



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING

Week of May 6, 2024

MEM-188-24 Representative Dina Titus seeks a **Scheduler/Executive Assistant** to manage both her DC and district schedule.

This individual works closely with the Chief of Staff and District Director on a broad range of scheduling and executive operations including tracking, evaluating, and responding to all invitations and scheduling requests, coordinating travel, and managing all aspects of the Congresswoman's daily and long-term schedule. The ideal candidate will exercise discretion and confidentiality, remain calm under pressure, and be able to collaborate and communicate well with a large DC and State staff.

Previous administrative or scheduling experience preferred. Candidates should also have the desire to join a highly-collaborative, action-oriented team. The office seeks a staff that reflects the diversity of the country. Women, veterans, people of color, and LGBTQ+ candidates are strongly encouraged to apply.

To Apply: Interested candidates should email a resume and cover letter to NV01jobs@gmail.com with "Application: Scheduler" in the subject line."

MEM-187-24 "Congresswoman Dina Titus (D-NV-1) is seeking an experienced **Communications Director** to lead media efforts in a fast-paced Washington, D.C. office.

We are looking for a self-starting professional with a strong background in political communications, media relations, and social media management. The ideal candidate will have a deep understanding of both national and local media and be capable of developing and implementing strategic communication and digital plans. This is not an entry-level position, and a successful candidate must have 2-5 years of communications experience in a relevant setting.

Key Responsibilities:

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

Qualifications:

- Exceptional Communication Skills: Strong writing, editing, and proofreading skills.
- Media Proficiency: Deep understanding of print, broadcast, and online media.
- Experience: 2-5 years of experience in developing communication strategy for elected officials, government agencies, non-profit organizations, or similar entities.
- Team Player: Expertise in advising others on communication strategy and the ability to work effectively with a team and Member of Congress.
- Deadline-Oriented: Capable of producing communications materials under tight deadlines.
- Strategic Thinker: Politically savvy and skilled at navigating challenging situations with the press and staff.
- Adaptability: Ability to work flexible hours, including long hours, nights, and weekends, as needed.
- Constructive Feedback: Willingness to accept performance-based criticism and direction.

- Relationship Building: Ability to maintain positive working relationships with the Congresswoman, staff, and media professionals.

Equal Opportunity Employer: Our office is committed to promoting diversity and inclusivity. We are an equal opportunity employer and do not discriminate on the basis of race, color, religion, national origin or citizenship status, sex, gender identity or expression, pregnancy, sexual orientation, age, disability, or military status.

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

MEM-186-24 Counsel for the Minority on the House Judiciary Subcommittee on Courts, IP, and the Internet

The Democratic Staff on the House Judiciary Committee's Subcommittee on Courts, IP, and the Internet, seeks a dedicated and hard-working lawyer with a minimum of 5 years of relevant legal experience on the Hill to serve as a subcommittee counsel, reporting to the chief counsel for the subcommittee.

Responsibilities include: serving as a resource for Democratic Members of the Committee on matters of law and policy within the Subcommittee's jurisdiction; drafting legislation; preparing hearings; drafting statements, memos, and briefing materials; and providing guidance to Democratic House offices on matters of constitutional and civil rights law. The counsel will be responsible for handling assignments in a range of issue areas, including artificial intelligence policy, patent law, and administration of the courts matters.

The successful candidate must demonstrate exceptional writing and legal research skills, a strong work ethic, a professional temperament, and the ability to work on novel and complex matters under time and other pressures. Such a candidate must also be able to work collaboratively with a broad range of personalities. In addition, sound political judgment, prior legislative or policy experience, a substantive background in civil rights or constitutional law, and a demonstrated commitment to public service are strongly preferred. A sense of humor is a plus.

