



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 July 5, 2022

MEM-329-22 District Director: Senior Democratic Member of Congress seeks an energetic, organized, creative, self-starter to join the team of her very active and visible constituent services staff.

The District Director must have the ability to provide the necessary organization, leadership and motivation to manage and direct a very busy constituent services office. The District Director plans, assigns and evaluates the work of a team of constituent services representatives, while managing a portfolio of diverse city-wide and neighborhood events that relate to the Congresswoman's congressional and constituent responsibilities, including staying on top of everyday events in the Member's district.

Candidate must be able to handle multiple tasks. The ideal candidate will have a bachelor's degree, excellent writing and communication skills, experience interacting with the public, leadership qualities and managerial experience. Candidate must be a resident of the District of Columbia or willing to move immediately to DC if hired.

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

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

MEM-325-22 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 attitude; and an ability to work under pressure and meet deadlines in a fast-paced work environment. Bilingual applicants 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-322-22 Congresswoman Yvette D. Clarke (NY-09) seeks an experienced **Communications Director** to lead a fast-paced and highly engaged press operation. Applicants must be adaptable, 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. The ideal candidate will be a strong writer with demonstrated political instincts and solid relationships with the Capitol Hill press corps.

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.

Responsibilities include:

- Crafting the office's communications strategy
- Acting as the formal spokesperson and media liaison for the Congresswoman
- Writing and/or editing talking points, op-eds, press statements, press releases, social media, and weekly newsletters on behalf of the Congresswoman
- Working with the Capitol Hill press corps and non-political outlets to book media appearances and pitch stories
- Overseeing the office's mass communications/franking program, and working with the Legislative Correspondent on the office's mail program
- Overseeing the work of the Press Assistant
- Staying up to date on current events and legislation relevant to the Congresswoman, her priorities, and her district

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.

- New York City/Brooklyn ties are 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 ny09resume@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-319-22 The Office of Rep. French Hill (AR02) seeks to fill the position of **staff assistant** in the Washington D.C. office.

Primary responsibilities include, but are not limited to, answering phones, processing mail, greeting visitors, processing flag and tour requests, supporting the staff’s day to day activities, and assisting with long term projects.

Ideal candidates will have:

- clear communication skills for verbal and written correspondence;
- a professional demeanor and an upbeat disposition while interacting with visitors
- ability to creatively problems solve in a fast-paced environment;
- time management skills including the ability to prioritize, and track work status.

Arkansas ties are preferred.

Applicants should send their resume and cover letter to AR02.Applications@mail.house.gov, with the subject line ‘Staff Assistant’.

MEM-318-22 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. Please email cover letter and resume with “Staff Assistant” in the subject line to ethicsjobs@mail.house.gov

NO PHONE CALLS PLEASE

MEM-314-22 North Bay legislative office seeking **District Scheduler/Office Manager**.

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

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

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

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

MEM-312-22 Congressman Ted Lieu has an immediate opening for a **Field Representative** in his Los Angeles District Office.

Primary responsibilities include representing Congressman Lieu at community events and advising senior staff and the Congressman about local concerns and priorities. The Field Representative will meet frequently with constituents and local government representatives, monitor policy and community issues and projects, and help design and organize events for Congressman Lieu when he is in the district.

The successful applicant must have a positive attitude and the ability to work and set priorities in a fast-paced and challenging environment. Strong writing and verbal communications skills are essential. At least one year of experience working for an elected official or community-based organization is strongly preferred. A valid California Driver License and automobile are required.

Bilingual skills are a plus.

The position is full-time with federal benefits. Congressman Lieu's primary district office is located in West Los Angeles. This office is an Equal Opportunity Employer.

If interested, please send a resume, cover letter, references and two short writing samples no later than July 12, 2022 to:

NICOLAS RODRIQUEZ

District Director

Congressman Ted Lieu (CA-33) 1645 Corinth Avenue,
#101 Los Angeles, CA 90025

Lieu.Staff@mail.house.gov

MEM-311-22 House Office of Diversity and Inclusion (ODI)

The **Junior Research and Data Analyst** is primarily responsible for assisting the Research and Data Analyst in data collection and analysis for ODI. This individual assists in developing required reports and maintaining key metrics and key performance indicators for the office. This individual will also assist in performing qualitative and quantitative analyses under the supervision of ODI's Research and Data Analyst.

