



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

B-235 Longworth House Office Building

Washington, D.C. 20515

202-226-5836

Vacancy Bulletins are available for pick-up in
in the CAO Human Resources Office - Ford HOB 102
To Subscribe or Unsubscribe to the Vacancy Listserv visit:

<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

MEMBER AND COMMITTEE VACANCY LISTING

Week of April 17, 2023

MEM-230-23 Representative Nanette Diaz Barragán (CA-44) seeks a highly organized and motivated individual to serve as a **Legislative Correspondent|Legislative Aide** in her Washington, DC office. Starting salary \$55,000 - \$60,000.

The LC|LA will manage the constituent mail program in the office, research and write letters, and handle a limited individual legislative portfolio as assigned. Well-qualified candidates for this position will have prior experience working on Capitol Hill, an ability to work in a fast-paced environment, and a strong work ethic.

Primary Legislative Correspondent responsibilities include:

- Draft and/or assist on tailored letters for constituent inquiries, Member to Member correspondence, event|meeting follow-up, and letters to the Administration and other federal, state, and local entities.
- Manage the Member's 499 program.
- Create and maintain a collection of prepared responses for general legislative inquiries.
- Ensure that legislative responses to constituents are completed in a timely matter.
- Consult with the Legislative Director and Legislative Assistants to ensure the Member's library of legislative letters are accurate, up to date, and reflective of the Member's policy position.

Primary Legislative Aide responsibilities include:

- Represent the Congresswoman within your limited, assigned issue areas.
- Meet and communicate with constituents and advocates & serve as a liaison with federal agencies in your assigned issue areas.
- Work with the Legislative Director and Chief of Staff to formulate and advance legislative initiatives for assigned issue areas.
- Track legislation and coordinates co-sponsorship of bills for the Member for assigned issue areas.
- Provide input to help the Communications Team draft speeches, press releases, op-eds, and social media for the Member.

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

Spanish language skills and/or Southern California ties a plus.

Benefits include federal health insurance, Thrift Savings Plan (TSP) and retirement, the Student Loan Repayment Program, and transit benefits.

Interested candidates should send a cover letter, resume, writing sample, and two references with “LC|LA” 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-229-23 Representative Nanette Diaz Barragán (CA-44) seeks an experienced **Communications Director** to lead a fast-paced and highly engaged press operation. Applicants must be creative, dynamic, proactive, and energetic.

The Communications Director will serve as the spokesperson and primary communications advisor to the Member. They will be responsible for developing and executing an aggressive strategic communications plan, including social media, that encompasses local, national, and specialty media outlets.

The Communications Director will oversee day-to-day press operations, including coordinating and managing the press team; responding to media inquiries; booking the Member for interviews; pitching news opportunities to media outlets; planning press conferences and in-district events; managing the Member’s social media accounts and official website; editing/drafting speeches, talking points, floor statements, press releases, op-eds, and e-newsletters; and creating and distributing e-newsletters and franked mailings.

They are also responsible for working with the Member, Chief of Staff, Legislative Director, and District Director to develop and coordinate core

messaging. The Communications Director is responsible for maintaining the Congresswoman's voice across all communications materials, with an emphasis on clarity, relatability, authenticity, and connecting the Congresswoman's values and advocacy to a diverse constituent base.

This is NOT an entry level position. Candidates must have previous press-related experience either on or off Capitol Hill. They must be highly organized, proficient in multi-tasking, have strong political judgment and instincts, and possess superior writing, editing, and proofreading skills.

- Los Angeles Metro/Southern California ties are a plus.
- Fluency in Spanish is a plus.
- Experience with video editing and graphic design are a plus.
- Experience with national media contacts both print and digital, as well as with radio/TV bookers and producers is a plus.

Additionally, the Communications Director must be willing to work extended hours and oftentimes under time constraints, while maintaining a positive attitude.

Salary is commensurate with experience.

Candidates should submit a resume, cover letter including salary requirements, and two writing samples with the subject line "Communications Director" 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-227-23 Senior Legislative Assistant

Summary:

- The senior legislative assistant will assist the Member in her role as the Ranking Member of the Higher Education and Workforce Development Subcommittee. Their policy portfolio will include education, labor, healthcare, and other issues.

Essential Job Functions:

- Preparing the Member for committee hearings, markups, briefings, stakeholder meetings, and other engagements;
- Developing and drafting bills, amendments, letters, policy statements, talking points, floor speeches, op-eds, memos, and reports;
- Planning and organizing briefings and other events;
- Managing relationships with local, state, and national stakeholders;
- Tracking legislation and other developments in assigned issue areas;
- Building coalitions of diverse, bipartisan stakeholders to advance legislative priorities;

- Assisting organizations and constituents in the District with federal matters; and
- Performing other duties as assigned.

Education/Experience:

- The ideal candidate will have an advanced degree focused on education policy, at least two years of experience working in federal education policy, preferably in Congress, and a track record of legislative successes.

Skills and Knowledge Required:

- Strong federal education policy background;
- Excellent policy research, analysis, development, and advocacy skills;
- Great writing, editing, and proofreading skills;
- Thorough knowledge of the legislative process, House organization, and procedures;
- Ability to work cooperatively and courteously with others;
- Strong project management and organizational skills;
- Great political instincts and judgment; and
- Proficiency in office computer applications.

Compensation:

- The salary ranges from \$75,000 to \$85,000, commensurate with experience. Benefits include student loan repayment, Thrift Savings Plan (TSP) and retirement, paid leave, transit benefits or parking, and federal health insurance.

Working Conditions:

- The role is based in the Washington, D.C. office;
- Work is mainly performed in an office environment; and
- Travel to Miami, Miami Gardens, Miami Beach, and elsewhere in the District may be required.

Preferences:

- At least two years of experience as a legislative assistant or similar role;
- Graduate degree in education policy;
- K-12 or higher education teaching experience;
- Expertise in higher education, early childhood education, mentoring, workforce development, Historically Black Colleges and Universities, or Minority Serving Institutions; and
- Ties to the District or Florida.

How to Apply:

- Submit a resume, cover letter, and three policy writing samples to FL24.Resumes@mail.house.gov and include “Senior LA” in the subject line.
- Our office is an equal-opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, disability, military status, age, marital status, or parental status. Our office

encourages candidates of diverse backgrounds to apply.

