



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

B-235 Longworth House Office Building

Washington, D.C. 20515

202-226-5836

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

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

Job Line: 202-226-4504

MEMBER AND COMMITTEE VACANCY LISTING

Week of October 18, 2021

MEM-425-21 Congressman Ami Bera, M.D. seeks a **Senior Policy Advisor** with health policy expertise to lead the Member's active health work, as well as other issues as assigned.

The position manages work leading and contributing to multiple caucuses, priority legislation and efforts, and working closely with bipartisan stakeholders both on and off the Hill. Successful candidates will have strong oral and written communication skills, and demonstrated experience advancing a legislative agenda, working with diverse coalitions, and representing Members of Congress in front of stakeholders and constituents.

Several years of professional health policy experience, including Hill familiarity, is required. The ideal candidate will be able to thrive in a fast paced environment; excel at proactively identifying, prioritizing, and executing strategic opportunities to influence health policy; work well both independently and collaboratively; and have a sense of humor.

Interested applicants should send a resume and cover letter to ca07jobs@gmail.com. Please no calls or drop-ins.

MEM-424-21 Congressman Tony Cárdenas (CA-29) seeks a hard-working **Press Assistant** to serve in his San Fernando Valley District office.

Ideal candidate is team-oriented, self-motivated and resourceful. Successful applicants will have strong writing and communication skills, work quickly under pressure, be creative, proactive and strategic, work well with others and have a keen sense of visual and graphic design.

Preferred candidate will have 1+ years of political, Capitol Hill or other government communications experience. This position reports to the Communications Director and District Director.

This is a professional staff position that will require work hours beyond the normal work day and will include work during weekends and holidays. A valid California Driver License and automobile are required. Bilingual skills are a plus. The position is full-time with federal benefits.

To apply, please send a resume, cover letter, two writing samples, graphic and video link by 10-30-2021 to Clarissa.rojas@mail.house.gov.

Applications will be considered on a rolling basis, so applying early is encouraged.

THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER: Women and minorities are strongly encouraged to apply. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

MEM-423-21 Congressman Jimmy Panetta (CA-20) seeks a **Legislative Assistant** who will be responsible for his office's agricultural and environmental policies and lead his work on the House Agriculture Committee.

Additional work and focus will be on natural resources, energy, emergency and disaster response, Army Corps of Engineers projects, science, and other issues as assigned. Potential applicants should have experience with the formulation of the Farm Bill and know that this is not an entry-level position.

Potential applicants should have experience in formulating legislation and planning the pathway for the legislation to become law. Other duties will include drafting talking points, memos, and vote recommendations for committee and floor proceedings, preparation for hearings, representing the Member before stakeholders, federal agencies and constituents, travel to the district, and constant and consistent outreach and involvement with its constituents.

Qualified candidates should have a strong background in legislative affairs and an understanding of what it takes and a will to work across the aisle to advance bipartisan initiatives. Potential applicants must have excellent written, verbal,

research, analytical and problem-solving skills, and an ability to manage multiple assignments simultaneously.

Candidates must be able to perform under pressure and possess a strong work ethic, a commitment to public service, and an understanding of what it takes to be a part of a successful team effort.

A knowledge of and connections to the agricultural and environmental sectors, especially California and its central coast, is preferred, but not required. Interested candidates should send a cover letter, resume, two writing samples of one page or less and three references with "LEGISLATIVE ASSISTANT" in the subject line to ca20.jobs@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-422-21 Congresswoman Ayanna Pressley (MA-07) seeks a **Press Secretary/Deputy Press Secretary** to work closely with the Communications Director to execute a fast-paced and dynamic communication plan and help manage day to day relationships with local and national media.

ESSENTIAL JOB FUNCTIONS:

- Support implementation of media, public relations, and communications strategies for the Congresswoman;
- Draft press releases, talking points, speeches, op-eds, newsletters, questionnaires, and other written materials;
- Compile daily press clips and stay informed about current events in the district and across the country for their impact on the Congresswoman;
- Manage and catalogue incoming media requests for the Congresswoman and notify the Communications Director accordingly;
- Maintain various press archives for the Congresswoman;
- Manage logistics for town halls, press conferences, and other public-facing events, both virtual and in-person;
- Remain abreast of current legislative and non-legislative issues about which the Congresswoman may be questioned;
- Maintain a good working relationship with the Congresswoman, staff, and constituents;
- Work well under pressure, handles stress, and accepts performance-based criticism and direction;
- Support on administrative functions of the office as needed such as constituent calls and data entry
- Work flexible schedule including long hours, nights and weekends, and performs other duties as assigned.

