunity employer. Women, people of color, and LGBTQ candidates are strongly encouraged to apply.

Interested candidates should email a cover letter, resume, two writing samples, and any additional work products, such as previous releases or media plans, with “Press Secretary” as the subject line to southtexasfedjob@gmail.com.

MEM-439-21 The District Office of Congresswoman Katherine M. Clark (MA-5) is currently accepting applications for the position of **Staff Assistant**.

The Staff Assistant greets visitors, answers the telephone, processes mail, assists with constituent casework, drafts correspondence, and performs other administrative duties as needed. The Staff Assistant is also responsible for

overseeing a robust internship program, including recruiting, interviewing, hiring, and supervising interns.

This role requires impeccable judgment and the ability to prioritize myriad tasks. The ideal candidate should be personable, organized, and detail-oriented. Applicants must possess excellent verbal and written communication skills and the ability to work cooperatively with others.

This is a full-time position. Office staff are currently working in person, remotely, or in a hybrid model depending on the needs and safety of the office during the COVID-19 pandemic.

This 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.

Diverse candidates, women, and LGBTQ+ persons are strongly encouraged to apply.

Essential Job Functions:

- Manages the office intern program, ensuring smooth front office operational duties
- Works with constituent services representatives to ensure efficient casework intake using the office's internal database
- Assists persons who have appointments with the Member or other staff Members and works closely with the District Director to ensure that the Members' appointments are on time
- Maintains literature regarding the District and DC offices for distribution to visitors
- Coordinates the filing and indexing of all correspondence
- Maintains office inventory and signs for deliveries
- Provides orientation and training for new staff
- Supervises the reception desk, mail operations, and administrative files
- Assumes responsibility for overall office appearance and layout
- Maintains the office answering machine or voice mail
- Screens and refers cases, when appropriate, to other offices
- Logs in all incoming and outgoing mail and incoming telephone calls relating to casework or opinions
- Performs other duties as assigned

Interested applicants should submit a cover letter, resume, & 2 writing samples to Jobs.MA05@mail.house.gov.

All materials will be reviewed on a rolling basis.

MEM-438-21 The Office of Rep. Jared Huffman (CA-02), in partnership with the Office of the Chief Administrative Officer (CAO), has an opening for a Wounded Warrior **Fellow** in one of our District Offices (San Rafael, Petaluma, Ukiah, or Eureka).

The Wounded Warrior Program was established to create employment opportunities for veterans within the House of Representatives. These two-year fellowships provide veterans with experience and exposure to broaden career opportunities. Positions are available in congressional Member District Offices nationwide.

Duties may include, but are not limited to: working as a constituent services representative helping local constituents resolve issues with federal agencies; serving as a liaison to local Veterans Service Organizations (VSO); attending local events and meetings on behalf of your Member of Congress; and performing casework.

To apply, please visit the following

link: <https://house.csod.com/ux/ats/careersite/1/home/requisition/311?c=house&source=USAJobs>

MEM-425-21 Congressman Ami Bera, M.D. seeks a **Senior Policy Advisor** with health policy expertise to lead the Member's active health work, as well as other issues as assigned.

The position manages work leading and contributing to multiple caucuses, priority legislation and efforts, and working closely with bipartisan stakeholders both on and off the Hill. Successful candidates will have strong oral and written communication skills, and demonstrated experience advancing a legislative agenda, working with diverse coalitions, and representing Members of Congress in front of stakeholders and constituents.

Several years of professional health policy experience, including Hill familiarity, is required. The ideal candidate will be able to thrive in a fast paced environment; excel at proactively identifying, prioritizing, and executing strategic opportunities to influence health policy; work well both independently and collaboratively; and have a sense of humor.

Interested applicants should send a resume and cover letter to ca07jobs@gmail.com. Please no calls or drop-ins.

MEM-423-21 Congressman Jimmy Panetta (CA-20) seeks a **Legislative Assistant** who will be responsible for his office's agricultural and environmental policies and lead his work on the House Agriculture Committee.

Additional work and focus will be on natural resources, energy, emergency and disaster response, Army Corps of Engineers projects, science, and other issues as

assigned. Potential applicants should have experience with the formulation of the Farm Bill and know that this is not an entry-level position.

Potential applicants should have experience in formulating legislation and planning the pathway for the legislation to become law. Other duties will include drafting talking points, memos, and vote recommendations for committee and floor proceedings, preparation for hearings, representing the Member before stakeholders, federal agencies and constituents, travel to the district, and constant and consistent outreach and involvement with its constituents.