MEM-226-23 House Committee on Education and the Workforce (Democratic staff) seeks a **Civil Rights Counsel** responsible for the portfolio covering civil rights issues in employment.

Candidates should have familiarity with employment federal civil rights laws, such as Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Equal Pay Act of 1963 and Title 42, Chapter 21 of the U.S. Code. Knowledge of the EEOC, OFCCP and federal statutes and policies and how they impact civil rights in employment and health care is preferred.

Applicants should have a law degree and experience working with an organization, Congress, or government agency addressing civil rights. Duties will include supporting the development of legislation, providing technical assistance to the Committee and Member offices, researching pertinent issues, preparing written materials and legislative analyses, and supporting the execution of committee proceedings and events related to civil rights. Salary commensurate with experience.

To apply, applicants must submit a resume and two short writing samples demonstrating a proficiency in policy analysis to E&L.Jobs@mail.house.gov with "Civil Rights Counsel Position" in the subject line. Please apply no later than April 28, 2023.

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation. Diverse backgrounds are encouraged to apply.

MEM-225-23 Ranking Member James P. McGovern and the House Committee on Rules Democratic staff seek a new **Staff Assistant**.

Qualifications include having experience working in a fast-paced environment where detailed accuracy and organization is vital; being willing to pitch in and do whatever helps the team as a whole, large or small; and the ability to work full-time and late hours when Committee business requires it.

The ideal candidate will have previous experience working on Capitol Hill (including as an intern) and has experience writing clearly and concisely in a professional environment. Massachusetts ties are a plus. Interest in the operational side of committee business is a plus.

This is an entry level position on our team with a starting salary in the range of \$45,000 to \$50,000 per year, commensurate with experience. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

To apply, please send both a resume and a brief cover letter explaining why you want to join the Democratic staff of the House Rules Committee to DemRulesJobs@mail.house.gov

MEM-224-23 House Democratic Committee seeks a **Procurement Staffer** to work on issues related to federal small business procurement policy.

Expertise in Small Business Administration programs, particularly the 8(a) Business Development program and HUBZone program, is required. Candidate must be an outstanding writer, have a demonstrated capacity to generate new ideas, and the proven ability to analyze legislation.

This is not an entry level position. A graduate degree is strongly preferred. Exceptional writing and analytical skills are a must. Prior Hill, federal agency, private sector or policy think tank experience is preferred. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

Please send cover letter and resume to hsbcdems@gmail.com with the position name in the subject line. No drop ins or phone calls please.

MEM-223-23 North Carolina Democratic Office seeks **Staff Assistant** to join front office team.

MUST have a reliable and safe vehicle and driving record. Candidates should be well-organized, hard-working, and detail oriented. High degree of professionalism required, as well as an ability to work a flexible schedule, including long hours.

Duties include answering telephone calls, greeting visitors, supervising interns, assisting legislative staff, assists persons who have appointments with the Member or other staff members. Works closely with the Chief of Staff to ensure that the Member's appointments are on time and driving the Member in DC.

Capitol Hill experience and North Carolina ties preferred. Spanish language skills a plus. Job benefits includes student loan repayment, and standard House benefits (healthcare, pension, TSP, etc.).

Email cover letter, resume, and references in one document to NC12Resumes@mail.house.gov with subject heading "Staff Assistant Position".

MEM-222-23 Congressman Joaquin Castro seeks a motivated **Press Secretary** for his Washington D.C. office.

The ideal candidate will have strong writing skills, a keen attention to detail, and a creative approach to communicating policy ideas to audiences of all backgrounds.

This position will report to the Communications Director and work closely with all members of the Congressman's staff. Responsibilities include compiling daily press clips, drafting press releases, talking points, social media content, and other written materials, maintaining and updating press lists, working with district and national media to secure coverage of Congressman Castro's priorities, and other duties as assigned.

San Antonio or Texas ties are a plus, but not required. The Office of Congressman Castro offers remote work flexibility during district work periods, but candidates should be aware that this position will often require evening and weekend work. The salary range for this position is \$60,000-\$65,000.

The deadline to apply is April 21, 2023.

To apply, please email Castro.Resumes@mail.house.gov with "PS – Name" in the subject line and the following application materials attached as one combined PDF.

- Cover letter
- Resume
- 1-2 writing samples

Candidates with graphic design skills and/or Spanish-language fluency are encouraged to submit additional work samples demonstrating these skills.

MEM-221-23 Congresswoman Emilia Strong Sykes (OH-13) is seeking a full-time **Scheduler** and **Office Manager** in her Washington, DC office.

This position will work closely with and report to the Chief of Staff in support of the Congresswoman's official daily schedule, travel plans, and related records. Primary responsibilities include tracking, evaluating, and responding to invitations and scheduling requests; serving as a liaison for the Congresswoman with the staff, public, and other Members of Congress; and working closely with their colleagues to ensure efficient and seamless day-to-day office operations.

Qualified candidates are highly motivated, detail-oriented, and able to work in a fast-paced environment. This individual must have excellent interpersonal skills, impeccable organization, the ability to stay calm and in command despite a large number of competing demands on the Member's time, the ability to respond quickly to last-minute changes to the schedule, and should enjoy working as part of a team.

The Office of Congresswoman Sykes is an equal opportunity employer and does

not discriminate on the basis of race, sex (including marital or parental status), color, age, religion, national origin, sexual orientation, gender identity, or disability.

Interested candidates are encouraged to submit a resume, a cover letter, and three references to JoinTeamSykes@mail.house.gov with the following subject line: “Full Name – DC Scheduler.” Experience with managing a schedule is required; this is not an entry-level position.

MEM-220-23 Representative Valerie Foushee (NC-04) seeks a Washington, DC-based **Press Secretary**.

Responsibilities include developing daily content for the Congresswoman’s social media accounts, drafting newsletters, creating graphics, updating the website, as well as recording and editing videos. In addition, the staff member will produce daily clips, draft press releases, assist with responding to press inquiries, compile and update press lists, and staff the Congresswoman at DC-based interviews. The staff member will report to and work closely with the Congresswoman’s North Carolina-based Communication Director.

This is not an entry-level position. The ideal candidate will be creative and a strong writer who understand social media trends. At least one year of Capitol Hill or other relevant experience and familiarity with Indigov preferred. North Carolina ties a plus. Preference will be given to candidates with a strong background in creating digital content.