The Committee strives to ensure that our staff represents the diversity of the country's population. The Committee strongly encourages women and members of historically disadvantaged minority groups to apply. The Committee does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

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

MEM-184-24 Staff Assistant / Legislative Correspondent – Rep. Susie Lee (D-NV) Congresswoman Susie Lee (D-NV), a Battleground Member of the Appropriations and Natural Resources Committees, seeks a Staff Assistant/Legislative Correspondent (SA/LC) to join her Washington, D.C. office.

The SA/LC will be responsible for the office's front office operations, constituent correspondence program, internship program, various legislative department processes, driving the Congresswoman as needed, and other tasks as assigned.

The SA/LC will report to the Legislative Director.

- Front office management responsibilities include maintaining a clean and welcoming lobby and Member office, ensuring prompt service for visitors and callers, maintaining office supplies, executing tour and flag requests, and other administrative tasks as assigned.
- Constituent correspondence responsibilities include batching phone and mail correspondence, writing letter responses, and managing a high-volume mail program. Familiarity with Intranet Quorum software is a plus.
- Internship program responsibilities include intern hiring, training, and day-to-day management.
- Legislative process responsibilities include processing legislative requests, drafting memos and briefing materials, maintaining legislative records, and other work supporting the legislative team.
- Driving responsibilities include transporting the member to/from the airport and various events as needed.

Applicants must have a valid driver's license and strong driving skills. Access to a registered vehicle is a plus. The position requires the individual to be available for flexible work hours, including some mornings and evenings.

Qualified candidates should be capable of managing time effectively and maintaining attention to detail in a fast-paced work environment. Strong interpersonal and communication skills, a can-do attitude, and team-first mentality are required. The office is committed to professional development and seeks candidates who are coachable and eager to learn. Nevada ties are a plus.

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

Qualified candidates should submit in PDF format a cover letter, resume, three references (including name, title, org, phone, email, and relationship) and one writing sample to nv03resumes@gmail.com with the following subject line: "Full Name – SA/LC."

MEM-183-24 Financial Disclosure Counsel (Washington, DC) -- The Committee on Ethics seeks an attorney for the position of counsel in the Financial Disclosure office. The Committee's financial disclosure counsel is responsible for reviewing and certifying a large volume of Financial Disclosure Reports, providing legal advice on financial disclosure related matters, providing education and training to Members of Congress and their staff through frequent telephone calls, in-person meetings, and written work product.

This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Candidates must possess outstanding analytical and written and oral communication skills, as well as the sound judgment necessary to evaluate sensitive matters that arise before the Committee. Experience in one or more of the following areas is desirable: government ethics, ethics counseling, accounting, auditing, investment management, taxation, corporate finance, and securities law. The salary range for this position is \$136,780 and \$145,604 per annum.

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

MEM-182-24 The Office of Congresswoman Pramila Jayapal (WA-07) is seeking a **Legislative Assistant** to handle a broad portfolio centered around health, seniors, Social Security, reproductive justice, women's rights, and environmental issues. The ideal candidate will possess strong strategic thinking, planning and execution skills. Additionally, candidates should have strong oral and written communication skills and the ability to work well in a fast-paced work environment.

Responsibilities include but are not limited to:

- Advancing current and new legislative initiatives including idea generation, building support, legislative drafting and producing accompanying materials, such as speeches, policy memos, and factsheets;
- Preparing and staffing the Congresswoman for relevant committee hearing and markups, including drafting hearing remarks and questions, preparing amendments and talking points;
- Representing the Congresswoman's priorities with external stakeholders;
- Building and maintaining relationships with external and internal stakeholders including advocacy organizations; academics; fellow Congressional and Committee offices; and
- Carrying out additional duties as required.

Job Requirements:

- 3 - 5 years of relevant experience including policy development and analysis; issue advocacy; and strategic planning;

- Passionate about public service and committed to progressive values;
- Excellent writing and time management skills;
- Ability to digest new content with a political and ideological lens that is appropriate for the office;
- Previous Hill experience strongly preferred;
- Poised, level-headed, flexible, collaborative, team oriented; and
- Eager to learn, grow, and thrive in a dynamic and high-paced environment.