EDUCATION/EXPERIENCE:

Our office prioritizes building a diverse team committed to advocating for the residents of the Massachusetts 7th. 2-4 years of communications experience is recommended. As a practice as an office we do not require any pre-requisite degrees. This is not an entry level position. Ties to Massachusetts preferred, but not required.

Please expand on how your unique set of experiences suits you to excel in this role in your cover letter.

SKILLS AND KNOWLEDGE REQUIRED:

- Strong communications skills, including writing, editing, and proofreading;
- Understanding of print, broadcast, and online media;
- Strong organizational skills, and ability to manage multiple tasks at once;
- Knowledge of current issues and events in which the Congresswoman is involved;
- Ability to exercise discretion in the representation of the Congresswoman's position on policy issues;
- Ability to work cooperatively and courteously with others, including members of the press;

WORKING CONDITIONS:

- Work is mainly performed in an office environment. Noise levels are usually moderate; and
- Ability to work in small a workstation without an expectation of privacy.
- At time of posting, partial remote work is advised. COVID-19 precautions and remote work expectations can be discussed during the interview process.
- This role is based in Washington, D.C. and requires as-needed travel to Massachusetts.

COMPENSATION:

The salary for the position is \$53,000, along with a competitive benefits package that includes health insurance, dental, federal student loan payments (terms apply) and 15 weeks of paid FMLA.

HOW TO APPLY:

Please submit your resume, cover letter, 2 writing samples and 3 references to ma7jobposting@gmail.com with the subject line "Press Secretary / Deputy Press Secretary".

MEM-421-21 Congressman John Sarbanes seeks a **Legislative Director** (LD) to coordinate and oversee the Member's legislative agenda, advise the Member on legislative activities and lead legislative staff.

Qualified candidates will have a strong understanding of the legislative process, excellent communication and organizational skills and the ability to excel in a fast-paced, proactive office. Must have 3+ years of Hill experience. Maryland ties

and experience working with the Energy & Commerce Committee are both a plus.

Interested applicants should e-mail 1) a resume, 2) a cover letter, and 3) two writing samples to employment@mail.house.gov with the subject “Legislative Director: LAST NAME” .

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. Women, veterans, people of color, and LGBTQ+ candidates are strongly encouraged to apply.

MEM-416-21 California Democrat and Member on the Transportation and Infrastructure Committee seeks **Legislative Assistant** to handle transportation and energy policy along with a diverse portfolio of issues.

Candidates should have excellent organizational, research, writing, and communication skills. Duties include identifying and advancing policy proposals, committee hearing and mark-up preparation, meetings with stakeholders, and assisting with constituent correspondence.

Successful candidates should possess strong interpersonal skills and a willingness to work in a team environment. This is not an entry level position -- prior legislative experience on Capitol Hill and advanced knowledge of transportation policies is preferred. Office is an equal opportunity employer.

Qualified candidates should send resume, cover letter, and one writing sample to CADemocratResumes@gmail.com.

MEM-410-21 The House Office of Diversity & Inclusion (ODI) seeks a detail-oriented and well-organized **Operations Manager**.

As the Operations Manager, you will be responsible for providing direct administrative and scheduling support to the Director and the rest of the ODI Team. As a strong candidate, you will be proactive, have excellent written and oral communication skills and attention to detail, be able to anticipate problems and offer solutions, communicate clearly in a fast-paced environment, manage competing priorities, and work effectively with different teams.

Key Responsibilities

- Responsible for general reception and administrative duties, including but not limited to answering phones, taking meeting notes, managing supplies/vendors, and drafting correspondence;
- Provides direct administrative and scheduling support to the Director of ODI;
- Maintains team calendar and coordinates all internal and external

meetings/events;

- Manages the calendars of appointments for the Candidate Services team, including scheduling intake meetings, resume reviews, and mock interviews;
- Manages the intake and dissemination of requests sent to the ODI team;
- Support the drafting, reviewing, and editing of regular office reports;
- Performs duties with a high level of professionalism while maintaining tact and confidentiality;
- Effectively utilizes office technology/equipment to keep the office well-organized and to function smoothly;
- Performs other duties and projects as assigned.

Qualifications:

- Bachelor's degree and 3 years of experience in an administrative role
- Experience supporting a team in a fast-paced environment and detailed oriented
- Knowledge of technology/office equipment and willingness to learn new information systems and software; proficiency in the use of computer applications and in Microsoft 365 applications (e.g., Excel, PowerPoint, Word, Teams, OneDrive)

Interested candidates should apply by submitting a cover letter and a resume using this

link: <https://house.csod.com/ux/ats/careersite/1/home/requisition/339?c=house>

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

No phone calls or drop-ins, please.