Interested applicants should email a resume, cover letter, a writing sample, and two example graphics or other digital communications work, along with three professional references to NC04Resumes@mail.house.gov and include “Press Secretary” in the subject line. No phone calls, faxes, or walk-ins, please.

The Office of Representative Foushee is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

MEM-219-23 Congresswoman Robin Kelly (IL-02) seeks a **District Press/Digital Assistant** for her Hyde Park, IL or Matteson, IL office who is a highly motivated and detail-oriented individual with experience in communications, digital media, and social media.

This position will work closely with and report to the Communications Director to assist with press operations - such as talking points, press events, and direct

constituent communications - and produce digital content across social media platforms.

The ideal candidate will be creative, politically astute, have a strong proficiency in crafting social media content across social media platforms, and will be a team player with an ability to handle multiple tasks at once. Excellent writing and strong organizational skills are essential, 1-2 years of relevant experience (including internships) is preferred. Illinois ties are a plus.

RESPONSIBILITIES:

- Compiling daily press clips
- Drafting press releases, op-eds, advisories, newsletters, and other written materials
- Creating social media content and website content
- Attending and assisting at District outreach events
- Creating engaging graphics
- Clipping, editing, and captioning videos
- Creating and maintaining press lists
- Staffing the Congresswoman for in-district press opportunities
- Organizing the responsibilities of the communications department to ensure all priorities are given adequate attention
- Other tasks as needed

PREFERRED QUALIFICATIONS:

- Excellent oral & written communication skills
- Some photo, video, or web experience
- Ability to manage and prioritize multiple tasks
- Comfortable with a constituent-facing role
- Basic understanding of the Congressional political process

This is a full-time position based in Congresswoman Kelly's Illinois office. Salary range is \$45,000-\$60,000 commensurate with experience. Employees are expected to work from the office with some work from home flexibilities. This office is an equal opportunity employer and does not discriminate on the basis of race, sex (including marital or parental status), color, age, religion, national origin, sexual orientation, gender identity, or disability.

Interested candidates must submit an application to Eliana.locke@mail.house.gov by April 21st, 2023 with the following subject line: "Last Name – Press/Digital Assistant." Candidates should submit a single PDF saved with LastName.FirstName.PressAssistant and include:

- Cover letter
- Resume
- Two writing samples

MEM-218-23 Rep. Raul Ruiz M.D. is seeking a **Senior Legislative Assistant**

Rep. Raul Ruiz M.D. is seeking an experienced legislative staffer to handle a diverse policy portfolio of issues, primarily focused energy, water, natural resources, and immigration. This position also covers the Congressman's work on the Energy and Commerce Subcommittee on Environment, Manufacturing, and Critical Materials.

Responsibilities include developing legislative initiatives; drafting and tracking legislation and letters; drafting memos and talking points for the Member; coordinating with communications and district staff on press events; meeting with stakeholders; and engaging in proactive outreach. This is not an entry level position.

Candidates should possess in-depth knowledge of the legislative process; excellent writing, verbal, and organizational skills; work well under pressure; have a positive attitude; and thrive in a fast-paced environment. Spanish language skills are preferred, but not required. Successful candidates must possess a proven track record of developing and implementing legislative strategy to achieve Member priorities.

California ties a plus. We strongly encourage women, people of color, LGBTQIA+ individuals, people with disabilities, veterans, and members of other underrepresented communities to apply.

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

This is an in-person position in Washington, D.C. with remote work opportunities available, as well as periodic travel to the District may be required. The position is eligible for transit benefits and student loan repayment assistance.

Please submit cover letter and resume to CARuizJobs@mail.house.gov and please include Sr. Legislative Assistant in the Subject Line. Please no walk-ins or phone calls.

MEM-217-23 The House Appropriations Committee Minority seeks an experienced **Speechwriter**.

Competitive candidates will possess the ability to write clearly, persuasively, and concisely with strong attention to detail. Candidates should have the flexibility to work under tight deadlines and write about a wide range of topics. In this position, flexibility and collaboration are as vital as attention to voice and creativity.

The ideal candidate has at least two years of prior hill or campaign communications experience, with a preference for candidates with knowledge of the Appropriations process.

Responsibilities include, but are not limited to:

- 1.Managing the production of all oral statements and op-eds for the Ranking Member and other Members of the Committee.
- 2.Collaborating with the Communications Director, committee staff, and the Ranking Member's personal office to produce robust speeches with approved messaging, as well as well-sourced facts and figures.
- 3.Writing statements, speeches, op-eds, talking points, messaging guidance, fact sheets, newsletters, and social media copy.
- 4.Executing other press responsibilities including compiling the morning clips, sending out press releases in a timely manner, managing the press list, updating the website, and other duties as assigned.

Beyond these duties, there is room for candidates to explore other interests including the creation of graphics, videos, and other digital material. This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

Candidates should submit a cover letter, resume, three professional references, and two relevant writing samples to AppropsDemJobs@mail.house.gov with the following subject line: [Full Name] – Speechwriter

MEM-216-23 Congresswoman Rosa DeLauro seeks a full-time **press secretary/digital director** or **press assistant/digital assistant** in her New Haven office. Title and salary commensurate with experience.

The press secretary/digital director will manage district and digital communications in a fast-paced congressional office. Responsibilities include responding to daily media inquiries, building relationships with state and local reporters, maintaining the Congresswoman's social media accounts and digital presence, planning and organizing district press events, writing press releases and media advisories, compiling and distributing district press clips, coordinating with district staff on community outreach, photographing and videoing the Congresswoman at press conferences, advocacy engagements, meetings, and hearings, and assisting the communications director as needed.

Candidates must have strong written and verbal communication skills, a self-starting personality, a desire to continually learn in political communications, ability to work in a fast-paced congressional office, and an eagerness to work in a collaborative office environment. This is not an entry-level position.

Candidates should submit a resume, writing sample, and cover letter to CT03jobs@gmail.com. Please no walk-ins or phone calls.

MEM-214-23 **LEGISLATIVE DIRECTOR** – Congressman Jake Auchincloss (MA-04), member of the House Transportation & Infrastructure Committee and the House Select Committee on Strategic Competition between the U.S. and the Chinese Communist Party, is seeking an experienced Legislative Director to coordinate and oversee the Member’s legislative agenda, along with advising the Member on legislative activities and managing the legislative staff.

