



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of September 4, 2023**

**MEM-457-23** The Office of Congresswoman Jennifer McClellan (VA-04) seeks a highly organized, detail-oriented candidate to serve as her **scheduler** or **director of operations** (commensurate with experience) in her Washington, D.C. office. This position reports directly to the Chief of Staff and will work closely with both the D.C. and District staff.

The scheduler will develop, coordinate, and manage all aspects of the Member's schedule and logistics in D.C. and in district. Other responsibilities include tracking, evaluating, and responding to all invitations and scheduling requests, coordinating travel for the Member, compiling her briefing materials, and providing operational support for the office.

This includes but is not limited to facilitating Member to Member and stakeholder outreach, coordinating internal and external events, coordinating with the legislative and press teams for necessary briefing materials, overseeing coordination with other Member offices, committee staff, leadership offices, the White House, executive departments and other federal agencies, coordinating with campaign and non-official staff on political scheduling requests, and other tasks as assigned.

The ideal candidate will have previous scheduling or administrative experience, excellent attention to detail, strong communication skills, and thrive in a fast-paced work environment. Hill experience is desired but not required.

This position requires the ability to multitask, work well under pressure, manage conflicting requests, communicate scheduling changes to the Member, and the flexibility to respond to urgent scheduling needs outside of normal hours when necessary.

The salary range for this position is \$75,000-\$85,000 and other benefits include generous leave and work from home policies. To apply please email a resume and short cover letter or statement of interest to [VA04.Jobs@mail.house.gov](mailto:VA04.Jobs@mail.house.gov).

This full-time position is based in her Washington, D.C. office. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, religious affiliation, national origin, age, or military, marital, or parental status. The office prioritizes building a diverse team: women and candidates from BIPOC, LGBTQ+, and other underrepresented communities are encouraged to apply.

**MEM-455-23** The Majority Staff of the House Committee on Transportation and Infrastructure is seeking a Committee **Deputy Clerk**.

This position requires attention to detail, strong time management and organization skills, and discretion and confidentiality in handling committee matters.

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

Core Responsibilities Include:

- Tracking documents and ensuring that items adhere to the in-house style guide.
- Organizing and preparing for meetings and Committee events, including gathering documents and attending to logistics.
- Proof-reading content to ensure for accuracy including spelling, grammar, and punctuation.
- Assisting in maintaining Committee official records.
- Aiding the Committee counsels in organizing and documenting Committee markups.
- Ensuring that all Committee activities run smoothly and according to Committee operational procedure.
- Assisting as the non-partisan Committee Clerk with Committee activities as additional reading clerk and tally clerk when required.
- Assisting in the preparation and filing of Committee legislative reports.
- Providing administrative support to Committee staff as required.

Salary is commensurate with experience. The Committee is committed to, and benefits from, a diverse staff, and candidates of all backgrounds are encouraged to apply.

Interested candidates should email a resume and cover letter to [tirepresumes@mail.house.gov](mailto:tirepresumes@mail.house.gov) with the subject line, Full Committee Deputy Clerk – Majority Office.

**MEM-454-23** The Majority Staff of the Committee on Transportation and Infrastructure seeks candidates for the position of **Operations Manager**.

This position reports directly to the Director of Operations and Administration and would assist them in ensuring operational support for committee activity as well as administrative support for the office.

Responsibilities include providing executive support to the Staff Director, assisting in scheduling and support of external events held in committee hearing rooms, tracking long-term requests to CAO and AOC, maintaining adequate stock of office supplies and equipment, serving as internship program coordinator, providing operational support to official committee activity, and coordinating staff assistants to ensure administrative support for full committee staff.

Candidates for this position should have demonstrated experience in high-pressure work environments and at least one year of full-time experience on Capitol Hill in an operations role.

Interested candidates should send a resume to [tiresumes22@gmail.com](mailto:tiresumes22@gmail.com).

**MEM-453-23** The Majority Staff of the House Committee on Transportation & Infrastructure is seeking candidates for the position of **Research Assistant** on the Subcommittee on Water Resources and Environment.