The Office of Congresswoman Pramila Jayapal is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. State and/or district ties are a plus. Prior Hill experience is strongly preferred.

Candidates should submit their resume, cover letter, two writing samples, and references in PDF format to jobs.pramila@mail.house.gov with “Legislative Assistant: [Applicant’s First and Last Name]” in the subject line. No calls or drop-ins please.

MEM-180-24 Congressman Steven Horsford’s District Office is seeking to hire a full-time **District Representative**. We are looking for an enthusiastic and motivated individual to join our high- energy team.

Job Summary:

Under the supervision of the District Director, the District Representative acts as the representative for the Member. District Representative responsibilities include strengthening relationships with key stakeholders, as well as attending engagements on behalf of the Member. Caseworker responsibilities include helping constituents resolve problems with federal agencies through written and verbal communication.

Responsibilities:

Outreach Responsibilities:

- Ensure outreach efforts align with the Member’s strategic vision and goals.
- Coordinate closely with staff to ensure district priorities are reflective in legislative priorities.
- Build and maintain relationships with constituents and key community leaders.
- Organize and participate in community events, town halls, and outreach campaigns to engage constituents.

Casework Responsibilities:

- Act as the representative for the Member within his or her area of responsibility, including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies.
- Handle casework assignments and assess casework for problems requiring legislative action, making recommendations to the District Director and Chief of

Staff.

- Monitor scheduled district meetings for the Member with constituents.

Communications and Professionalism:

- Maintain a good working relationship with the Member, staff, and constituents.

- Accept performance-based criticism and directions.
- Work well under pressure and handle stress.
- Work a flexible schedule including long hours, nights, and weekends.
- Perform other duties as assigned.

Requirements:

- Political knowledge and comfortable navigating complicated situations
- Strong written, verbal, analytical, and organization skills; impeccable customer service manners; public speaking skills
- Ability to multi-task, manage time effectively, and adapt to changing priorities
- Candidates must be able to work a flexible schedule, including occasional nights, weekends and some holidays.

Benefits:

- Comprehensive health insurance coverage, including medical, dental, and vision plans.
- Paid annual and sick leave.
- Thrift Savings Plan Retirement program.
- Student Loan Repayment.
- Health and Wellness programs.
- Transit Benefits.
- House Professional Development programs.
- Employee purchasing/government discounts

Position Qualifications/Education:

Bachelor's degree or related job experience is required. A demonstrated interest in public service and familiarity with District 4 community is preferred.

Application Instructions:

This is a full-time position based in the North Las Vegas district office. Salary is competitive and commensurate with experience. Women, minorities, individuals with disabilities, and veteran are encouraged to apply.

Qualified candidates should submit a cover letter, resume, two writing samples (no longer than two pages) and three professional references to NV04Resume@mail.house.gov with "District Representative," [Last Name, First Name]" in the subject line. All submissions must be in a single PDF file.

MEM-178-24 The House Committee on Education and the Workforce (Democratic Staff) seeks a **Labor Policy Counsel** responsible for the portfolio covering labor law. Candidates should have familiarity with the National Labor Relations Act, the Labor-Management Reporting and Disclosure Act, labor enforcement provisions in trade agreements, and employment arbitration.

Candidates should also have knowledge of the National Labor Relations Board (NLRB), the Department of Labor's Office of Labor-Management Standards (OLMS) and the International Labor Affairs Bureau (ILAB). Applicants should have a law degree and experience working with an organization, Congress, or government agency related to labor law.

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 labor law. This is not an entry level position; three to five years of experience are strongly preferred.

To apply, applicants must submit a resume and two short writing samples to E&L.Jobs@mail.house.gov with "Labor Policy Counsel" in the subject line.

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-177-24 The 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. This is not an entry level position; three to five years of experience are strongly preferred.

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" in the subject line.