Qualified candidates should have a strong background in legislative affairs and an understanding of what it takes and a will to work across the aisle to advance bipartisan initiatives. Potential applicants must have excellent written, verbal, research, analytical and problem-solving skills, and an ability to manage multiple assignments simultaneously.

Candidates must be able to perform under pressure and possess a strong work ethic, a commitment to public service, and an understanding of what it takes to be a part of a successful team effort.

A knowledge of and connections to the agricultural and environmental sectors, especially California and its central coast, is preferred, but not required. Interested candidates should send a cover letter, resume, two writing samples of one page or less and three references with “LEGISLATIVE ASSISTANT” in the subject line to ca20.jobs@mail.house.gov

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

MEM-422-21 Congresswoman Ayanna Pressley (MA-07) seeks a **Press Secretary/Deputy Press Secretary** to work closely with the Communications Director to execute a fast-paced and dynamic communication plan and help manage day to day relationships with local and national media.

ESSENTIAL JOB FUNCTIONS:

- Support implementation of media, public relations, and communications strategies for the Congresswoman;
- Draft press releases, talking points, speeches, op-eds, newsletters, questionnaires, and other written materials;
- Compile daily press clips and stay informed about current events in the district and across the country for their impact on the Congresswoman;
- Manage and catalogue incoming media requests for the Congresswoman and notify the Communications Director accordingly;
- Maintain various press archives for the Congresswoman;

- Manage logistics for town halls, press conferences, and other public-facing events, both virtual and in-person;
- Remain abreast of current legislative and non-legislative issues about which the Congresswoman may be questioned;
- Maintain a good working relationship with the Congresswoman, staff, and constituents;
- Work well under pressure, handles stress, and accepts performance-based criticism and direction;
- Support on administrative functions of the office as needed such as constituent calls and data entry
- Work flexible schedule including long hours, nights and weekends, and performs other duties as assigned.

EDUCATION/EXPERIENCE:

Our office prioritizes building a diverse team committed to advocating for the residents of the Massachusetts 7th. 2-4 years of communications experience is recommended. As a practice as an office we do not require any pre-requisite degrees. This is not an entry level position. Ties to Massachusetts preferred, but not required.

Please expand on how your unique set of experiences suits you to excel in this role in your cover letter.

SKILLS AND KNOWLEDGE REQUIRED:

- Strong communications skills, including writing, editing, and proofreading;
- Understanding of print, broadcast, and online media;
- Strong organizational skills, and ability to manage multiple tasks at once;
- Knowledge of current issues and events in which the Congresswoman is involved;
- Ability to exercise discretion in the representation of the Congresswoman's position on policy issues;
- Ability to work cooperatively and courteously with others, including members of the press;

WORKING CONDITIONS:

- Work is mainly performed in an office environment. Noise levels are usually moderate; and
- Ability to work in small a workstation without an expectation of privacy.
- At time of posting, partial remote work is advised. COVID-19 precautions and remote work expectations can be discussed during the interview process.
- This role is based in Washington, D.C. and requires as-needed travel to Massachusetts.

COMPENSATION:

The salary for the position is \$53,000, along with a competitive benefits package that includes health insurance, dental, federal student loan payments (terms apply) and 15 weeks of paid FMLA.

HOW TO APPLY:

Please submit your resume, cover letter, 2 writing samples and 3 references to ma7jobposting@gmail.com with the subject line “Press Secretary / Deputy Press Secretary”.

- MEM-421-21** Congressman John Sarbanes seeks a **Legislative Director** (LD) to coordinate and oversee the Member’s legislative agenda, advise the Member on legislative activities and lead legislative staff.

Qualified candidates will have a strong understanding of the legislative process, excellent communication and organizational skills and the ability to excel in a fast-paced, proactive office. Must have 3+ years of Hill experience. Maryland ties and experience working with the Energy & Commerce Committee are both a plus.

Interested applicants should e-mail 1) a resume, 2) a cover letter, and 3) two writing samples to employment@mail.house.gov with the subject “Legislative Director: LAST NAME” .

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

- MEM-416-21** California Democrat and Member on the Transportation and Infrastructure Committee seeks **Legislative Assistant** to handle transportation and energy policy along with a diverse portfolio of issues.

Candidates should have excellent organizational, research, writing, and communication skills. Duties include identifying and advancing policy proposals, committee hearing and mark-up preparation, meetings with stakeholders, and assisting with constituent correspondence.

Successful candidates should possess strong interpersonal skills and a willingness to work in a team environment. This is not an entry level position -- prior legislative experience on Capitol Hill and advanced knowledge of transportation policies is preferred. Office is an equal opportunity employer.

Qualified candidates should send resume, cover letter, and one writing sample to CADemocratResumes@gmail.com.

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

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

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

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

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

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