Major pieces of legislation in the Subcommittee's jurisdiction include the Clean Water Act and Water Resource Development Acts, among others. The position includes both administrative and policy research responsibilities to support Subcommittee members and staff.

Responsibilities include conducting legislative research, drafting legislative memoranda, assisting with oversight activities, compiling materials for Members and staff for use during Committee activity, maintaining legislative trackers, and other responsibilities as assigned.

This is not an entry level position, and the ideal candidate will have 1 to 3 years of demonstrated ability to conduct policy research and manage administrative duties. Additionally, the ideal candidate will be an organized, proactive, motivated self-starter.

Enthusiasm for and some knowledge of Subcommittee issue areas is a plus and/or ability to learn issues quickly. Superior organizational skills, superior written and oral communications skills, the ability to work both independently and as part of a team, and attention to detail are critical.

Interested candidates should send a resume to [tiresumes22@gmail.com](mailto:tiresumes22@gmail.com).

**MEM-452-23** The Office of Congresswoman Sara Jacobs (CA-51) is looking for a dynamic, full-time **Community Representative** for her San Diego office.

Primary responsibilities include overseeing a community outreach and federal casework portfolio on behalf of the Office to ensure Congresswoman Jacobs can stay connected and responsive to her constituents.

This individual would serve as the Office's liaison to San Diego's Asian American, Native Hawaiian, and Pacific Islander (AANHPI) communities; Indigenous communities; and cover issue areas, including health care and housing – though final decisions on portfolio assignments will depend on experience and interest.

The ideal candidate will have strong San Diego ties and experience working with diverse communities; exceptional communication, organizational, and writing skills; and a genuine desire to serve constituents contacting Congresswoman Jacobs for assistance. Multilingual and previous customer service skills are a plus.

This is not a 9-5 position and will include evenings and weekend events and meetings.

Application instructions: Applicants should submit a letter of interest, résumé, and a list of at least three professional references by email to the District Director, Paola Guzman, at [SaraJacobs.Resumes@mail.house.gov](mailto:SaraJacobs.Resumes@mail.house.gov) with "Community Representative - [Last Name]" in the subject line. Application materials are due by 5pm PT on Friday, September 8, 2023; applicants selected to move on to the next round will be contacted shortly thereafter. No phone calls or drop-ins please.

The Office of Congresswoman Jacobs 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-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](mailto: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.

**MEM-450-23 SCHEDULER** - Congressman Jerrold Nadler, Ranking Member of the House Judiciary Committee, seeks Scheduler to manage Member’s daily and long-term DC schedule, including coordinating with Committee staff on hearings, meetings, and markups, organizing and tracking invitations, speaking engagements and scheduling requests for the Member, assisting in coordinating travel arrangements and keeping Member on schedule throughout day.

Duties also include managing the intern program, maintaining the DC office, and processing flag requests and White House tour requests. Candidates must be highly organized, attentive to detail, and capable of thriving in a fast-paced and rapidly changing environment. Previous scheduling/office management experience, including a strong background in Outlook scheduling functions, is a plus. Ranking Member Nadler is committed to, and benefits from, a diverse staff, and candidates of all 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 a resume and cover letter to [NY12.JOB@mail.house.gov](mailto:NY12.JOB@mail.house.gov).

**MEM-449-23 STAFF ASSISTANT** —Representative Anna G. Eshoo (D-CA-16) seeks a Staff Assistant to serve in her Washington, D.C. office.

### Daily tasks include:

- Answering telephones;
- Greeting visitors;
- Processing flag and tour requests;
- Drafting correspondence;
- Driving the Member; and
- Serving as Intern Coordinator.

Candidates should be detail-oriented professionals with strong organizational skills and writing abilities, have a positive attitude, take pride in their work product, and thrive in a fast-paced environment. Applicants must also have a car and a valid driver's license.

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

To apply, please email a cover letter and resume to [CA16Resumes@gmail.com](mailto:CA16Resumes@gmail.com) no later than September 1, 2023. No phone calls or walk-ins, please.

**MEM-448-23 Professional Staff Member:** The House Armed Services Committee Democrats are seeking a Professional Staff Member for the Military Personnel Subcommittee.