MEM-408-21 Staff Assistant

Moderate West Coast Democrat seeks highly-motivated, well organized, and detail-oriented Staff Assistant for the Washington, D.C. office. Applicants must possess excellent written and verbal communication skills.

Responsibilities of position include front office reception, answering phones, receiving and caring for constituents and guests of the office, setting up and performing Capitol tours, coordinating the internship program and supervising interns, monitoring the order and operation of the office space and supplies, assisting the Member and staff as assigned, and driving the Member to events as necessary.

Candidates should have an ability to work under pressure, a strong commitment to public service, and an understanding of what it takes to be a part of a successful team effort.

A valid driver's license, daily access to an automobile and a good driving record are necessities.

Ties to California, central coast, are strongly preferred. Previous Capitol Hill experience as an intern or staff assistant is also preferred but not necessary.

Interested candidates should send a cover letter, resume, one writing sample of one page or less and two references with "STAFF ASSISTANT" in the subject line to ca20.jobs@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-400-21 The office of Congressman Frank Pallone seeks a **Staff Assistant** who will be responsible for performing a variety of duties central to Washington, D.C. office operations. The ideal candidate must be detail-oriented, well organized, and accustomed to a fast-paced work environment.

Candidates of all backgrounds are encouraged to apply by submitting a resume and cover letter to resume.nj06@mail.house.gov.

MEM-396-21 SUMMARY

The **Staff Assistant** role performs vital tasks in a Member's office. Staff Assistants often provide the first impression of the Member office to constituents and guests. The ideal candidate has a strong customer service orientation, organizational skills, and can multitask.

ESSENTIAL JOB FUNCTIONS REQUIRED:

- Provides a welcoming environment and positive first impression of the Member's office to constituents and visitors.
- Handles all incoming calls with promptness, poise, and professionalism.
- Captures input from constituents on policy matters for the Member office's consideration and response.
- Ensures constituent casework is distributed to appropriate district staff in an efficient manner.
- Ensures U.S. mail is received, recorded, and distributed to the appropriate staff members.
- Any other tasks and special projects that may be assigned.

REQUIREMENTS:

- Proficient communication skills for verbal and written correspondence
- Ability to work with a team and provide keen attention to detail to support the needs of multiple staff members and leaders in the office

- Professional demeanor and an upbeat disposition while interacting with visitors, staff members, and stakeholders in a fast-paced, highly dynamic environment
- Time management skills including the ability to prioritize and track work status
- Some familiarity with constituent service case life cycle

PREFERENCES:

- Bachelor's degree in government, political science, public policy, or related field
- Ties to the district are strongly preferred
- Prior constituent service or customer relationship management preferred
- A demonstrated interest in public service

Interested candidates should submit a resume to md07resumes@mail.house.gov

MEM-395-21 The Office of Congressional Ethics, an independent, non-partisan investigative entity within the United States House of Representatives, seeks an experienced and highly qualified **Director of Operations**. The Director of Operations reports to the Staff Director and Chief Counsel. The successful candidate will be responsible for maintaining the office's overall efficient operation.

Core Responsibilities:

- Assume lead in maintaining office to include oversight of administrative operations and office budget;
- Procure and maintain equipment and other resources for the office;
- Monitor all personnel matters and ensure that office policies and procedures are followed;
- Maintain office accounts and payroll accounts in accordance with the regulations of the House;
- Provide administrative support to the OCE staff and the Board of the Office in the connection with their official duties;
- Support investigative staff with routine case-related tasks; and
- Manage citizen outreach.

Qualifications:

- Extensive office management experience (minimum three years);
- Ability to manage multiple tasks and projects and to work well under pressure;
- Thoroughness and careful attention to detail;
- Strong oral and written communication skills;
- Ability to exercise discretion and independent judgment;
- Proficiency in word processing, development and use of spreadsheets, data management systems, and other computer skills;
- Proficiency using House budget, payroll, and voucher software;
- Strong organizational, budgeting, correspondence management, and filing skills; and
- Temperament to communicate with a variety of personalities in a tactful and professional manner.

Duties:

- Administer office policies and procedures;
- Manage the administrative budget for the office;
- Interface with appropriate House offices regarding payroll and all office accounts, including travel accounts;
- Maintain all office records and files, including payroll, administrative files and personnel records;
- Maintain all case files and documents gathered in the course of investigations by the office;
- Intake information from citizens and organizations concerning investigations by the office;
- Provide administrative support to Board meetings including scheduling, Board member travel, materials, and taking and preparing minutes;
- Ensure Board members and staff are up-to-date with personnel and training requirements and facilitate their completion;
- Manage contracts with consultants and other third parties;
- Make travel arrangements for Board members and staff;
- Responsibility for layout of office furniture, equipment, telephones, and computers, as well as creating a professional atmosphere in the office;
- Assist with office website maintenance;
- Support investigative staff with data processing and document preparation; and
- Performs other duties as assigned.