PRIMARY DUTIES/RESPONSIBILITIES:

- Assist in the translation of research findings into materials that ODI can effectively utilize in their engagements with Member offices and Committees.
- Provide research support on diversity, equity, and inclusion (DEI) studies, techniques, and tools.
- Design and lead focus groups, surveys, and interviews.
- Assist in researching and studying best practices for retention and growth in House employing offices.
- Assist in data tracking, analysis, and reporting.
- Assist in preparing regular updates and briefing documents on research that is relevant to House employing offices.
- Other tasks and duties as assigned.

The salary range for the position is \$90,000-\$95,000, along with a competitive benefits package that includes health insurance, dental, federal student loan repayment stipend (terms apply), telework flexibilities (terms apply), and 15 weeks of paid FMLA.

Qualified candidates should submit a resume, cover letter, and writing sample (no page length required; single author preferred, may submit papers written for coursework or previous employment). Applications are due by 11:59PM ET on July 8, 2022.

Equal Opportunity Employer:

This office is an equal opportunity employer. All qualified applicants are encouraged to apply.

QUALIFICATIONS

- Master's degree in social or behavioral sciences or related field, or equivalent level of experience providing technical assistance, data collection, and/or research.
- Knowledge, interest, and experience in DEI efforts.
- Strong and demonstrated quantitative and qualitative research and evaluation skills.
- Demonstrated proficiency in conducting interviews, running focus groups/surveys, and developing survey instruments.
- Proficiency in detailed and accurate notetaking.
- Proficiency in Microsoft Office Suite and NVivo.
- Expertise using Tableau and producing data visualizations.
- Excellent written and oral communication skills.
- Excellent organizational skills.
- Keen attention to detail.
- Customer-service orientation and ability to work harmoniously with a diverse team.
- Ability to work under deadline pressure.
- Ability and willingness to work extra hours if needed on assignment.
- Demonstrated ability to self-motivate, initiate project activities, and work on multiple assignments simultaneously.
- Extensive computer skills, including data input.
- Ability to handle large datasets and clean data.
- Ability to perform literature reviews.
- Proficiency in statistical packages (e.g., SPSS, Stata, SAS) is optional.

To apply, please visit the following

link: <https://house.csod.com/ux/ats/careersite/1/home/requisition/634?c=house>

MEM-310-22 House Office of Diversity and Inclusion (ODI)

The **Junior Professional Staff Member**, Candidate and Member Services, **Minority Staff**, is primarily responsible for corresponding with and providing direct support to House employing offices in the areas of diversity, equity, and inclusion (DEI) training and applicant placement.

The individual will also be responsible for corresponding with and providing direct support to candidates (job seekers) by providing applicant coaching and preparedness services.

This position requires exceptional interpersonal skills, a hospitality-minded approach to working with the office's clientele, and excellent organizational skills

and attention to detail. The ideal candidate will have experience working on Capitol Hill and will bring experience in DEI practices, office administration, database management, and event planning.

The salary range for the position is \$70,000-\$75,000, along with a competitive benefits package that includes health insurance, dental, federal student loan repayment stipend (terms apply), telework flexibilities (terms apply), and 15 weeks of paid FMLA.

Qualified candidates should submit a resume, cover letter, and writing sample. Applications are due by 11:59PM ET on July 8, 2022.

PRIMARY DUTIES/RESPONSIBILITIES:

- Establish effective relationships with House employing offices.
- Drive increased participation by internal House stakeholders and external groups in ODI programs and services.
- Assist in the creation and maintenance of DEI resource materials (handbook, best practice documents, etc.) and trainings for dissemination to House employing offices.
- Organize and maintain a database for candidate selection and placement.
- Conduct weekly meetings with job seekers, including resume reviews and coaching.
- Conduct weekly mock interviews with job seekers.
- Represent ODI at internal and external engagements as needed.
- Assist the programming team in planning and hosting monthly programs.
- Facilitate DEI trainings with Member and Committee offices.
- Use marketing sources to promote career opportunities for job seekers.
- Develop strategic relationships with external groups to help identify talent pipelines.
- Other tasks and duties as assigned.

Equal Opportunity Employer:

This office is an equal opportunity employer. All qualified applicants are encouraged to apply.

QUALIFICATIONS:

- Bachelor's degree and/or a combination of knowledge and experience in DEI issues in the public and/or private sectors.
- Experience with computers and a working knowledge of Microsoft Office Suite.
- Excellent written and oral communication skills.
- Excellent organizational skills.
- Keen attention to detail.
- Customer-service orientation and ability to work harmoniously with a diverse team.
- Ability to work under deadline pressure.
- Ability and willingness to work extra hours if needed on assignment.