Responsibilities include, but are not limited to, advising Members of Congress on military justice and other military personnel policy matters, evaluating budget requests and legislative proposals, preparing for committee hearings and briefings, and developing and drafting proposal for inclusion in the annual National Defense Authorization Act.

The Military Personnel Subcommittee jurisdiction includes: policy and programs and accounts related to military personnel and their families, Reserve Component integration and employment, military health care, military education, dependent schools, POW/MIA issues, Morale, Welfare and Recreation, commissaries, cemeteries under the jurisdiction of the Department of Defense, the Uniform Code of Military Justice, military retirement issues, and the civilian and contract workforce.

This is not an entry level position. Candidates with a law degree and experience with the Uniform Code of Military Justice (UCMJ) are strongly preferred. The Committee is an Equal Opportunity Employer and strongly values the diversity of its employees. A successful candidate will be required to obtain and maintain a security clearance.

Please submit a cover letter, resumé, two-to-three references, to [hasc.dememployment@mail.house.gov](mailto:hasc.dememployment@mail.house.gov) with the subject line: "Full Name – PSM – Military Personnel." We will accept applications until the position is filled.

**MEM-447-23** Pennsylvania Republican is seeking a **Press Assistant** in the Washington, D.C. office.

The Press Assistant will report directly to the Communications Director. The ideal candidate should be hardworking, able to juggle multiple projects at once, and demonstrate a proficiency in writing, editing, and digital/social media content creation. Pennsylvania ties preferred but not required.

Responsibilities include:

- Assisting the Communications Director in drafting and editing written materials such as the press releases, statements, Floor speeches, op-eds, and e-mailers
- Managing the Member's social media pages and drafting content for those platforms
- Updating the Member's official website
- Working with the Communications Director to execute short and long-term communications strategies.

To apply, email cover letter, resume, and two writing samples to [PaPressAssistantJob@gmail.com](mailto:PaPressAssistantJob@gmail.com).

**MEM-446-23 Military Legislative Assistant**  
Office of Congressman Frank J. Mrvan

Summary:

The Military Legislative Assistant (MLA) is responsible in the personal office for managing the Congressman's responsibilities as a Member of the House Committee on Veterans' Affairs and the Ranking Member of the Subcommittee on Oversight and Investigations. The MLA is also responsible for legislative issues related to national security, foreign affairs, and other assigned issue areas, including the drafting of prep material, constituent correspondence, and meeting with constituent and special interest groups under these issue areas on behalf of the Member.

Candidate must be highly dependable, detail-focused, value responsiveness to constituents, and have superior organizational and writing skills. Knowledge of the legislative process and Indiana ties are a plus. Minority and veteran candidates are encouraged to apply.

To apply, please send a cover letter, resume, and two writing samples to [Kevin.Spicer@mail.house.gov](mailto:Kevin.Spicer@mail.house.gov) with "Military Legislative Assistant" in the subject line.

Essential Job Functions:

- In a timely fashion, completes research and draft responses to constituents letters on federal matters;
- Formulates legislative initiatives for assigned issue areas including devising legislative plans, drafting the plan into legislative form, coordinating the support and advancement of the plan with personal office, Committee office, other Member offices and outside stakeholders.



- Tracks legislation and other developments in his or her assigned issue areas and briefs the Member for floor work, committee work, and work in the district,
- Plans and coordinates co-sponsorship and support of other legislation recommendations in coordination with the Legislative Director;
- Monitors legislation on the House floor and makes vote recommendations in coordination with the Legislative Director;
- Ability to work cooperatively and courteously with others;
- 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; and
- Performs other duties as assigned.

**Skills and Knowledge Required:**

- Excellent organizational and proofreading skills;
- Ability to perform essential job functions above;
- Professional telephone manner;
- Ability to work cooperatively and courteously with others;
- Knowledge of office policies, practices, and procedures; and
- Knowledge of office computer applications.

**MEM-444-23** Ranking Member Zoe Lofgren of the House Committee on Science, Space, and Technology seeks to fill **Professional Staff Member** position on the Committee.

