



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

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MEMBER AND COMMITTEE VACANCY LISTING

Week of June 6, 2022

MEM-275-22 Rep. Brad Schneider is hiring a **Staff Assistant** for the Washington D.C. office. Primary responsibilities include managing the front office, answering and logging telephone calls, managing constituent requests for flags and tours, assisting with constituent correspondence, recruiting and managing interns, supporting legislative and communications staff, and other administrative duties. The Staff Assistant is also responsible for driving the Member, although owning a vehicle is not a requirement for this position.

Ideal candidates will be motivated self-starters with excellent oral, written, and interpersonal communication skills, strong organizational skills, an ability to think quickly when troubleshooting, and maintain a positive demeanor in a busy environment. Capitol Hill or other relevant experience, such as state or municipal government, civil service, advocacy, or customer service, is preferred. Illinois ties are a plus.

This office is strongly committed to nurturing a diverse and inclusive workspace for all and does not discriminate based on race, sex, color, age, religion, disability, national origin, sexual orientation, gender identity, or uniformed status. Persons of all backgrounds and identities are strongly encouraged to apply.

The annual salary for this position is \$45,000. Employment in this office comes with a competitive benefits package including health and dental insurance, federal student loan repayment stipends (terms apply), a transportation stipend, and 12

weeks of paid FMLA leave.

Please submit a cover letter and resume to IL10.Jobs@mail.house.gov and list “Staff Assistant” in the subject line to apply. Applications will be considered on a rolling basis and the deadline to apply is June 17, 2022.

MEM-274-22 Rep. Jimmy Panetta seeks a **Press Secretary**.

The ideal candidate is highly motivated, detail-oriented, creative, and enthusiastic, with experience in print and digital media strategy, graphic design, web design, and video and photo editing. The staff member in this position will assist with all aspects of strategic communications including press, social media, and mass communications. This is not an entry-level position.

Additional responsibilities include:

- Managing the Member’s social media platforms and website
- Planning and organizing district-based press conferences, tele-town halls, and roundtables
- Pitching and fielding press inquiries
- Building and managing in-district media relations
- Speech writing with the goal of incorporating intent and voice of Member
- Drafting statements, releases, op-eds, advisories and social media content
- Compiling and reviewing daily and weekend press clips;
- Photographing and video-recording the Member at various official events
- Responding to media inquiries as needed.

Applicant qualities:

- A working knowledge of California’s central coast and understanding of the regional print, broadcast, and online media landscape
- Excellent writing skills with strong editing, proofreading and organizational skills
- Creativity with strong proficiency in crafting digital content
- Detail-oriented self-starter and team player able to handle multiple tasks at once in a fast-paced environment.
- Flexibility and availability to work long hours and when necessary, weekends.

Capitol Hill experience is preferred, but not required. Ties to California, especially its central coast, are strongly preferred.

Interested candidates should send a cover letter, resume, three writing samples of one page or less, samples of digital media and graphic design projects, and three references with “PRESS SECRETARY” in the subject line to ca20.jobs@mail.house.gov

The office offers student loan repayment, paid vacation, and sick leave, in addition to other benefits that include health care and retirement.

Rep. Panetta is committed to, and benefits from, a diverse staff, and candidates of all 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.

MEM-273-22 The Office of Congressman Gregory Meeks seeks a **Scheduler/Operations Manager** for the Washington DC office.

Responsibilities include working with the Chief of Staff, District Director, and the House Foreign Affairs Committee to maintain the Member's daily and long-term DC, District, and Committee schedule; organizing and evaluating all meeting requests and invitations; oversees coordination with other Member offices, Committees, the White House, State Department, Embassies and other Executive Departments and agencies; coordinates with the Member, Chief of Staff and Committee to facilitate official travel, domestic and abroad and working with legislative and communications staff to ensure the Member is prepared for meetings, events, and interviews.

This position will also play an active role in office operations. They are the primary point of contact for House support offices and critical to office management. They will be required to serve as the parking coordinator, emergency coordinator, liaise with House Administration, and at times drive the member. The role is integral to staff onboarding, including IT and tech support, and will help facilitate other administrative needs as necessary.