Candidate must have at least 4 years of legislative experience on the Hill. Candidate should possess a strong understanding of the legislative process, including House organization and procedures, as well as managerial experience. Applicant must also demonstrate an ability to manage and mentor staff, think strategically, and have experience in formulating strategic plans for advancing legislation. Strong prior experience with healthcare policy is required.

Excellent writing, verbal and organizational skills are essential along with the ability to be a self-starter while working in a fast paced environment. A sense of humor is greatly appreciated.

Qualified candidates should submit a cover letter, resume, and writing sample to AuchinclossJobs@mail.house.gov with “LD – First Name Last Name” in the Subject Line. Applications will be accepted on a rolling basis. No phone calls, faxes or drop-ins please.

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

MEM-213-23 Congressman Ami Bera (CA-06) seeks a **Staff Assistant** for the Washington D.C. office.

The office is looking for a motivated self-starter with outstanding customer service, excellent time-management, and strong organizational skills.

Primary responsibilities include: managing the front office including answering telephone calls and greeting visitors; recruiting and supervising interns; managing flag and tour requests; supporting the legislative and communications staff; assisting with constituent mail responses and other administrative duties.

Ideal candidates will have relevant experience, excellent oral, written, and interpersonal skills, demonstrate the ability to think on their feet to solve problems, and maintain a positive demeanor in a busy and fast-paced environment.

This office is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity. Women, people of color, and candidates from diverse backgrounds are strongly encouraged to apply. Access to a car and a clean driving record are preferred.

Please submit a resume and cover letter in a single PDF document to jobs.ca06@gmail.com with “Staff Assistant - DC” in the subject line. No walk-ins or phone calls.

MEM-211-23 Rep. Josh Gottheimer seeks qualified candidates for the position of **Senior Scheduler** in his DC office.

Ideal candidates will have:

- A Bachelor’s degree or related job experience
- 1-3 years of operations experience in a Congressional office, on a political campaign, or in another fast-paced administrative environment.
- Excellent attention to detail, and strong organizational skills.
- Sound judgment.
- Strong communication skills.
- Capacity to communicate with a wide variety of personalities in a tactful, courteous, and professional manner
- Willingness to accept direction and guidance on performance and process improvements.
- The ability to anticipate challenges and proactively offer solutions.
- The ability to thrive in a fast-paced environment.
- The ability to work flexible hours including long hours, nights, and weekends.

Responsibilities include:

- Ability to perform each of the essential job functions set forth below.
- Helping oversee the Scheduler and DC Staff Assistant.
- Knowledge of and adherence to office policies, procedures, and practices.
- Helping manage the operations and scheduling process:
- Working with a variety of stakeholders to balance the Member’s time between commitments.
- Working to evaluate and schedule incoming requests and invitations in DC and the District.
- Working with the operations team to ensure that briefing materials are provided for each event and meeting and ensuring that staff have appropriate advance notice of needs.
- Helping to ensure office policies are followed.
- Helping to ensure office supplies and routine office purchases are kept up to date.
- Helping to ensure travel arrangements are properly coordinated.
- Other duties as assigned.

Consistent with applicable law, the Office requires all staff to be fully vaccinated against COVID-19 as a term and condition of employment unless a medical or religious exemption is approved.

Notice:

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

Applicant Instructions:

All interested candidates are encouraged to submit a resume and cover letter with "Senior Scheduler - Last Name" as the subject line to NJ5Jobs@mail.house.gov.

MEM-210-23

Background:

REP MIKE GARCIA of CA-27 has an immediate need to hire an experienced **Staff Assistant** in his district office.

Job Expectations:

The Staff Assistant will be expected to manage the front desk during office hours, support the district office staff with administrative office needs. Staff Assistants often provide the first impression of the office to constituents. The experiences gained in the Staff Assistant role provide a solid foundation to advance into positions of increasing responsibility.

Job Duties:

- Provides a welcoming environment and positive first impression of the office to constituents, visitors, and other VIPs
- Handles incoming calls with poise, professionalism, and promptness
- Captures input from constituents on policy matters for the Member office's consideration and response
- Supervise and provide expectations and feedback for office interns
- Works closely with the Congressman's District Director to ensure office operations are managed appropriately
- Ensures constituent casework messages are received to the appropriate district staff in an efficient and effective manner
- Complete certificate requests and coordinate delivery based on individual needs
- Manage incoming and outgoing mail
- Additional duties as assigned

Requirements:

- Effective communication skills for verbal and written correspondence
- Effective teamwork skills and the ability to support the needs of multiple team

members and leaders in the office required

- Professional demeanor and an upbeat disposition while interacting with visitors, staff members, and stakeholders in a fast-paced, highly dynamic environment required
- Time management skills including the ability to prioritize, and track work status required
- Attention to detail
- Willingness to learn

Preferences:

- Ties to the district are strongly preferred
- Prior constituent service or customer relationship management
- A demonstrated interest in public service
- Knowledge of the district

Salary Level/Range: Commensurate with Experience

Applicant Instructions:

All interested candidates are encouraged to submit a resume to Charles.Navarro@mail.house.gov with the subject Staff Assistant: Last Name, First Name".

Notice:

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

MEM-209-23 STAFF ASSISTANT (NEWTON DISTRICT OFFICE)
OFFICE of CONGRESSMAN JAKE AUCHINCLOSS (MA-04)
SUMMARY:

The Staff Assistant greets visitors, answers the telephone and answers constituent requests for general information, tours, and other inquiries. When the Congressman is in the district, the Staff Assistant assumes primary responsibility for driving and staffing the Congressman at off-site appointments. This position also monitors delivery and pickup of materials, maintains the front office, and assists with various administrative and constituent service duties. The staff assistant also oversees the district internship program.