Duties include oversight of the Department of Energy (DOE) and other agencies within the Committee's jurisdiction, outreach to stakeholder groups, researching and drafting legislation, staffing hearings, and preparing memoranda, statements, and speeches for Democratic Members. Applicants should have experience in at least one or both of the following subject matter areas: 1) science and energy research and technology development activities carried out by DOE, 2) energy and related environmental policy.

All applicants should possess strong writing, organizational, and communication skills; the capacity to articulate technical and policy issues clearly and concisely; and the ability to meet tight deadlines. The ideal candidate will have significant Capitol Hill or relevant government or industry experience. An advanced degree or technical background is a plus, but not required.

Please send a cover letter and resume to [SciResumes@mail.house.gov](mailto:SciResumes@mail.house.gov). This not an entry-level position.

**MEM-443-23** Representative Elissa Slotkin is seeking a full-time **Special Assistant** for her Lansing, Michigan office.

The Special Assistant will report to the District Director.

Interested candidates should submit a resume with two professional references, a cover letter, and one writing sample of 1,000 words to ["jobs.mi07@mail.house.gov"](mailto:jobs.mi07@mail.house.gov).

**Responsibilities of the Role:**

- Managing all Michigan scheduling for Representative Slotkin, coordinating closely with the Washington, DC-based Director of Operations;
- Staffing Representative Slotkin as appropriate;
- Assisting the District Office leadership team with general office management and special projects;
- Representing the Office of Representative Slotkin at some community events in the Lansing area;
- Additional projects as assigned by the District Office leadership team.

**Candidate Qualifications:**

Candidates should be college graduates and have a strong desire to learn how Congress works by joining a dynamic office. Ideal candidates are:

- Experienced in scheduling and/or directly supporting a senior leader;
- Hardworking and detail-oriented self-starters;
- Team players, able to work both collaboratively and individually;
- Excellent oral and written communicators;
- Able to produce high quality work in a fast-paced environment under tight deadlines;
- Enthusiastic, collegial, and professional.

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

**MEM-442-23** Southern California Democrat is seeking applicants for a **Chief of Staff** based in Washington DC.

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

The Chief of Staff will also oversee all recruiting and hiring efforts, the establishment of office policies and procedures, and perform other critical functions to support legislative and administrative operations and advocacies. Finally, the Chief of Staff will have direct supervision over the Legislative Director, Communications Director, District Director, and Scheduler.

The position requires the ability to multi-task, work well under pressure and the flexibility to work long hours, including nights and weekends. Strong managerial skills, strategic thinking, mission driven passion, and ties to Southern California are preferred.

To apply for the Chief of Staff position, please send cover letter and resume to [CARuizJobs@mail.house.gov](mailto:CARuizJobs@mail.house.gov) (mailto:[CARuizJobs@mail.house.gov](mailto:CARuizJobs@mail.house.gov)) with “Chief of Staff” in the subject line. Salary commensurate with experience.

This is NOT an entry-level position.

No phone calls, drop-ins or faxes.

**MEM-438-23** The Office of Congresswoman Katie Porter seeks a **legislative correspondent** to respond to constituent inquiries, provide constituents with written updates on policy developments, administer the office’s legislative systems and processes, and develop original legislative and oversight work.

The ideal candidate will have at least two years of relevant professional experience, a strong understanding of congressional processes and procedures, and a sharp attention to detail. The salary for this position is \$55,000 to \$60,000.

#### KEY JOB RESPONSIBILITIES

- Organize incoming and outgoing mail and communicate progress in responding to messages through regular reports to the Member of Congress and staff.
- Organize and distribute messages to legislative and district staff to complete personal responses to individual constituents when appropriate.
- Draft and edit form letters to respond to constituent concerns and respond personally to constituent messages when appropriate.
- Develop proactive correspondence to communicate policy developments to constituents.
- Track all legislative requests and accomplishments and organize legislative systems and processes.
- Take in person and virtual meetings with constituents and stakeholder groups.
- Support the office with drafting and editing memos, oversight letters, op-eds, talking points, speeches, and legislation.
- Provide other legislative and administrative support and complete duties as assigned by the Deputy Chief of Staff & Legislative Director and Chief of Staff.