Applicants must be highly organized, proactive, and able to work as part of a team in a fast-paced environment. The ideal candidate performs their duties with a high level of professionalism while maintaining tact and confidentiality. This position requires availability outside of regular business hours. This is not an entry-level position. Applicants **MUST** have prior scheduling experience in a Congressional office or Executive office. Salary is commensurate with experience

The office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity or expression. We strongly value the diversity of our employees and encourage candidates from diverse backgrounds to apply.

Please send your resumes and cover letters to NY05Resumes@mail.house.gov with the subject line "SCHEDULER/OPERATIONS MANAGER."

MEM-272-22 The office of Congressman Clay Higgins (LA-03) seeks a high motivated **Legislative Assistant** to focus on a portfolio of education, healthcare, immigration, and trade.

Job Responsibilities and Related Duties:

- Tracks legislation and other developments in assigned issue areas, briefs the Member for floor and committee work, coordinates with Communication Department to draft floor speeches for the Member and plans and coordinates co-sponsorships and support of other legislation related to assigned issue areas;
- Formulates legislative initiatives for assigned issue areas including planning, coordinating and scheduling introduction of legislation, gathering support for a bill or amendment; working with committees on legislation and coordinating legislative support to get the bill passed in the [Senate/House];
- Responsible for assigned caucuses, including attending meetings, compiling information and briefing the Member on pertinent information;
- Works with Scheduler, Legislative Director, Chief of Staff, and District Director to plan district events related to assigned issue areas;
- Meets with constituents and interest groups related to assigned issue areas and completes meeting notes for each meeting.
- Other duties as assigned.

This is not an entry-level position. Candidates should have at least two years of Capitol Hill experience, and excellent writing and communication skills.

Qualified candidates should email their resume and cover letter with the subject line “Legislative Assistant” to: lalegstaffposition@gmail.com

Minimum salary of \$55,000/ year. Increased salary commensurate with experience.

No calls or walk-ins, please.

MEM-270-22 The Office of Brenda Lawrence (MI-14) seeks an organized, and detail-oriented **scheduler** for the D.C. office.

Responsibilities include managing all aspects of the Congresswoman’s Washington, D.C. daily and long-term schedule; coordinating travel, booking flight, hotel and car reservations and coordinating logistics for events; organizing and responding to all incoming scheduling requests in a timely manner; communicating key information regarding the member and the member’s schedule to staff; assisting the District Director with district scheduling; and driving the Member in DC.

Ideal candidates are flexible, responsive, collaborative, work well under pressure and on short deadlines, and are able to balance competing demands.

The salary for this position is \$68,000. This position requires flexible hours and availability by phone during evenings and weekends. Previous scheduling experience is preferred, but not required and Michigan ties are a plus.

Qualified candidates should email their cover letter, resume and three references in one PDF to MI14District@gmail.com. Please put “MI-14 DC Scheduler Application” in the subject field. Applications will be reviewed on a rolling basis.

This office is an equal opportunity employer and veterans, LGBTQ+ individuals, women, and diverse candidates are encouraged to apply. No calls or drop-ins, please.

MEM-269-22 U.S. Congressman Ed Case (Hawai‘i - 01) is seeking a community-minded individual with strong Hawai‘i roots to serve as **Constituent Services Assistant** for his Honolulu office.

The ideal candidate has diverse experience working in the community to address a wide range of statewide and local issues with a strong track record of advocacy for the people of Hawai‘i. The position is responsible for assisting the Congressman to address requests for assistance from individual constituents and organizations, primarily but not exclusively with a wide range of federal government programs and activities.

Duties include but are not limited to dealing directly with constituents and federal state and local agencies and organizations. The position also includes interaction with the Congressman’s D.C. office on related legislative and administrative matters, as well as representing the Congressman at community events, such as neighborhood board meetings, and otherwise assisting with the range of activities in the Congressman’s office. Direct report to the Deputy Chief of Staff in the Honolulu office. Although the position may also interact directly with the Congressman and his Washington, D.C. office from time to time. The ideal candidate is an individual who is seeking to live and work in the community that this position is designed to serve.