ESSENTIAL JOB FUNCTIONS:

- *Drives and staffs the Congressman at all district events;
- *Records all of the Congressman's remarks and interviews while out in the district and coordinates with the Communications team;
- *Supports the district casework team by assisting with casework intake, tracking, and follow up with constituents;
- *Answers and screens telephone calls for the Congressman and other staff members;

- *G greets and screens visitors;
- *Assists persons who have appointments with the Congressman or other staff members and works closely with the District Director to ensure that the Congressman's appointments are on time;
- *Hires and trains all interns in the Newton and Attleboro district offices;
- *Responds to requests for constituent service information;
- *Maintains literature regarding the district and House offices for distribution to visitors;
- *Orders all office supplies and maintains office equipment;
- *Checks the office voicemail;
- *Ensures that requests for assistance are directed to the appropriate staff member in a timely manner;
- *Documents visitor opinions, including full name, address, and all relevant information;
- *Maintains a good working relationship with the Congressman, staff and constituents;
- *Accepts performance-based criticism and direction;
- *Meets attendance requirements as established by the office;
- *Works well under pressure and handles stress;
- *Works a flexible schedule including long hours, nights, and weekends; and
- *Performs other duties as assigned.

SKILLS AND KNOWLEDGE REQUIRED:

- *Ability to exercise discretion and independent judgment with respect to prioritization of work flow and fulfillment of responsibilities in a dynamic and fluid work environment;
- *Excellent organizational, writing, and proofreading skills;
- *Ability to perform essential job functions above;
- *Thoroughness and careful attention to detail;
- *Temperament to communicate with a variety of personalities in a tactful, pleasant and professional manner;
- *Access to a car and a clean driving record;
- *Ability to work cooperatively and courteously with others.

WORKING CONDITIONS:

- *Work is mainly performed in an office environment. Noise levels are usually moderate; and
- *Ability to work in a small work station without an expectation of privacy.

Candidates should submit a cover letter, resume, and writing sample to AuchinclossJobs@mail.house.gov with “DO Staff Assistant – First Name Last Name” in the Subject Line. Applications will be accepted on a rolling basis. No phone calls, faxes or drop-ins please.

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

or expression, pregnancy, sexual orientation, age, disability, or military status, or any other characteristic protected by applicable law.

MEM-208-23 The House Committee on Education and the Workforce - Democratic Staff seeks an experienced and motivated **Press Secretary**.

The candidate will have strong writing skills, a keen attention to detail, and the ability to translate complex issues and topics for different audiences across platforms and medias.

Responsibilities include developing and honing a proactive local press strategy; pitching, prepping, and staffing the Ranking Member; drafting press releases and written content; assist with creating talking points and toolkits for the caucus; maintaining and updating the press list; tracking media; and working with the Communications team to identify new ways to engage with press and digital audiences.

This is not an entry level position. Capitol Hill and/or campaign experience is preferred. Ability to work well with others, willingness to take initiative, manage competing priorities, and turn around high-quality products under tight deadlines are a must.

To apply, applicants must submit a cover letter, resume, two work samples, and three professional references to E&L.Jobs@mail.house.gov with "Press Secretary" in the subject line. Please apply no later than April 14, 2023.

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation. Candidates of diverse backgrounds are encouraged to apply.

MEM-206-23 **Legislative Assistant** – Congressman Glenn “GT” Thompson
The Office of Congressman Glenn Thompson (PA-15) seeks a Legislative Assistant in his personal office to manage the natural resources, energy, and interior portfolio, among other issues.

Viable candidates will be current legislative staffers with more than one year of full-time experience and have handled appropriations requests with a proven legislative track record. The ideal candidate will also have experience working with other Member offices, committee staff, advocacy groups, industry associations, and state/federal agencies with the goal of creating a successful coalition to pass bills and amendments.

Candidates should be self-motivated, able to work in a team environment, and are ready to take initiative on assigned policy areas. Pennsylvania ties and a sense of humor are preferred, but not required.

Interested applicants should email a cover letter and resume to Renee.Gamela@mail.house.gov with “Legislative Assistant” in the subject line.

MEM-203-23 The Regional Leadership Council (RLC) seeks a **Grants Director** for Washington, D.C. Office.

Primary duties include: identifying and coordinating various grant processes across government agencies, tracking government funding, and assisting Democratic Member offices with the grants process. Ideal candidates will have prior experience as a grant coordinator/manager in a Congressional Office.

Successful applicants will be detail-oriented problem solvers who thrive in a fast-paced environment, exercise discretion and maintain confidentiality, and display strong organizational skills. Candidates must be able to function well in a team-oriented environment. This position will require flexible working hours and availability by phone and email during evenings and weekends. Prior experience in grant writing or management or working with government agencies preferred.

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. Women, people of color, and candidates from diverse backgrounds are strongly encouraged to apply.

Interested applicants should send a resume, cover letter, writing sample and a list of three references to: Resume.Inbox@mail.house.gov. Please put “Grants Director” in the subject line.

MEM-202-23 D'Esposito **Scheduler** Position

Looking for an experienced scheduler to coordinate the member’s schedule and manage day to day logistics. This position will work with the member to manage the calendar and optimize the member’s time. They will act as the member’s liaison with congressional committees and offices. Applicants should have at least 1-2 years of experience.

Please send all qualified candidates to resume.nyork@gmail.com

MEM-201-23 Congresswoman Andrea Salinas (OR-6) seeks a **Constituent Services Representative** based in Oregon.

This position serves as a caseworker and facilitator to constituents interacting with federal agencies. The position focuses on veteran and active military casework and serves as the Congresswoman’s veteran and military representative

to the public. The position will also have additional casework assignments with other federal agencies.

Primary duties include answering casework correspondence and communications; acting as a liaison with Federal, State, and local agencies; assessing casework and community activities for consideration of legislative action, regular engagement with constituents; preparing correspondence to agency contacts and constituents; building relationships with a range of constituents and stakeholders throughout the district; and handling administrative tasks as assigned.

Qualifications include a service-oriented attitude, strong organizational skills, proficiency at prioritizing and managing multiple tasks at one time, a capacity to work both independently and as part of a team, and strong written and oral communications skills. Bachelor's degree preferred and/or 2 to 3 years of experience. Spanish-language proficiency is a plus. Some in-district travel will be expected.

This position is currently based in the Salem, Oregon office, with ability to move to the Washington County office once established.

Salary range for this position is \$55,00 to \$65,00 + benefits.

This office is an equal opportunity employer and as such is committed to building and maintaining an inclusive and diverse work environment. All qualified candidates are encouraged to apply.