Applications: To apply, send a resume and a short writing sample to [CA47.Resumes@mail.house.gov](mailto:CA47.Resumes@mail.house.gov) with “Legislative Correspondent” in the subject line. Applications will be accepted until the position is filled.

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

**MEM-435-23** The Office of Congresswoman Barbara Lee - a senior progressive appropriator and member of House leadership - seeks an experienced, highly-motivated **Senior Legislative Assistant**.

The Senior LA will be responsible for handling the following issues areas and caucuses, with some flexibility: LHHSED Approps Subcommittee and issues (Health, Labor, Education), Ag Approps Subcommittee and issues, CAPAC Health Task Force, Health Equity and Accountability Act, HIV Caucus, CBC Domestic Health Task Force, Sickle Cell Caucus, Poverty Task Force

The Senior Legislative Assistant will be responsible for jumping in to handle Farm Bill priorities amid ongoing negotiations and will ideally overlap with the outgoing Sr. Legislative Assistant for 1-2 weeks in late August/early September.

Responsibilities will include drafting and advancing legislative proposals, preparing the Member for hearings and markups, meeting with stakeholders and constituents, providing vote recommendations, and performing additional tasks as assigned.

The best-qualified candidates will have experience in health policy and ideally additional issue areas, Hill experience, strong writing and analytical skills, and the ability to operate with grace and humor in a fast-paced environment. Other advantages include experience in an Appropriator office, ties to California, and advanced education. This is not an entry-level position.

Starting salary is \$85,000 for Senior Legislative Assistants; prior experience as a Legislative Assistant is required for the Senior title.

Applicants should email a cover letter, resume, one writing sample, and three references to [Lee.resumes@mail.house.gov](mailto:Lee.resumes@mail.house.gov) with "Sr. Legislative Assistant – [Last Name]" as 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 underrepresented groups are strongly encouraged to apply.

**MEM-433-23** Rep. Josh Gottheimer seeks qualified candidates for the position of **Scheduler** in his DC office.

Ideal candidates will have:

- Experience in a Congressional office, on a political campaign, or in another fast-paced administrative environment, with a strong preference for past Congressional experience.

- Excellent attention to detail, and strong organizational skills.
- Sound judgment.
- Strong communication skills.
- 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 weekends and evenings.

Responsibilities include:

- Maintaining the Member's daily and long-term District schedule.
- Supporting the operations team across DC and District needs.
- Working with a variety of stakeholders to balance the Member's time between commitments.
- Working with the scheduling team to evaluate incoming requests and invitations.
- Working with the operations team to ensure that briefing materials are provided for each event and meeting.
- Coordinating travel arrangements.
- Assisting with office management responsibilities, and performing other duties as required.

This office is an equal opportunity employer. Women, people of color, and LGBTQ candidates are strongly encouraged to apply. Please send a resume and cover letter with "Scheduler - Last Name" as the subject line to [NJ5Jobs@mail.house.gov](mailto:NJ5Jobs@mail.house.gov).

**MEM-424-23** Congresswoman Susie Lee (NV-03) seeks an experienced **Legislative Assistant** to join her Washington, D.C.-based legislative team.

The Legislative Assistant will help implement the Member's agenda within the Appropriations Committee and across authorizing committees and manage a portfolio including, but not limited to, health care, financial services, transportation, and infrastructure issues.

This is not an entry-level position and sound policy judgement is required. Candidate should have a strong track record of translating policy priorities into successful legislative outcomes and developing proactive relationships with on- and off-Hill stakeholders.

Candidate will be expected to frequently brief and staff the Member and demonstrate strong verbal communication skills. Candidate should also be coachable, responsive to feedback, and enjoy working in a team-first, collaborative work environment. Candidate will work directly with the Congresswoman, Chief of Staff, Legislative Director, and intra- and inter-departmental peers to advance the Congresswoman's authorizing and appropriations priorities. Nevada ties are a plus.

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 in a single PDF a resume, cover letter, writing sample of 1,000 words or fewer, and three references (including name, current title and organization, phone number, email, and relationship to the reference) to [nv03resumes@gmail.com](mailto:nv03resumes@gmail.com) with the following subject line: “Full Name – Legislative Assistant.”