Strong preference given to: (1) prior experience especially in comparable duties including customer service or social work; (2) Hawai‘i background/community involvement; (3) experience evaluating, synthesizing and articulating issues in a thoughtful and respectful manner in support of constituents’ needs and the Congressman’s initiatives; and (4) extensive knowledge of a broad range of community resources and services from which to draw on when addressing constituent requests. Applicants are asked to detail these attributes in their cover letter and resume.

The position also requires an interest in government and in assisting others, initiative, interpersonal skills, the ability to multitask, work independently and effectively under pressure, make decisions and solve problems, orientation to

detail, excellent verbal communication and writing skills, and long and sometimes unpredictable hours.

To apply, please send a resume, cover letter, three references and two short writing samples to HI01resumes@gmail.com with “Constituent Services Assistant” in the subject line. Please, no phone calls, faxes or drop-ins.

MEM-268-22 SUMMARY:

The Office of Congresswoman Ayanna Pressley (MA-07) seeks a highly motivated **Digital/Press Assistant** to support the Communications Director and Press Secretary in all aspects of the office’s fast-paced and dynamic communications operation, including drafting and editing social media copy, designing digital content for the Congresswoman, and media monitoring. This role reports to the Communications Director.

ESSENTIAL JOB FUNCTIONS:

- Support implementation of digital communications and public relations strategies for the Congresswoman;
- Compile daily press clips and stay informed about current events in the district and across the country for their impact on the Congresswoman;
- Draft social media content and other written materials, and manage all of the Congresswoman’s social media accounts;
- Create graphics, film and edit photos and videos, including clipping, captioning and branding;
- Manage the Congresswoman’s website and maintain robust digital archives and analytics trackers for the Congresswoman;
- Staff digital events and video recordings with the Congresswoman;
- Support with logistics for town halls, press conferences, and other public-facing engagements, both virtual and in-person;
- Remain abreast of current legislative and non-legislative issues about which the Congresswoman may be questioned;
- Support on administrative functions of the office as needed, such as constituent calls and data entry;
- Maintain a good working relationship with the Congresswoman, staff, and constituents;
- Work well under pressure, handle stress, and accept performance-based criticism and direction;
- Work flexible schedule including long hours, nights and weekends, and perform other duties as assigned.

EDUCATION/EXPERIENCE:

Our office prioritizes building a diverse team committed to advocating for the residents of the Massachusetts 7th. 1-3 years of digital, graphic design, press, organizing, or advocacy experience is strongly recommended. As a practice as an office we do not require any pre-requisite degrees. 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;
- Experience creating content using Adobe Suite (Illustrator, Photoshop and Premiere or Premiere Rush)
- Understanding of print, broadcast, and online media;
- Proficiency in constituent management platforms, such as IQ, preferred.
- 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.

WORKING CONDITIONS:

- Work is mainly performed in an office environment. Noise levels are usually moderate;
- Ability to work in small a workstation without an expectation of privacy.
- 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 \$57,000, along with a competitive benefits package that includes health insurance, dental, federal student loan payments (terms apply) and 16 weeks of paid FMLA.

HOW TO APPLY:

Please submit your resume, cover letter, 3 digital/creative samples and 3 references to ma7jobposting@gmail.com with the subject line “Press/Digital Assistant.” Digital portfolios or websites also accepted for creative samples.

MEM-267-22 The office of Representative Sean Casten (D, IL-06) seeks a **Staff Assistant/Intern Coordinator** for their Glen Ellyn, Illinois district office.

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. The starting salary for this position is \$45,000.

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
- 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 the recruitment, training, and management of district office interns
- 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

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-265-22 Senior Democratic Member is seeking an enthusiastic, well organized, and professional individual to serve in the role of **Staff Assistant**.

The successful applicant will be personable, organized, possess excellent communication and time-management skills, the ability to exercise sound, independent judgment, and the ability to work cooperatively and courteously with others.

Additional daily tasks include answering phones, processing mail, assisting with constituent requests for information, coordinating tours, and other administrative duties supporting the Member and staff as needed.

To apply, please send a resume and a cover letter to staffassistant2022@yahoo.com. No walk-in applicants or phone interviews.

MEM-263-22 The Office of Congressman Kweisi Mfume seeks a **Communications Director** for his Washington, DC Office. The ideal candidate is highly-organized, passionate, friendly, and has noteworthy experience.