Please email cover letter and resume to OR06resumes@mail.house.gov with subject line: Constituent Services Representative. This position will be open until filled.

MEM-200-23 Rep. Raul Ruiz, M.D., the Ranking Member of the House Select Subcommittee on the Coronavirus Pandemic, is seeking a **Staff Assistant** to join the Democratic staff of the Select Subcommittee.

The ideal candidate will be an enthusiastic, organized, and detail-oriented self-starter with previous experience working or interning on Capitol Hill.

Responsibilities will include editing letters, maintaining correspondence files and other records, monitoring phone lines, hosting meetings, and supporting staff on all aspects of hearings, briefings, and other events. Opportunities to assist investigative and communications staff with research and press projects will be available.

Women, LGBTQI+, and BIPOC candidates are strongly encouraged to apply.

Please send a resume and cover letter as PDFs to SSCPJobs@mail.house.gov, with “Staff Assistant” 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.

The Select Subcommittee on the Coronavirus Pandemic is authorized to investigate a broad range of matters pertaining to the coronavirus pandemic under H. Res. 5. The Select Subcommittee was established within the Committee on Oversight and Accountability, which is the primary investigative committee of the United States House of Representatives, with jurisdiction to investigate “any matter” at “any time” under House Rule X.

MEM-199-23 Congressman Raul Ruiz, M.D. seeks an experienced **Communications Director** for his Washington, D.C. office to lead an active press, digital, and communications operation.

Job Expectations:

The Communications Director is expected to work closely with the Chief of Staff, Legislative Director, and District Director to develop and execute a comprehensive and aggressive strategic plan to inform constituents and the media on issues that are important to the Congressman.

This includes making media pitches, organizing press events, and reviewing, drafting, and finalizing statements, remarks/speeches, press releases, media advisories, and other messaging (e.g., newsletters and social media). Finally, the Communications Director will oversee an aggressive Franked communications program, which includes mailers, digital ads, and SMS texting. Successful candidates will be exceptional writers and have strong experience working in fast-paced environments and implementing aggressive communications plans.

Job Duties:

- Serve as on-the-record spokesperson
- Develop and implement overall media and communications strategy
- Work with both national and local press to expand reach and presence
- Organize and coordinate events with the media, including working closely with the district staff to organize in-district events
- Draft speeches/remarks, press releases, media advisories, op-eds, and statements
- Oversee the press team in leading a social media strategy across a variety of platforms
- Work with the COS to build out a robust franked communication program

Requirements:

- 3-5 years of communications experience

- Exceptional writing skills
- Spanish language skills are preferred but not required
- A successful track record of developing a communication strategy for a Member of Congress, elected official, political campaign, private, and/or non-profit organization

We strongly encourage women, people of color, LGBTQIA+ individuals, people with disabilities, veterans, and members of other underrepresented communities to apply. The office is an equal opportunity employer and does not discriminate based on race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status. This is an in-person position in Washington, D.C. with some remote work opportunities and travel to the District. The position is eligible for transit benefits and student loan repayment assistance.

Please submit cover letter, resume and three writing samples to CARuizJobs@mail.house.gov; and please include Communications Director in the Subject Line.

MEM-198-23 The House Foreign Affairs Committee Republicans seek an exceptional candidate for a junior **counsel** position.

Ideally the candidate would be a recent law school graduate with 1-2 years of either Hill experience or relevant outside experience working in foreign affairs. The junior counsel will assist the majority's lawyers and professional staff members with a wide array of oversight, legislative and parliamentary functions related to the Department of State, USAID, and the U.S. Agency for Global Media.

Knowledge of State Department management and operations, is a plus but not a requirement. Responsibilities include supporting the committee on matters of law and policy; writing legislation; coordinating hearings and witnesses; drafting memos and briefing materials; conducting document review and corresponding with relevant agencies regarding oversight requests; and monitoring incoming congressional notifications and reports.

Qualified candidates should submit a resume, cover letter, and writing sample to joseph.martin@mail.house.gov.

MEM-197-23 **Senior Advisor / Special Assistant** to the Member (District Office)
Office of Congresswoman Jill Tokuda

SUMMARY:

This position staffs the Member on Oahu and manages some district office operations. This position acts as a liaison to federal, state, and local agencies for

the Member and constituents and answers casework correspondence and verbal communications with constituents.

ESSENTIAL JOB FUNCTIONS:

- *Staffs the Member while on Oahu and on other islands as needed, including but not limited to:
- *Driving Member to and from meetings and events.
- *Taking pictures and collecting corresponding contact information.
- *Taking notes and ensuring follow up.
- *Keeping Member on schedule.
- *Oversees the completion of the Congressional Art and App Competitions.
- *Acts as the point person for grants outreach and education for the office.
- *Oversees delegation and completion of proclamations and certificates.
- *Sets up system to receive requests; draft/proof/finalize text; execute and deliver messages.
- *Maintains current list of neighborhood board meetings, ensures coverage, and prepares reports and compiles responses.
- *Completes casework as needed.
- *Represents the Member at events and meetings as assigned.

Interested candidates are requested to submit a cover letter and resume to Kendra.Oishi@mail.house.gov

MEM-196-23 Senior Legislative Assistant or Counsel – Financial Services

Congressman Brad Sherman seeks a Legislative Assistant to staff the House Financial Services Committee including the Capital Markets Subcommittee on which the Congressman serves as ranking Democrat.

The ideal candidate will have significant experience in financial services issues. Experience with issues falling under the jurisdiction of the Capital Markets Subcommittee is a major plus. Job responsibilities include monitoring and drafting legislation, representing the Member in meetings/briefings, preparing materials for committee hearings and markups, maintaining relationships with advocacy groups, interfacing with government agencies, and other tasks and assignments as needed.

The successful candidate will possess excellent written and oral communication skills, a solid understanding of the legislative process, and knowledge of, and experience with, the operations of the SEC and other rules-making entities that govern capital markets and securities-related accounting standards.

This job requires a proven ability to work effectively and independently in a demanding and fast-paced environment. Law degree/bar membership a plus, but not required. This is a mid- to senior-level position in the office.

Please send cover letter and resume to FSCCapMarketsStaffer@gmail.com

MEM-195-23 The Office of Representative Spanberger seeks a motivated, creative self-starter to join the district constituent services team as a **District Coordinator** in the Woodbridge, 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 at district events, meeting with elected officials and representatives of local groups on behalf of the Congresswoman, 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.