**MEM-354-23 Policy Director, Congressional Black Caucus (CBC)**

The Congressional Black Caucus (CBC) seeks a Policy Director to manage the Caucus’ policy agenda, including crafting and executing effective legislative strategies to advance Caucus policy priorities, representing the Caucus as point of contact on all policy engagements, working with Members’ staff to advance legislative proposals, developing materials to support the goals and mission of the Caucus, and promoting the Caucus both internally within the House of Representatives and externally to the public. The Policy

Director’s responsibilities will include:

- In conjunction with Members, developing Caucus’ policy priorities and strategic objectives
- Executing Caucus’ policy agenda through nuanced understanding of community stances
- Working collaboratively with the Executive Director and other Caucus staff to advance CBC’s work internally on Capitol Hill and through deep engagement with stakeholder entities to push CBC priorities forward
- Collaborating with CBC Member office staff to further Caucus policy objectives and managing communication with CBC policy councils
- Collaborating with communications staff to convey legislative positions and wins into external messaging through statements, social media, and press engagement
- Organizing policy-focused events for Caucus members and external stakeholder participation

Qualified candidates must have an understanding of CBC policy priorities and familiarity working with the African American community.

Outstanding writing and communication skills, sound political judgment, and the ability to work closely and collaboratively with multiple Member offices and key stakeholders are essential. Top candidates should also be detail-oriented and possess the ability to multi-task, work well in a fast-paced setting, and act as a team player.

This is not an entry-level position and candidates should have a demonstrated understanding of House and Senate legislative processes.

To apply, please send a cover letter, resume, and writing sample to [vincent.evans@mail.house.gov](mailto:vincent.evans@mail.house.gov). No walk-ins or calls please.

**MEM-305-23 DPCC COMMUNICATIONS DIRECTOR** – The House Democratic Policy and Communications Committee seeks an experienced Communications Director.

The Communications Director will work with the Executive Director to design and execute strategies that advance the message priorities and values of House Democrats; create messaging guidance, event suggestions, sample releases, and other communications tools; help Democratic offices pitch stories, hold strong local press events, and position Members in the media; and assist in bolstering paid communications programs in Democratic offices.

The Communications Director is also expected to assist with the planning and execution of regular DPCC message meetings and policy dinners; support DPCC outreach initiatives; and assist with daily tasks and long-term planning. Spanish language fluency and experience with constituency media is strongly preferred.

This is not an entry-level position; a strong background in communications on Capitol Hill is required. DPCC is an equal opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ+ identification, family status, or military status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

Applications will be accepted on a rolling basis until the position is filled. DPCC will contact the best qualified candidates to begin our interview process.

To apply, please email [jobs.DPCC@mail.house.gov](mailto:jobs.DPCC@mail.house.gov) with the following application materials attached as one combined PDF: 1. Cover letter; 2. Résumé; 3. Two writing samples, with one coming from work on Capitol Hill; and 4. Two references including name, current title and organization, phone number, email, and a one-sentence description of your relationship to the reference (we will not contact these references without contacting you first).

**MEM-300-23** Congressman Steven Horsford (NV-O4) seeks a highly motivated, hard-working, skilled and experienced **Legislative Director** to help shape and manage a robust legislative portfolio.

Congressman Horsford is a member of the Armed Services and Financial Services Committees, Chair of the Congressional Black Caucus, and an active frontline member. Previous legislative experience on Capitol Hill is required, and Nevada ties are a plus.



Ideal candidates will have experience managing and mentoring staff, thinking strategically and will possess a sophisticated understanding of the legislative process, along with excellent writing, organizational and time management skills. The ideal candidate will primarily be responsible for managing a legislative portfolio that consists of healthcare, taxes, gun violence prevention, and other issues.

Candidates should be creative, proactive and self-motivated, and have an ability to operate effectively under pressure and work closely in a team atmosphere in this fast-moving, dynamic office.

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, age, disability, military status, marital or parental status. Women, people of color and LGBTQAI+ candidates are strongly encouraged to apply, as are candidates with Nevada ties.