- Demonstrated ability to self-motivate, initiate project activities, and work on multiple assignments simultaneously.
- Demonstrated ability to work collaboratively with a diverse cross section of stakeholders.

To apply, please visit the following

link: <https://house.csod.com/ux/ats/careersite/1/home/requisition/635?c=house>

MEM-309-22 House Office of Diversity and Inclusion (ODI)

The **Junior Professional Staff Member**, Candidate and Member Services, **Majority Staff**, is primarily responsible for corresponding with and providing direct support to House employing offices in the areas of diversity, equity, and inclusion (DEI) training and applicant placement.

The individual will also be responsible for corresponding with and providing direct support to candidates (job seekers) by providing applicant coaching and preparedness services.

This position requires exceptional interpersonal skills, a hospitality-minded approach to working with the office's clientele, and excellent organizational skills and attention to detail. The ideal candidate will have experience working on Capitol Hill and will bring experience in DEI practices, office administration, database management, and event planning.

The salary range for the position is \$70,000-\$75,000, along with a competitive benefits package that includes health insurance, dental, federal student loan repayment stipend (terms apply), telework flexibilities (terms apply), and 15 weeks of paid FMLA.

Qualified candidates should submit a resume, cover letter, and writing sample. Applications are due by 11:59PM ET on July 8, 2022.

PRIMARY DUTIES/RESPONSIBILITIES:

- Establish effective relationships with House employing offices.
- Drive increased participation by internal House stakeholders and external groups in ODI programs and services.
- Assist in the creation and maintenance of DEI resource materials (handbook, best practice documents, etc.) and trainings for dissemination to House employing offices.
- Organize and maintain a database for candidate selection and placement.
- Conduct weekly meetings with job seekers, including resume reviews and coaching.
- Conduct weekly mock interviews with job seekers.
- Represent ODI at internal and external engagements as needed.
- Assist the programming team in planning and hosting monthly programs.

- Facilitate DEI trainings with Member and Committee offices.
- Use marketing sources to promote career opportunities for job seekers.
- Develop strategic relationships with external groups to help identify talent pipelines.
- Other tasks and duties as assigned.

Equal Opportunity Employer:

This office is an equal opportunity employer. All qualified applicants are encouraged to apply.

QUALIFICATIONS:

- Bachelor's degree and/or a combination of knowledge and experience in DEI issues in the public and/or private sectors.
- Experience with computers and a working knowledge of Microsoft Office Suite.
- Excellent written and oral communication skills.
- Excellent organizational skills.
- Keen attention to detail.
- Customer-service orientation and ability to work harmoniously with a diverse team.
- Ability to work under deadline pressure.
- Ability and willingness to work extra hours if needed on assignment.
- Demonstrated ability to self-motivate, initiate project activities, and work on multiple assignments simultaneously.
- Demonstrated ability to work collaboratively with a diverse cross section of stakeholders.

To apply, please visit the following

link: <https://house.csod.com/ux/ats/careersite/1/home/requisition/636?c=house>

MEM-306-22 The Office of Congressional Ethics (OCE), an independent, non-partisan investigative entity established by the United States House of Representatives, seeks two attorneys, one with 2-4 years experience, and one with 5-10 years of experience, to serve as **Investigative Counsel**.

The Investigative Counsel reports to the Staff Director and Chief Counsel and will be responsible for conducting sensitive inquiries into allegations of possible violations of federal law and ethical standards of conduct by current Members, Officers and Staff of the House of Representatives and advising the Staff Director and Chief Counsel on legal and policy matters.

The OCE is seeking attorneys interested in the OCE's work supporting ethics and transparency within the House of Representatives. The Investigative Counsel would join a small, Washington, DC-based, investigative team, and would be eligible to apply for hybrid work accommodations combining in-person core days and remote work.