Bachelor's degree or equivalent work experience required. Must hold a valid driver's license and have access to a vehicle. Spanish fluency preferred.

Please email a resume, cover letter, and three references to Spanberger.Inquiries@mail.house.gov with "District Coordinator - Woodbridge" in the subject line.

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. Women, people of color, and candidates from diverse backgrounds are strongly encouraged to apply.

MEM-194-23 The Office of Rep. Abigail Spanberger seeks a **Legislative Director** to oversee her legislative work and lead her legislative team.

Responsibilities:

- Manage and guide the work of the legislative team, including Legislative Assistants and Fellows
- Handle a portfolio of policy issues (note: there is flexibility in the portfolio – see Desired Qualifications below for possible portfolio areas)
- Develop, assist other legislative team members with developing, and review/approve original bills to introduce, amendments, memos, letters to the administration, hearing questions, vote recommendations, floor speeches, and talking points for events

- Collaborate with the Communications Director, District Director, and Scheduler to advance the Congresswoman’s agenda through non-legislative avenues
- Ensure the legislative team’s work is responsive to VA-07 constituents and in line with the Congresswoman’s priorities
- Support the Congresswoman in her role of Battleground Leadership Representative by communicating with other Battleground LDs, providing early information and insight on upcoming votes, etc.
- Maintain robust tracking documents to track the Congresswoman’s legislative work and accomplishments
- Other duties as assigned

Desired qualifications:

- At least 3 years of Capitol Hill experience in a legislative role
- At least 5 years of total work experience in government, advocacy, policy analysis, or campaigns
- Experience in a Frontline/Battleground Member office or on a competitive campaign
- Deep policy expertise in one or more of the following sets of issue areas (i.e. expertise in at least one of the three buckets listed below):
 - 1.National Security, Intelligence, Defense, and Foreign Affairs (note: this set of issues would include supporting the Congresswoman’s work on the House Intelligence Committee)
 - 2.Infrastructure, transportation, energy, environment, agriculture, conservation, broadband
 - 3.Healthcare, substance use disorder & recovery, domestic manufacturing & supply chains, policing, labor, pensions, social security
- Bachelor’s degree or equivalent work experience; graduate degree preferred
- Virginia ties and/or knowledge of Virginia’s 7th District
- Management experience
- Strong understanding of legislative procedure
- Excellent organizational skills and attention to detail
- A “roll up your sleeves” mentality – a team player who will provide policy advice while also helping to break down tables after an event

To apply, please submit a resume, cover letter, and three references to Spanberger.Inquiries@mail.house.gov with “Legislative Director” in the subject line. The salary range for the position is \$95,000-\$105,000.

This office is an equal opportunity employer. We do not discriminate on the basis of race, sex, ethnicity, color, age, religion, disability, national origin, uniformed status, sexual orientation, gender identity, marital status, or veteran status. Women, people of color, and candidates from diverse backgrounds are strongly encouraged to apply.

MEM-192-23 The Office of U.S. Representative Pramila Jayapal (WA-07), Chair of the Congressional Progressive Caucus, seeks a highly organized, passionate, and team-oriented **Staff Assistant/Legislative Correspondent** for the Representative's Washington, D.C. office.

Responsibilities include but are not limited to:

- Executing a robust correspondence program to quickly address constituent requests, concerns, and questions across a range of issues;
- Driving Rep. Jayapal to and from events during regular office hours and after hours and, when needed, staffing her at offsite events;
- Managing Rep. Jayapal's front office, welcoming visitors and groups (post pandemic), setting up tours and other constituent services in DC, and supporting the Chief of Staff with personnel, technology, subscriptions and log-in lists, and financial management duties;
- Managing the Washington, D.C. internship and fellowship program;
- Working across the legislative, district, and communications teams to provide administrative support; and
- Other special projects as required.

The ideal candidate will be:

- Passionate about public service and committed to progressive values;
- Willing and able to work long and often irregular hours, including weekends;
- An expert with spreadsheets, numbers, and forms, with strong attention to detail;
- A strong writer who enjoys breaking down policy for everyday people;
- Poised, no-drama, flexible, collaborative, and level-headed; and
- Eager to learn, grow, and thrive in a dynamic and high-paced environment.

Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. Washington state and/or district ties are a plus. Driver's license, four-door car in good condition and clean driving record are required.

Qualified candidates should include in their application: resume, cover letter, and references. Please send applications to jobs.pramila@mail.house.gov with "Staff Assistant" in the subject line. No calls or drop-ins please.

Link to website: <https://jayapal.house.gov/staff-assistant-legislative-correspondent/>

MEM-187-23 The Democratic staff of the House Natural Resources Committee (HNRC) seeks a **Staff Director** (SD) for Indian Affairs to advise Committee Members in the development of legislative initiatives to elevate the interests of Indigenous Peoples of the United States and to uphold the federal trust responsibility.

Candidates should be knowledgeable and passionate about Indian Affairs; have experience in advancing federal legislation; and have relationships with tribal governments, communities, or organizations.

The SD will work directly with the Counsel's Office and Director of Legislative Operations to advance tribal legislation, prepare for Committee meetings, and create legislative memos and reference materials for staff and Members of Congress. The SD also supervises legislative employees, including interviewing, training, assigning work, and appraising performance.

Preferred qualifications: Demonstrates a clear understanding of the unique relationships that the U.S. government maintains with American Indians, Alaska Natives, and Native Hawaiians and the workings of Congress. Demonstrates an awareness of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations. Understands how HNRC issues intersect with racism, economic and social inequality in the U.S. and has a passion for working to dismantle these systems.

Salary is commensurate with experience, plus benefits.

Full job description and instructions on how to apply can be found here:

<https://democrats-naturalresources.house.gov/contact/job-postings>

MEM-182-23 Congresswoman Jahana Hayes (CT-05) seeks a **Caseworker** to join her team in Waterbury, CT.

Ideal candidates will have prior knowledge of federal agencies; excellent written and verbal communication skills; strong organizational and time management skills; a positive and empathetic attitude; and an ability to work under pressure and meet deadlines in an fast-paced work environment. Bilingual applicants residents of CT-05 are preferred.