The Communications Director manages and coordinates the messaging and communications activities, including media contacts, for the Member and the Office. Traditional and digital communications are managed by the Communications Director including press statements, press releases, mass emails, social media posts, and website updates.

The applicant must be an excellent writer with strong organizational skills, demonstrated political instincts, and proven judgment. Ideal candidate has at least five years of communications and messaging experience in the public and/or private sector, including campaign or government, and robust media contacts. The position reports to the Member and Chief of Staff.

The position requires an incredible attention to detail. 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. Due to COVID-19 work is often from home.

Applicants should send a resume and cover letter to MD07employment@mail.house.gov. Applications will be considered on a rolling basis, but no application will be considered later than June 24, 2022. No phone calls, faxes, or separate emails.

MEM-262-22 North Bay legislative office seeking **District Scheduler/Office Manager** –

Responsibilities include coordinating the Member's California schedule by making travel and meeting arrangements while anticipating and responding to day-to-day developments; serving as the office's primary point of contact for constituents, elected officials, and nonprofit and advocacy organizations seeking meetings in the district; coordinating with staff (including field, legislative, and press) to identify schedule priorities, and then working proactively to make short- and long-term decisions to implement plans; working directly with the District Director and Member on logistics.

Also responsible for assisting the Capitol office and District Director on maintaining financial and expense records, and with various administrative duties, and managing special projects including the district internship program. Opportunities for additional responsibilities commensurate with skills and abilities.

A successful candidate will be highly organized, detail oriented, possess strong writing skills, have experience working in a fast-paced office, and the ability to maintain a professional, flexible, and positive demeanor while managing multiple and competing tasks and projects.

Please send cover letter and resume to CA02.Requests@mail.house.gov with the subject like “CA02 District Scheduler/Office Manager.”

MEM-259-22 Congressman Tom McClintock (CA-04) seeks a **Scheduler** for his Washington, D.C. office.

Interested candidates should send resumes and cover letters to gopwesternjobs1776@gmail.com.

The Scheduler will be expected to work closely with the Chief of Staff to coordinate the Member’s DC schedule, arrange travel plans, and manage day to day logistics. Additionally, this role will oversee the office’s intern program.

Job Duties:

- Works with the Member, Chief of Staff, and District Director to determine and finalize the Member’s daily and long-term schedule.
- Manage all incoming meeting requests and invitations.
- Coordinates all travel arrangements.
- Process/schedule all incoming tour requests.
- Manage the office’s internship program.

Requirements:

- Able to coordinate and manage several scheduling activities with multiple parties
- Able to manage varying priorities and adapt to rapidly changing situations impacting the schedule
- Experience handling sensitive information and maintaining confidentiality
- Adaptable and organized with a keen attention to detail
- Strong decision-making skills and comfortable navigating challenging situations
- Works well under pressure

MEM-258-22 **Staff Assistant** (Oceanside, CA)
OFFICE OF REPRESENTATIVE MIKE LEVIN
REPORTS TO: District Director

SUMMARY:

This position is responsible for managing the front desk and all administrative duties of the Oceanside office. The staff member in this role interacts regularly with constituents and responds to correspondence and verbal communications

with constituents. This staff member is located primarily in the Oceanside office but may be required to travel on occasion to the Dana Point office.

ESSENTIAL JOB FUNCTIONS:

- *Manages the front desk
- *Collaborates with Dana Point and Washington, D.C. Staff Assistants to log all incoming mail and correspondence
- *Tracks office supplies
- *Assists with recruiting, interviewing, training, and management of Oceanside interns
- *Oversees production and tracking of certificates and proclamations
- *Manages the Congressional App Challenge program and other projects, as assigned
- *Screens phone calls and refers cases, when appropriate, to other district office
- *Sorts incoming mail
- *Scans and sends invoices to DC office
- *Logs all incoming and outgoing mail and incoming telephone calls relating to casework in IQ
- *Maintains records of incoming grants, constituent recognition and thank you letters
- *Prepares material for the Weekly Report
- *Meets attendance requirements as established by the office
- *Maintains a good working relationship with the Congressman, staff, and constituents
- *Performs other duties as assigned
- *Takes initiative to identify needs and takes action to complete tasks required
- *Knowledge of office policies, practices, and procedures

SKILLS AND KNOWLEDGE REQUIRED:

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

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

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or

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

MEM-255-22 Congresswoman Doris Matsui (D-CA-06) seeks a **Legislative Assistant** to focus on a portfolio of energy, environment, and climate.