Core Responsibilities:

- Review information received by OCE, discern possible violations, and identify facts requiring further investigation
- Plan, organize and conduct investigations regarding allegations and advise the Staff Director and Chief Counsel regarding appropriate evaluation of cases
- Advise the Staff Director and Chief Counsel on legal issues in matters under investigation and on broader legal and policy issues involved in the operations of OCE
- Draft lengthy and detailed memoranda, reports, and referrals for Board consideration and potential public release

Qualifications:

- Demonstrated ability to conduct and direct complex legal research and present the results in a clear, precise and persuasive manner
- Thoroughness and careful attention to detail
- Strong oral and written communication skills
- Strong legal judgment and demonstrated professional integrity
- Experience auditing large sets of data or evidence and providing detailed analysis
- Desirable but not required:
 - *Investigative experience with high-profile and sensitive matters;
 - *Experience with investigations involving public officials;
 - *Experience with campaign finance or ethics law;
 - *Experience conducting interviews or depositions;
 - *Experience writing public reports or legal documents; and
 - *Advanced proficiency in development and use of electronic databases, and other computer skills including knowledge of current information technology tools related to investigations

Ability to:

- *work independently or as part of an investigative team;
- *manage multiple tasks and projects;
- *work well under pressure and tight time deadlines; and
- *exercise discretion and independent judgment

Duties:

- Developing investigative strategies and implementing investigative plans
- Reviewing evidence and data in order to analyze, develop, and provide detailed written and oral reports of findings
- Identifying information to substantiate or disprove allegations and assess the likely sources of that information
- Collecting and reviewing documents, electronic media, and physical evidence
- Interviewing witnesses and subjects
- Performing other duties as assigned

Requirements:

- Ability to pass Security Background Investigation to obtain Top Secret clearance
- Graduation from an ABA accredited law school and active bar membership

Applicant Instructions:

Please send cover letter, short writing sample, and resume (electronic submissions preferred) to:

Omar S. Ashmawy
Staff Director and Chief Counsel
Office of Congressional Ethics
United States House of Representatives
P.O. Box 895
Washington, DC 20515-0895
OCEJOB@mail.house.gov

MEM-305-22 Office Profile:

The Office of the Legislative Counsel (Office) is a nonpartisan office of the United States House of Representatives that assists the Members and committees of the House with the drafting of legislation and related activities. The Office does not advocate the adoption or rejection of any particular proposal or policy and provides assistance on an impartial and confidential basis. The Office is an Equal Opportunity Employer. Employment with the Office is at-will.

Job Summary:

The **Assistant Systems Administrator** works primarily with the Systems Administrator and the Senior Systems Analyst of the information technology (IT) team within the Office. Together, the IT team supports the mission of the Office through the development, implementation, and maintenance of IT systems necessary to meet a wide variety of operational requirements.

Duties of the Assistant Systems Administrator include the following:

- Providing first-, second-, and third-tier support to users experiencing software and hardware issues.
- Imaging, distributing, setting up, and supporting Microsoft systems for users, including related troubleshooting.
- Creating new users, system accounts, groups, and other security principals in Active Directory.
- Reading, writing, interpreting, and modifying batch files.
- Installing and positioning IT equipment, including the moving and lifting of such equipment.
- Communicating information on the status of systems to IT team members, users, and management.
- Supporting administrative processes to ensure the IT team's ability to support users, maintain inventory, track the status of systems, and deploy software.
- Maintaining basic to intermediate troubleshooting and operational knowledge

with respect to all the software implemented within the Office.

- Resolving issues regarding network and internet security.
- Integrating Office systems and operations with the systems and operations of other House organizations.
- Working, as directed, with House Information Resources server owners on the management, design, development, building, and maintenance of servers (including VMware and Windows servers), server applications, and systems software.
- Communicating with contractors and other external entities who interact with the Office.
- Escalating problems that merit additional support through the proper channels.
- Additional tasks as assigned.

This position does not include supervisory duties.

Qualifications:

A successful candidate for the position of Assistant Systems Administrator should possess the following:

Technical abilities:

- Demonstrated technical skills and the ability to develop solutions to complex technical problems.
- Experience, including basic to intermediate troubleshooting and operational knowledge, with respect to the following: DNS|DHCP|TCP/IP, Windows Server 2016/2019, Windows 10, Microsoft Office 365, and internet and communication protocols.
- Experience reading, writing, interpreting, and modifying batch files.
- An understanding of PowerShell.
- An understanding of Hyper-V.

Personal skills:

- A willingness to pursue training, as necessary, to acquire and maximize skills.
- Excellent written and oral communication skills, including the ability to effectively communicate IT concepts to individuals with varying levels of experience and knowledge.
- Strong attention to detail.
- Ability to self-start, multitask, and effectively prioritize under tight deadlines.
- Ability to work both independently and cooperatively.