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MEM-174-24 Congresswoman Val Hoyle (D-OR-04) seeks a self-starting, highly experienced, and creative **Communications Director** to join her Washington, D.C. office and lead a fast-paced communications team.

The ideal candidate will have familiarity with national press, the House franking process, and will work closely with the Deputy Chief of Staff/District Director, Legislative Director, and report to the Chief of Staff to set the Congresswomen's messaging priorities. This position will be the direct supervisor of the Press Secretary and any Press Interns. This is not an entry-level position.

Essential Job Functions Required

1. Develops and implements strategic communications plans for the office, including working closely with the legislative team to develop media strategies to roll out legislation, send letters, and make other major announcements
2. Successfully and consistently pitches the Congresswoman to both local and national TV, radio, and print media
3. Helps plan and staffs DC- and district-based events such as press conferences, tele-townhalls, and roundtables, etc.
4. Prepares for, brief, and staffs the Congresswoman for media interviews, press conferences, roundtables, and other engagements;
5. Drafts talking points, speeches, press releases, op-eds and other materials, as necessary, and in the Congresswoman's voice;
6. Speaks on background with reporters and act as a media liaison for the Congresswoman;
7. Helps manage social media presence, this includes drafting social media copy, clipping interviews, and creating graphics to circulate across platforms;
8. Maintains and updates office website to ensure that it features timely content;
9. Serves as the formal spokesperson and media liaison for the Member;
10. Develops and implements media, communications, and public relations strategy for the Member;
11. Oversees digital media, website and other communications consultant;
12. Remains abreast of current legislative and non-legislative issues about which the Member may be questioned;
13. Evaluates current events and media reports in the district and the nation for their impact on the Member;
14. Provides ideas and advice on the effect in the media of the Member's actions and legislative activities;
15. Creates official digital ads and other graphics;

16. Writes speeches for the Member;
17. Meets attendance requirements as established by the office;
18. Maintains a good working relationship with the Member, staff, media, and constituents;
19. Works well under pressure and handles stress;
20. Supervises Press Secretary and any assigned Press Interns;
21. Accepts performance-based criticism and direction;
22. Works a flexible schedule including long hours, nights and weekends; and
23. Performs other duties as assigned.

Qualifications/Skills

1. Exceptionally strong writing, editing, and proofreading skills;
2. Deep understanding of print, broadcast, and online media;
3. Understanding of House franking process and regulations;
4. Experience with digital communications, including paid ads and analytics reports;
5. Background in graphic design, including graphics, videos, CANVA or Adobe Suite preferred;
6. Experience developing communication strategy for a Member of Congress, an elected official, a federal agency, or a private or non-profit organization;
7. Expertise in advising others on a communication strategy and ability to work well on a team;
8. Able to make split-second decisions and develop communications under tight deadlines;
9. Strategic thinker, politically savvy and comfortable navigating difficult situations with press and staff; and
10. Time management skills, ability to work under pressure, and comfortable balancing multiple responsibilities at once.

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, national origin, sex, gender identity or expression, pregnancy, sexual orientation, age, disability, marital status, parental status, military status, or any other factor or basis prohibited by applicable federal law. Qualified candidates should submit a resume and cover letter.

Working Conditions

1. Work is performed in an office environment. A hybrid work arrangement involving telecommuting may also be approved, consistent with the needs of the office.
2. Noise levels in the office are usually moderate.
3. Ability to work in a small workstation without expectation of privacy.

Education/Experience

At least three-years of political and/or communications experience with strong academic credentials. Alternatively, four-years of related experience or training in communications or equivalent similar experience. Experience working in

Congress is preferred.

The Office is accepting resumes until COB Friday, May 3, 2024. We will review them on a rolling basis. Please have them send a resume and cover letter to resumes.hoyle@mail.house.gov with the subject line: Communications Director Opening. No calls or drop-ins please.