Salary is competitive and commensurate with experience, along with generous benefits and professional development opportunities.

Interested candidates must include a cover letter, resume, two page max writing sample and three professional references in a single PDF file.

Email submissions to the Director of Administration, Selena Harvey at [nv04resumes@mail.house.gov](mailto:nv04resumes@mail.house.gov). Subject line must read " MEM-NV04-LD-23 \_last name". No calls please. Individuals selected for an interview will be contacted.

**MEM-276-23** TITLE: **Research Assistant**, Subcommittee on Disability Assistance and Memorial Affairs, House Committee on Veterans' Affairs, Majority Staff

REPORTS TO: Majority Staff Director, Subcommittee on Disability Assistance and Memorial Affairs

**CORE RESPONSIBILITIES:**

- Provides administrative, legislative, and research support to Subcommittee staff, and assists with duties as assigned.

**DUTIES:**

- Answering the telephone and responding to caller inquiries;
- Reviewing incoming mail and preparation of correspondence;
- Maintaining Subcommittee archive, activities report, and relevant publications;
- Assisting with full Committee hearings on matters within Subcommittee jurisdiction;
- Maintaining the Subcommittee's outstanding deliverable requests made to the



Department of Veterans Affairs (VA);

- Determining and tracking the status of pending legislation;
- Reviewing the Congressional Record, Federal Register, House Calendar, and other publications for matters of interest to subcommittee Members and staff;
- Participating in staff-level negotiations, to include knowledge of background information on legislation being considered;
- Assisting Subcommittee staff in organization of, and preparation for, hearings, to include determination of Majority agenda, briefing of Members, and development of questions;
- Conducting meetings with VA, veteran service organizations or other scheduled parties;
- Drafting remarks for Chairman and suggested questions for hearings;
- Preparation of memorandums for the full Committee and Subcommittee Chairman on matters under the jurisdiction of the Subcommittee;
- Research preparation of hearings by reviewing previous hearing transcripts, relevant statutes, and VA policy; and,
- Responsible for all other duties assigned by the full Committee Chairman, Staff Director, or Deputy Staff Director; and assist other Committee staff, as needed.

#### MINIMUM QUALIFICATIONS:

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

#### REQUIRED SKILLS:

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

#### Benefits:

Employees may be eligible for the following benefits:

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

#### Other Information:

Employment with the U.S. House of Representatives is at-will. The U.S. House

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

**How to Apply:**

Qualified candidates please send their cover letter, resume, and three writing samples to the following e-mail address: [VAR.Resumes@mail.house.gov](mailto:VAR.Resumes@mail.house.gov) with “DAMA Republican Research Assistant” in the subject line. No calls or walk-ins, please.

**MEM-259-23** The office of a conservative, mid-western Member of Congress seeks a **Communications Assistant** to work in the DC office and help develop and execute an effective communications strategy.

The ideal candidate is:

- innovative, confident, and detail-oriented,
- a strong and effective verbal and written communicator,
- capable of consistently producing high-quality work product,
- able to effectively communicate with a variety of audiences using social media and other platforms,
- willing to work long hours, including some time on weekends, and under tight deadlines,
- able to react to unanticipated circumstances requiring fast and effective response,
- interested in political and government topics and news from a variety of sources,
- committed to contributing to a team dynamic based on respect, collaboration, and transparency.

Job responsibilities include but are not limited to:

- compiling and distributing daily press clips,
- producing content for social media and the official website,
- writing speeches, opinion editorials, talking points, press releases, and similar content,
- preparing the Member for media opportunities and public appearances,
- photographing events, hearings, and other public functions,
- research to support communications activities,
- monitoring national, state, and local news for stories relevant for the office,
- assisting with all other communications-related tasks that are necessary to execute a communications strategy.

This position is for someone early in their career with one to four years of experience working in a professional setting with at least some exposure to communications-related work.

Applicants must complete a writing sample as part of the interview process.

Interested applicants should email [CommsApplicants@gmail.com](mailto:CommsApplicants@gmail.com) with:

- a cover letter,
- resume,
- at least three professional references, and
- any relevant work samples (e.g. - writing, video, creative)