A candidate with one, or more, of the following certifications is encouraged to apply:

- CompTIA A+
- CompTIA Network+
- CompTIA ITF+
- Microsoft 365 Certified: Fundamentals
- MCSE or equivalent

Requirements:

To be eligible for the position of Assistant Systems Administrator, an applicant must (1) be a U.S. citizen and (2) have a bachelor's degree in Management Information Systems (or similar field) or an equivalent combination of education and experience.

In addition, a successful applicant must (1) have a willingness to work a flexible schedule, including late evenings and occasional weekends, given the varying demands of the congressional schedule, and (2) have an ability to be impartial, in appearance as well as in fact, on matters of politics and public policy.

Benefits:

Employment with the Office provides access to a wide variety of benefits, including a three-tiered retirement plan, health insurance, student loan repayment assistance, life and long-term care insurance, competitively priced on-site childcare, generous annual and sick leave, weekly telework opportunities, and a parking space or public transportation assistance.

Applicant Instructions:

Interested applicants should email a cover letter, a resume, applicable transcripts and certifications, and the names and telephone numbers of at least 3 references to legcoun@mail.house.gov with "Assistant Systems Administrator job opportunity" in the subject line. No phone calls, please.

MEM-300-22 Congressman Mike Garcia (CA-25) seeks an experienced **Scheduler**.

Main responsibilities include maintaining the Member's daily and long-term schedules for both DC and the District; organizing and evaluating all incoming meeting requests and invitations; keeping the Member on schedule throughout the day; working with legislative and communications staff to ensure the Member is prepared for events/meetings; coordinating travel arrangements; processing and managing expenses and reimbursements for the Member; and communicating with constituents by phone and email to address requests, concerns, and questions.

Additional responsibilities include other administrative tasks.

Candidates should be highly organized, detail-oriented and able to multi-task, resourceful, team-oriented, and have a positive attitude.

This position requires availability outside of regular business hours including some weekend availability as needed.

This is NOT an entry-level position. Applicants should have previous scheduling experience (at least one year in a similar position). Salary is commensurate with experience.

Interested candidates should send a cover letter and resume via email to Charles.navarro@mail.house.gov with “Scheduler” in the subject line.

MEM-298-22 The office of Congresswoman Suzan DelBene (D-WA) seeks a dynamic press **assistant/staff assistant** with strong digital media skills.

Press assistant tasks include sending daily clips, developing social media content, drafting press materials, and assisting in other aspects of the team’s fast-paced media operation. Strong writing skills with expertise and passion for digital media are required. Staff assistant duties include maintaining the front office, overseeing tours and flag requests, and ensuring day-to-day operations run smoothly. Hill experience and Washington state ties are a plus. If you have salary requirements, please include them in your application.

The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation. Diverse candidates are strongly encouraged to apply. Please mention any Pacific Northwest ties in your cover letter.

To apply, please send your cover letter, resume, and two 1-2 page writing samples or a digital portfolio to Washington.Resumes@mail.house.gov and put “Press Assistant” in the subject line.

MEM-291-22 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-289-22 **Legislative Assistant** Opening -- Congresswoman Lois Frankel (FL-21) is hiring a Legislative Assistant to support her work as Co-Chair of the Democratic Women’s Caucus (DWC), and cover a range of issues on the Appropriations Committee, including the Energy & Water Subcommittee, transportation, housing, judiciary, and other areas as assigned based on need and expertise.

Applicant must be comfortable working in a fast-paced and team-oriented environment. Excellent writing skills, ability to build and maintain relationships, and attention to detail are required. This is not an entry-level position. Previous experience with the Hill and the Appropriations process is strongly preferred.

Women, people of color, LGBTQ+ people, and members of other minority or marginalized groups are strongly encouraged to apply. We are an equal opportunity employer and do not discriminate against candidates on the basis of race, ethnicity, religion, sex, gender, sexual orientation, gender identity, disability status, or veteran status.

Salary will start at \$65,000, depending on experience, and includes health insurance along with other competitive benefits. Please email a cover letter and

resume with the subject line “Legislative Assistant” to FLJobOpening@mail.house.gov. Applications will be reviewed on a rolling basis.

MEM-284-22 Republican House Member seeks experienced candidates for the role of **Scheduler**. A successful candidate will demonstrate a keen attention to detail and adapt well.

Primary responsibilities will include intaking and organizing all meeting requests, updating the Member’s calendar, and managing quick-to-evolve travel arrangements. Qualified candidates must have relevant scheduling or front-office experience, preferably on Capitol Hill.

Interested candidates should send their resume to: housegopscheduler@gmail.com.