MEM-173-24 The Majority staff of the House Committee on Veterans' Affairs is seeking a **Research Assistant** for the Subcommittee on Technology Modernization.

This position will support the Subcommittee Staff Director and Professional Staff Member in conducting oversight of the Department of Veterans Affairs' (VA) enterprise technology programs and projects, including Electronic Health Record Modernization, as well its information technology operations. The role involves administrative assistance, research, some policy work, and other duties as assigned. Prior congressional experience (permanent or intern) is required. Prior federal agency experience is beneficial. Subject matter expertise is not required. Veterans are strongly encouraged to apply. This is a full-time, on-site position in Washington, DC. Some domestic travel is required.

Core Responsibilities:

- Provide administrative assistance including answering the phone and responding to phone and email inquiries, reviewing incoming correspondence and documents, maintaining Subcommittee records, scheduling meetings, supporting hearings, and other administrative duties as assigned.
- Assisting with oversight including organizing and participating in meetings, drafting memos, reading documents, summarizing documents and meetings orally and in writing, limited domestic travel, and other oversight duties as assigned.
- Conducting research to support oversight and legislative activities by searching for and compiling documents and information.
- Assisting with legislation in a limited capacity including reading and tracking pending and enacted legislation.
- Representing the Committee in a limited capacity including meeting with other congressional staff, veteran service organizations, technical organizations, and external stakeholders.
- Perform other duties as assigned by the Subcommittee Staff Director, Committee Staff Director, or Committee Deputy Staff Director.

Qualifications:

- Undergraduate degree
- Congressional experience (permanent or intern)
- Veterans are strongly encouraged to apply
- Graduate-level writing skills
- Excellent oral communication skills
- Thoroughness and attention to detail
- Problem solving skills

- Ability to work long hours, under pressure, while remaining cooperative and courteous
- Work independently as well as in teams
- This is a full-time, on-site position in Washington, DC.
- Some domestic travel is required.

Benefits (as eligible):

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

Other Information:

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

How to Apply:

Qualified candidates should send their cover letter and resume to VAR.Resumes@mail.house.gov with "Technology Modernization Research Assistant" in the subject line. Writing samples and references may be requested. No calls or walk-ins, please.

What to Expect Next:

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

MEM-171-24 The Office of Congresswoman Robin Kelly (IL-02), member of the Energy & Commerce Committee, seeks an experienced **Communications Director** to join her Washington, D.C. office.

The Communications Director will be responsible for developing and executing a robust communications strategy to maximize the Member's visibility in the district; drafting press releases, statements, speeches, newsletters, and talking points; maintaining relationships and booking interviews with national and local press outlets; pitching stories and responding to reporter inquiries; managing a press team; assisting with social media; and other duties as assigned.

Candidates should have previous communications experience, possess exceptional writing skills, have proficiency in photo and video editing and graphic design tools, and be organized. Candidates should be detail-oriented and highly motivated to serve on an active team. Illinois or Midwest ties are a plus. Salary is commensurate with experience. Candidates of diverse backgrounds are encouraged to apply. The office does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

To apply, send via email including a resume, cover letter, and a 2-3 page writing sample to IL02Staff.Resume@mail.house.gov with the following subject line: "Full Name – Communications Director." This is not an introductory level position. Applications will be considered on a rolling basis until the position is filled.

MEM-169-24 Congressman Frank Pallone seeks an experienced **Communications Director** to serve in his Washington, D.C. personal office.

This position will develop communications plans, maintain relationships with reporters, create in-district press events, and prepare written materials, including speeches, talking points, newsletters, and op-eds. The ability to collaborate with committee colleagues to advance local communications priorities is key. Highly-qualified candidates will demonstrate on-the-record experience, creativity with social media platforms, and experience with Franked outreach, including direct mail, teletown halls, texting, and phone surveys. Ties to New Jersey are a plus.

Please send your resume and a cover letter that references Bruce Springsteen to NJ06Resume@mail.house.gov.