This position will handle the Congresswoman's Energy and Commerce Energy Subcommittee work and her role as co-chair of the House Sustainable Energy and Environment Coalition (SEEC) and co-chair of the SEEC Nature and Oceans Task Force. The portfolio will be focused on natural climate solutions, clean energy, clean transportation, environmental justice, and energy equity policy; it will also likely include women's issues, immigration work, and potentially a few other issues.

This is not an entry-level position and Hill experience is strongly preferred, but not required. 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. Veterans, women, LGBTQ+ persons, and minority applicants are strongly encouraged to apply.

To apply, please send a resume, cover letter, and references in a single PDF to seniordemresumes@gmail.com. Please use "Energy/Enviro LA" as the subject.

MEM-254-22 Congresswoman Doris Matsui (D-CA-06) seeks a **Legislative Assistant** to focus on a portfolio that may include appropriations, housing, education, civil rights, financial services, foreign affairs, and AmeriCorps among other issues.

Responsibilities will include managing the Member's existing legislative initiatives within the portfolio; identifying and developing new areas for legislative and other action; briefing and staffing the Member for meetings and events; and other responsibilities as necessary.

This is not an entry-level position. Excellent writing and communication skills, sound political and policy judgment, and the ability both to work independently and to collaborate with others in a fast-paced environment is essential.

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. Veterans, women, LGBTQ+ persons, and minority applicants are strongly encouraged to apply.

To apply, please send a resume, cover letter, and references in a single PDF to seniordemresumes@gmail.com. Please use “Appropriations/Housing LA” as the subject.

MEM-251-22 Congressman Ritchie Torres: **Press Assistant** or **Press Secretary**

Rep. Ritchie Torres (NY-15) is seeking an organized and creative communications staffer to join a fast-paced team.

Duties will include assisting the Communications Director in developing and implementing a communications and digital media strategy, working closely with the District team to amplify local events, media monitoring, maintenance of the Member’s social media accounts, drafting and posting content for social media, producing graphics and videos, editing photos and videos, compiling daily press clips, and assisting with the drafting of press releases and media advisories, e-newsletters, franked mailings, op-eds, and other responsibilities as assigned.

Qualified candidates should have graphic design experience, a knowledge of video editing software, strong writing skills, and a familiarity with social media management. The position requires attention to detail and strong written and oral communication skills, as well as the ability to work collaboratively in a fast-paced, team environment. New York ties and Spanish-language skills are strongly preferred. Title is commensurate with level of experience.

Responsibilities include:

- Assist with management of social media platforms and developing a creative digital strategy;
- Design graphics and producing videos for social media;
- Generate ideas for press, mass mailings, and newsletters;
- Draft press releases, advisories, talking points, and brief remarks;
- Assist with communications outreach to district stakeholders and Member offices;
- Oversee press intern(s)

Please send a resume, cover letter, and two writing and one digital sample to: reptorresjobs@gmail.com “Communications Staffer” in the subject line. Equal Employment Opportunity Employer.

MEM-246-22 The Congressional LGBTQ+ Equality Caucus seeks a hardworking, organized, and detail-oriented **Press Secretary/Digital Manager**.

The Congressional LGBTQ+ Equality Caucus, which is Chaired by Rep. David Cicilline (RI-01), works to promote equality for all, regardless of sexual orientation or gender identity, and is committed to achieving the full enjoyment of human rights for LGBTQ+ people in the U.S. and around the world. The

Equality Caucus serves as a resource to Members of Congress, their staff, and the public on LGBTQ+ issues at the federal level.

Ideal candidates will be excellent writers, detail-oriented, organized, self-starters, team players, and able to produce high quality work in a fast-paced environment under tight deadlines.