MEM-283-22 Congresswoman Doris Matsui (D-CA-06) seeks a **Legislative Assistant** to focus on a portfolio of energy, environment, and climate.

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

This is not an entry-level position. Hill experience is strongly preferred. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status. Veterans, women, LGBTQ+ persons, and minority applicants are strongly encouraged to apply.

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

MEM-281-22 The Office of Congresswoman Sara Jacobs (CA-53) is looking for an ambitious and detail- oriented **Communications Director** based in Washington, D.C.

The Communications Director will be responsible for developing and implementing media, communications, and public relations strategies on behalf of Congresswoman Jacobs and her office. The ideal candidate will be a strong writer with demonstrated political instincts, solid relationships with the Capitol

Hill press corps, an interest in non-traditional methods of communication, and an aversion to conventional wisdom.

California ties are helpful; good judgment, common sense, and a sense of humor are a must. The position reports to the Congresswoman and Chief of Staff.

Responsibilities include:

- Crafting the office's communications strategy
- Acting as the formal spokesperson and media liaison for the Congresswoman
- Writing and/or editing talking points, op-eds, press statements, press releases, social media, and weekly newsletters on behalf of the Congresswoman
- Working with the Capitol Hill press corps and non-political outlets to book media appearances and pitch stories
- Overseeing the office's mass communications/franking program, and working with the Legislative Correspondent on the office's mail program
- Overseeing the work of the Communications Aide in the District Office and the Digital Assistant in the Washington, D.C. office
- Staying up to date on current events and legislation relevant to the Congresswoman, her priorities, and her district
- Working a flexible schedule including long hours, nights, and weekends

Interested candidates should send a cover letter, writing sample and/or portfolio, and resume with "Jacobs - Communications Director" in the subject line to SaraJacobs.Resumes@mail.house.gov. Applications will be considered on a rolling basis, with priority given to earlier applicants.

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-278-22 The office of Congressman Dan Kildee is seeking an organized and creative communications professional to join the Washington, D.C. team. The **digital/press assistant** will assist the press secretary in all aspects of the office's robust communications operation for a Member of Democratic leadership.

Qualified candidates will have one to two years of political, campaign or advocacy communications experience. Successful candidates will be collaborative team players who enjoy taking initiative, solving problems and thinking creatively. Michigan ties are a plus.

JOB RESPONSIBILITIES:

- Maintain the Member's social media accounts
- Develop, plan, and post social media content
- Create graphics, film and edit photos and videos, including clipping, captioning

and adding branding

- Compile daily press clips
- Stay informed about relevant legislative issues and current events in the district
- Manage Member's website
- Maintain press lists, robust photo archive and analytics trackers
- Assist with logistics for town halls, press conferences, etc.
- Write e-newsletters, press releases and media advisories
- Support franked mail and digital communications campaigns
- Work flexible schedule, including long hours, nights and weekends as necessary, and perform other duties as assigned

SKILLS AND KNOWLEDGE REQUIRED:

- Strong writing, editing, and proofreading skills
- Experience using Adobe Suite, Canva, Wavve and Kapwing or equivalent digital products to create graphics, videos, and other digital content
- Understanding of print, broadcast, and digital media
- Experience developing social media content and managing platforms for clients or cause
- Proficiency in constituent management platforms, such as IQ, preferred
- Strong organizational skills, and ability to manage multiple tasks at once
- Ability to work cooperatively and courteously with others
- Command of AP style
- Thoroughness and careful attention to detail
- Ability to work well under pressure, manage multiple deadlines and accept performance-based criticism and direction

Applicants should submit a resume, cover letter, one writing sample, one sample social post and one digital/creative sample to Michigan05jobs@gmail.com with the subject line "Digital/Press Assistant." Digital portfolios or websites also accepted for creative samples.

Congressman Kildee's office is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are made without regard to race, sex, religion or belief, sexual orientation, gender identity, family or parental status, or any other status protected by law.

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

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

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

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

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

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

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

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

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

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

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

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

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

The Communications Director will serve as the spokesperson and primary communications advisor to Congressman Horsford and will supervise the work of

junior communications staff. They will be responsible for executing an aggressive communications plan that generates positive local and national media coverage, reaches diverse communities, and expands the Congressman's reach to new audiences.

Responsibilities include but is not limited to:

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

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

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

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

Salary is commensurate with experience.

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

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

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

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

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

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

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

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

Responsibilities include but are not limited to

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

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

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

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

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

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