Duties include:

- *Acting as the representative for the Congresswoman within their area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies, persons or groups for effective relationships for the Congresswoman;
- *Informing the Congresswoman and the District Director of all happenings in their assigned issue areas by screening district media sources and interacting with constituents;
- *Handling casework assignments and assesses casework for problems requiring legislative action and makes recommendations to the District Director and Chief of Staff;
- *Monitor scheduled district meetings for the Congresswoman with constituents;
- *Logging incoming and outgoing mail and incoming telephone calls relating to casework;

- *Preparing periodic reports for the Congresswoman and District Director on pending cases and district activities in his or her assigned issue areas;
- *Continually screening active cases and acts as liaison with constituents to ensure that their cases are handled in a responsive manner;
- *Maintaining up-to-date files on all cases and categories of information of importance to the office; and
- *Performs other duties as assigned.

Women and minority candidates are strongly encouraged to apply.

Interested parties should e-mail a concise cover letter including salary requirements and a resume to CT05jobs@mail.house.gov with the following subject line: Full Name - Caseworker. No phone calls or walk-ins, please.

MEM-179-23 The Committee on Ethics has an opening for a **Staff Assistant**.

Duties include assisting the technology needs of Committee staff; editing and maintaining the Committee's website; answering telephones; assisting with the tracking and processing of committee correspondence; providing administrative support in setting up committee meetings; and entering data and navigating databases with accuracy.

This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Applicants must have excellent organizational skills and a professional telephone manner; good computer skills; proficiency in Microsoft Word and Excel; ability to work cooperatively and courteously with others; ability to use good judgment in responding to inquiries and requests; and flexibility in assisting with daily tasks and projects.

Applicants with experience or interest in learning information technology assistance are strongly encouraged to apply. This is an entry level position with a starting salary of \$47,093 per year.

Please email cover letter and resume with "Staff Assistant" in the subject line to ethicsjobs@mail.house.gov

NO PHONE CALLS PLEASE

MEM-177-23 Southern California Democratic Office seeks **Staff Assistant** to join front office team.

MUST have a reliable and safe vehicle and driving record. Candidates should be well-organized, hard-working, and detail-oriented. High degree of professionalism required, as well as an ability to work a flexible schedule, including long hours.

Duties include answering telephone calls, greeting visitors, supervising interns, assisting legislative staff, and driving the Member in DC. Capitol Hill experience and California ties preferred. Spanish language skills a plus. Starting salary of \$45,000, plus student loan repayment, and standard House benefits (healthcare, pension, TSP, etc.).

Email cover letter, resume, and references in one PDF document to Ryan.Viessman@mail.house.gov with subject heading “Staff Assistant Position”. Please no walk-ins or phone calls.

MEM-176-23 Legislative Director Role for Representative Alma Adams (NC-12)

The Office of Congressman Alma S. Adams, Ph.D. seeks a Legislative Director. The LD will help drive the proactive legislative agenda for the office, developing and implementing the strategy to push policy priorities and legislative goals; supervise and mentor the legislative staff while advising on the Congresswoman’s legislative portfolio, and manage their own legislative portfolio, which will include work on the Black Maternal Health Caucus.

The LD will work closely in conjunction with the Chief of Staff and senior leadership team to ensure legislative strategy is incorporated into overall operations. The LD will also help ensure coordination between DC and district offices on important legislative updates and district-based events and projects.

This is not an entry level position; extensive Hill experience and knowledge of the legislative process are required. The successful applicant will have crisp and thorough written and oral communications skills, an entrepreneurial and self-starting attitude, strong attention to detail, creativity, and be a team player. Supervisory experience and expertise on healthcare policy is strongly preferred.

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

Qualified applicants should submit a cover letter, resume, and two writing samples to nc12.resume@mail.house.gov.

Candidates from BIPOC, LGBT+, working class, and/or other underrepresented communities are strongly encouraged to apply, as well as candidates with North Carolina ties. Due to the volume of applications, we receive, we will only contact you if we decide to move forward with your application. Please no calls, direct emails, or walk-ins.

MEM-175-23 The Office of Congresswoman Angie Craig seeks an organized and motivated self-starter to serve as **Scheduler**.

Responsibilities include but are not limited to:

- Managing the member's daily and long-term schedule for her time in Washington, DC and Minnesota
- Organizing and tracking invitations and meeting requests
- Coordinating travel for the member and staff
- Compiling daily briefing materials
- Working closely with the Staff Assistant to provide administrative support to the member and the team
- Transporting the member as needed
- Additional duties as assigned

Ideal candidates should have excellent oral and written communication skills, meticulous attention to detail, strong time management skills, good judgment, and an ability to thrive in a fast-paced environment. Nights and weekends may be required, especially during legislative sessions. A valid driver's license and good driving record are required.

This position is located in the Washington, DC office and reports directly to the Chief of Staff. Previous Capitol Hill experience or Minnesota ties are a plus. The salary range for this position is \$60,000 - \$70,000.

This office is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity. Candidates from diverse backgrounds are strongly encouraged to apply.

Applications will be considered on a rolling basis. To apply please submit your resume and a cover letter to RepCraigResumeBank@gmail.com with your name and "Scheduler Application" in the subject line. No walk-ins or phone calls please.

MEM-024-23 The Freshman Democrat from Hawai'i is seeking a **Scheduler** with strong judgment, communication skills, and attention to detail to build and oversee all aspects of scheduling operations for the Member.

This position requires consistent and effective collaboration with all components of the Member's office. The Scheduler will work directly with the Chief of Staff, District Chief, and other senior staff.

Primary duties include, but are not limited to:

- Building the Member's daily and long-term schedule for DC and the district and managing this system;
- Responding to all incoming scheduling requests;
- Booking and coordinating travel back to Hawai'i and within Hawai'i;
- Ensuring the Member, staff, and external stakeholders have key information

about the schedule;

- Compiling daily briefing materials for the Member and coordinating the collection of information from staff and other sources;
- Supporting the team with special events and ad hoc projects; and
- Other duties as assigned.

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or gender identity. Candidates from diverse backgrounds, especially with ties to Hawai'i, are encouraged to apply. Being able to serve as a secondary driver when needed is preferred, but not required.

Salary will be commensurate with experience.

To apply, please submit a cover letter, resume, and references to hawaii02jobs@gmail.com.