MEM-168-24 Congressman Glenn Ivey (MD-04) seeks an experienced legislative staffer for the Member's D.C. office who has a background in matters before the House Homeland Security, Judiciary, and Appropriations Committees. Candidates with a J.D. or another advanced degree are strongly encouraged to apply, and experience working as a **legislative assistant**, legislative aide, or similar permanent staffer for a minimum of two years is required.

The ideal candidate is a well-informed student of politics and government who possesses a working knowledge of current events and a diverse array of issues. We seek a strong writer with a track record of successfully developing and implementing legislative strategy, preparing, and staffing the principal for committee hearings and markups, and managing a broad policy portfolio. Ideally, the candidate would also have a successful track record of project management related to a Member's legislative and in-district priorities.

Responsibilities include 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 and institutions; tracking legislation relevant to the Member's District or policy priorities; preparing vote recommendations; building coalitions of diverse, bipartisan stakeholders to advance legislative priorities; and assisting organizations and constituents in the District with regard to federal matters.

The successful candidate's title, including the possibility of senior legislative assistant / counsel, and pay will be commensurate with work experience. Working for this freshman office represents an opportunity to build something dynamic and lasting from the ground up, particularly for a Member of Congress who is a great communicator and cares deeply about the well-being and professional development of his staff.

Please submit a cover letter; a resume, including two to three references; and a writing sample to md04resumes@gmail.com with the subject line: "Full Name – Legislative Assistant" We will accept applications until the position is filled.

Candidates of diverse backgrounds are encouraged to apply, and this office is an equal-opportunity employer that 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-166-24 Rep. Joe Courtney (D-CT-2) is seeking a **Scheduler/Operations Manager** in a team-oriented office. Applicants must have exceptional organizational skills, attention to detail, and an ability to manage competing demands and deadlines.

Responsibilities include:

- 1.Managing all aspects of the member's daily and long-term schedule in Washington, including intaking, evaluating, and scheduling meeting requests, updating and ensuring accuracy of member's calendar, and coordinating travel arrangements and day-to-day logistics.
- 2.Working with legislative and press staff to ensure member is prepared for engagements.
- 3.Managing member personal correspondence and records.
- 4.Interfacing with government agencies, Congressional offices, and outside organizations on behalf of the Member
- 5.Working with staff to coordinate staff-level meetings and manage office meeting space.
- 6.Coordinating office internship program

This is not an entry-level position. Previous scheduling experience required and 1-3 years of prior work experience desired. The ideal candidate for this position is detail-oriented and proactive, possesses strong communication skills, a self-starter, has good managerial instincts, and can thrive in a collaborative

environment. Valid driver's license and access to a vehicle preferred; Connecticut/New England ties, prior Capitol Hill experience, and good sense of humor are all plusses. Salary and title commensurate with experience.

This office is an equal opportunity employer. Candidates with diverse backgrounds are encouraged to apply.

Interested applicants should send a resume, cover letter, and writing sample to CT02JOB@mail.house.gov with the subject line "Scheduler Application"

MEM-161-24 The Democratic Staff on the House Judiciary Committee's Subcommittee on Administrative State, Regulatory Reform, and Antitrust, seeks a dedicated and hard-working lawyer with a minimum of 5 years of professional legal experience to serve as a subcommittee **counsel**.

Responsibilities include: serving as a resource for Democratic Members of the Committee on matters of law and policy within the Subcommittee's jurisdiction; drafting legislation; preparing hearings; drafting statements, memos, and briefing materials; and providing guidance to Democratic House offices on matters of constitutional and civil rights law. The counsel will be responsible for handling assignments in a range of issue areas, including administrative law, bankruptcy law, and antitrust and competition matters.