Ideal candidates will also have experience working with the press and creating social media content, including graphics. Experience on Capitol Hill or working on LGBTQ+ issues is a plus but not required. This is not an entry-level position. Candidates should have 2-3 years of communications experience. Salary is commensurate with experience.

The LGBTQ+ Equality Caucus is an Equal Opportunity Employer. The caucus benefits from a staff that reflects the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply. The caucus does not discriminate on the basis of race, color, religion, sex (including marital or parental status), sexual orientation, gender identity and expression, disability, age, or national origin.

Responsibilities include:

- Developing communication plans, in coordination with the Executive Director, to increase the Caucus' reach in the news and on digital platforms and to highlight the work of Caucus members;
- Managing the Caucus' website and social media channels, including updating the website, drafting Facebook posts, tweets, and Instagram posts, and creating graphics and videos;
- Creating communication resources for Caucus Member offices, including social media toolkits, messaging guidance, and talking points;
- Drafting press releases, communicating with the press, and organizing press conferences;
- Drafting the Caucus' weekly newsletter;
- Building and maintaining relationships with Caucus Members' communications staff;
- Assisting the Executive Director, as needed, with coordinating events and briefs, membership outreach, tracking LGBTQ+ legislation, and policy work; and
- Other duties as assigned.

Applications will be reviewed on a rolling basis. Interested candidates should send a resume, cover letter, and a short writing sample, as a single PDF, to equality.caucushire@mail.house.gov. Please put "Press Secretary/Digital Manager – [Your First and Last Name]" in the subject line.

MEM-231-22 **Constituent Liaison:** Senior Democratic Member of Congress seeks an energetic, organized, creative, self-starter to join the District Office of her very active and visible constituent services staff.

Constituent Services staff assists the Member in responding to constituent issues and problems with federal agencies, staying on top of everyday events in the Member's district, and keeping the community connected to the Member's work.

In addition, constituent services staff also help with neighborhood events. Candidate must be able to work with patience and skill in resolving the problems of constituents and handle multiple tasks and issues effectively while making sure agencies respond in a timely manner and assuring our office responds to constituent requests and concerns while meeting deadlines.

A successful candidate will be able to work independently and think outside the box about various constituent issues and community events. Prior community or casework experience is helpful.

The ideal candidate will have significant experience interacting with the public, excellent writing and communication skills and a working knowledge or strong interest in the District of Columbia and its local government. Candidate must possess a bachelor's degree and be, or be willing to become, a resident of the District of Columbia.

Interested applicants should send a cover letter, resume, two writing samples and references to: dc00.nortonresume@mail.house.gov.

This position is open until filled. Salary: based on skill and experience level.

MEM-208-22 The Office of Congressman Steven Horsford (D-NV-04) seeks an experienced **Communications Director** based in the DC office to develop and execute the Congressman's communications strategy as a member of the House Ways and Means, Armed Services, and Budget committees.

Applicants must be creative, detail-oriented, and comfortable working long hours and producing high-quality work under tight deadlines.

The Communications Director will serve as the spokesperson and primary communications advisor to Congressman Horsford and will supervise the work of junior communications staff. They will be responsible for executing an aggressive communications plan that generates positive local and national media coverage, reaches diverse communities, and expands the Congressman's reach to new audiences.

Responsibilities include but is not limited to:

- Working with Congressman Horsford, the Chief of Staff, the Deputy Chief of Staff, and the District Director to develop strategic messaging priorities.
- Managing all day-to-day external communications from the office, including press releases, remarks, floor speeches, interview memos, newsletters, op-eds, and social media.
- Proactively identifying opportunities to expand Congressman Horsford's local and national media profile and working closely with the Congressional Black Caucus, the House Labor Caucus, and other affiliated caucuses on shared priorities.
- Pitching stories to local and national press and planning press conferences, press calls, and other press events.
- Developing a strategic plan and budget for all communications programs.
- Designing and implementing a creative digital communications program, including both paid advertising and organic social media. The Communications Director will also be responsible for keeping the Congressman's website up-to-date.
- Overseeing franked communications and a robust 499 program.

This is not an entry-level position, and candidates must have previous press experience on or off Capitol Hill. Strong oral and written communications skills are required. Prior experience managing franked communications is a plus. The ideal candidate must be collaborative, creative, energetic, detail-oriented, able to multi-task, politically astute, and willing to work long hours in a fast-paced and demanding setting.