The successful candidate must demonstrate exceptional writing and legal research skills, a strong work ethic, a professional temperament, and the ability to work on novel and complex matters under time and other pressures. Such a candidate must also be able to work collaboratively with a broad range of personalities. In addition, sound political judgment, prior legislative or policy experience, a substantive background in civil rights or constitutional law, and a demonstrated commitment to public service are strongly preferred. A sense of humor is a plus.

The Committee strives to ensure that our staff represents the diversity of the country's population. The Committee strongly encourages women and members of historically disadvantaged minority groups to apply. The Committee does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

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

MEM-159-24 **Investigative Counsel** (Washington, DC) -- The Committee on Ethics seeks an attorney for an investigative counsel position.

The Committee's investigative counsels are responsible for conducting investigations and adjudicatory and disciplinary proceedings regarding Members and staff of the U.S. House of Representatives. This is a nonpartisan position which requires the ability to conduct impartial investigations and refrain from political or partisan activity.

Candidates must possess outstanding analytical and written/oral communications skills, as well as the sound judgment necessary to evaluate the sensitive matters that arise before the Committee. Experience in one or more of the following areas is desirable: government ethics; campaign finance; criminal law; employment law, including the laws governing sexual harassment in the workplace; civil litigation; administrative investigations and adjudications; depositions; and financial accounting. The salary range for this position is \$136,780 and \$145,604.

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

MEM-155-24 DIGITAL DIRECTOR OR PRESS SECRETARY

Rep. Tokuda (HI-02) seeks an energetic person to join her communications team in her Washington, D.C. office. This individual will work closely with the Communications Director who works in Honolulu. Candidates must have experience in digital media and video editing and will be responsible for managing multiple digital media accounts. This position will also assist with press releases and inquiries, speeches, and mass communications.

Essential Skills Include:

- Strong writing and editing skills with attention to detail
- Creative graphic production
- Ability to multi-task and work quickly under pressure
- Patience, flexibility, and a sense of humor

Candidate must also be able to work occasionally on weekends and evenings.

Interested parties should email a cover letter, resume, writing sample, sample social media posts, and two references to Hawaii02jobs@gmail.com

MEM-135-24 PRESS SECRETARY- The Office of Congresswoman Joyce Beatty (OH-03) seeks an experienced Press Secretary for her Washington, D.C. office. Candidates must be able to manage media relations, press opportunities, and messaging for a senior member of Congress. This role reports to the Communications Director. This is not an entry-level position. Candidates with established, active relationships with top-tier national media outlets and on-the-record experience will receive preferred consideration. Ohio ties are preferred, but not required.

PRIMARY RESPONSIBILITIES:

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

Salary is competitive and commensurate with experience.

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

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

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

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

CORE RESPONSIBILITIES AND DUTIES:

- Ensures legislative staff focuses on Member's policy goals.
- Proposes policy positions and formulate legislative solutions.
- Recommends strategies and tactics on advancing Member's legislative priorities.
- Handles short-term and long-term legislative planning for the Member.
- Manages direction of legislative team.
- Monitors and reports floor action to the Member and the Chief of Staff.

- Writes and reviews legislative memos.
- Works with legislative team to develop vote recommendations.
- Coordinates responses to legislative mail.
- Communicates and strategizes with the District Director and/or district office staff on policy initiatives targeted towards constituents.
- Maintains up-to-date status reports on all legislation affecting the district, legislation sponsored by the Member, legislation on which the Member is an original, lead cosponsor, and legislation on which the Member is a cosponsor.
- Oversees activities in the office in the absence of the Chief of Staff.
- Performs other duties as assigned.

QUALIFICATIONS

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

SALARY

Commensurate with experience.

Applicant Instructions:

Interested candidates should submit a resume, cover letter and at least 2 references to stephanie.moore@mail.house.gov with “Legislative Director/Counsel” in the subject line. This position will remain open until filled. Incomplete applications may not be considered.

This office is an equal opportunity employer and will consider all applicants without regard to race, color, religion, sex, marital or parental status, sexual orientation, gender identity, national origin, disability or national origin.