Women, people of color, LGBTQ+ individuals, people with disabilities and members of other underrepresented communities are strongly encouraged to apply. Individuals who can fluently read and write Spanish, Mandarin, Tagalog, or other languages beside English are strongly encouraged to apply.

Experience with video editing and graphic design is also a plus and Nevada ties a plus.

Salary is commensurate with experience.

Candidates should submit a cover letter, resume, three writing samples, and three professional references to NV04Resume@mail.house.gov with "Communications Director" in the subject line. All submissions must be in a single PDF file.

MEM-149-22 **Staff Assistant:** Senior Democratic Member of Congress seeks an energetic, organized, creative, self-starter to join the District Office of her very active and visible constituent services staff.

The staff assistant is responsible for coordinating mail and casework distribution; answering the phones; and preparing letters of greetings, condolences and congratulations on behalf of the Member. Responsibilities may also include casework assignments if the District Director finds that the staff assistant can take on such work while paying the required attention to his/her already assigned tasks. The staff assistant also serves as intern coordinator by recruiting, training, scheduling and assigning duties.

The ideal candidate will have a bachelor's degree, significant experience interacting with the public, excellent writing, and communication skills. Candidate must be a resident of the District of Columbia or willing to move immediately to D.C., if hired.

Applications accepted until filled. Salary is based on skill and experience level. Interested applicants should send a resume, cover letter, references and two writing samples to: DC00.NortonResume@mail.house.gov

MEM-069-22 The Office of Congressman Steven Horsford (D-NV-04) seeks a **Press Media Secretary** based in the DC office to work closely with the Communications Director, based in the district office to develop and execute the Congressman's communications strategy as a member of the House Ways and Means, Armed Services, and Budget committees.

The Press Media Secretary must be and stay up to date with the latest digital, technical, and social media trends. Able to express the Congressman's voice creatively and promote social media presence, ensuring high web traffic and constituent engagement.

Applicants must be creative, detail-oriented, and comfortable working long hours and producing high-quality work under tight deadlines. This position serves as a part of the Communications team and reports directly to the Director of Communications based in the district, however, this person will be the main point of contact in the D.C. office.

Responsibilities include but are not limited to

- Acts as a formal spokesperson and media liaison for the Member;
- Managing the Congressman's social media platforms, developing a weekly content calendar, and drafting rapid response content during breaking news moments.
- Maintaining the Congressman's website and drafting new website content covering key policy issues.

- Preparing daily press clip summaries and monitoring the Congressman’s media mentions.
- Writing a weekly newsletter, creating digital ads, and participating in other efforts to keep constituents of Nevada’s Fourth District informed about the work of a busy Congressional office.
- Helping to plan and staff communications-focused events for the Congressman, both in-district and in Washington D.C.
- Writing short-form speeches and video scripts and preparing video clips of the Congressman for public distribution.
- Building relationships with allies and online influencers to amplify Congressman Horsford’s digital message and expand his online reach.
- Perform all other duties as required

The candidate will report to the Communications Director and work closely with legislative and district staff. The ideal candidate will have experience in or interest in learning about aspects of the office’s traditional press operations, including writing press releases, drafting talking points and speeches, forming relationships with members of the media, and pitching stories.

This is an ideal position for someone with 1-2 years of communications or digital experience. Applicants must be passionate about public service, well-organized, and have the ability to work on weekends and holidays when necessary. Individuals who can fluently read and write Spanish, Mandarin, Tagalog, or other languages beside English are strongly encouraged to apply.

Women, people of color, LGBTQ+ individuals, people with disabilities and members of other underrepresented communities are strongly encouraged to apply. Individuals who can fluently read and write Spanish, Mandarin, Tagalog, or other languages beside English are strongly encouraged to apply. Experience with video editing and graphic design is also a plus. Nevada ties are a plus, but not required.

Salary is commensurate with experience. Candidates should submit a cover letter, resume, three writing samples, and three professional references to NV04Resume@mail.house.gov with “Press/Media Secretary” in the subject line. All submissions must be in a single PDF file.