Requirements:

- Ability to pass Security Background Investigation to obtain Top Secret clearance;
- Knowledge of, and experience with, various information and office systems, including word processing and spreadsheet applications, facsimile machines, copiers, and phone systems; and,
- Proficiency using House budget, payroll, and voucher software.

Applicant Instructions:

Please send cover letter and resume to OCEJobs@mail.house.gov, addressed to Omar Ashmawy, Staff Director and Chief Counsel

MEM-394-21 **Legislative Assistant** – Rep. Tom Suozzi (D-NY), a member of the House Committee on Ways and Means, seeks a legislative assistant who will be responsible for handling a diverse array of policy areas including energy, the environment, transportation, infrastructure, appropriations and other domestic policy areas as assigned.

Responsibilities will include but are not limited to, drafting and advancing legislation, hearing preparation, and writing statements. This is not an entry-level position. Applicants should have prior and relevant legislative experience

working for a Member office or a committee, and a track record of delivering legislative results.

Candidates must be a team player, organized, dependable, detailed oriented and have strong oral, written and interpersonal communication skills. Advanced degrees and ties to NY are a plus.

Interested candidates should submit a cover letter and resume to ny03.resumes@gmail.com.

MEM-393-21 Florida Democratic House office seeks an organized and motivated self-starter to serve in the position of **Staff Assistant** in the Washington, DC office.

Responsibilities include managing front office operations, answering and logging phone calls, greeting visitors, handling tour and flag requests, maintaining inventories, providing administrative support to the Member, Chief of Staff, and Scheduler, and additional duties as needed.

Candidates should have excellent oral and written communication skills, attention to detail, an ability to work under pressure, and a strong commitment to public service. Previous Capitol Hill, customer service, or receptionist experience are strongly preferred.

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

To apply: Please submit a resume, cover letter, and a 1-page writing sample in a single PDF document to FL10.resume@mail.house.gov with “DC Staff Assistant” and your full name in the subject line. No walk ins or phone calls, please.

MEM-390-21 **COMMUNICATIONS DIRECTOR** – Congresswoman Teresa Leger Fernández (NM-03) is seeking an experienced and self-motivated Communications Director to manage the office’s press and communications operations in her Washington, D.C. office.

This is not an entry-level position and previous political communications experience, preferably on Capitol Hill, is required. Candidates must possess strong writing skills, the ability to operate in a fast-paced office under deadlines, and be able to work collaboratively with both the DC and district teams.

Responsibilities include but are not limited to:

- Managing the day-to-day press operations and outreach
- Handling interview requests

- Proactively pitching to media
- Preparing and staffing the Congresswoman for events and interviews
- Drafting press releases, speeches, newsletters, mailers, talking points, and op-eds
- Developing and seeking out content for the digital/social media program

The Communications Director manages the Staff/Press Assistant. This senior staff position reports to the Chief of Staff and the Congresswoman and works closely with the entire senior staff team. Bilingual abilities in English/Spanish are preferred. Women, people of color, LGBTQ+ individuals, people with disabilities and members of other underrepresented communities are strongly encouraged to apply. New Mexico ties are a plus.

Interested candidates should email their cover letter and resume in one attachment to NM03.Resumes@mail.house.gov with the subject line “Communications Director.” No phone calls or walk-ins please.

The office is an equal opportunity employer; we do 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-389-21 Seeking **Legislative Counsel** for House Judiciary Subcommittee on Crime, Terrorism, and Homeland Security

The House Judiciary Subcommittee on Crime, Terrorism, and Homeland Security seeks a hard-working lawyer with experience in criminal law (preferably with the Federal Criminal Code) to serve as legislative counsel.

Responsibilities include: serving as a resource for Democratic Members of the Judiciary Committee on matters involving federal criminal law, criminal justice reform, domestic terrorism, and firearms policy; drafting and reviewing legislation; coordinating hearings and witnesses; preparing Members for hearings and markups; drafting statements, memos, and briefing materials; and providing guidance to other offices within the Democratic Caucus on crime-related matters.

A strong background in criminal law is required, with knowledge of Department of Justice issues, and criminal justice issues relating to prosecutions. Exceptional writing skills, sound political judgment, and the ability to work closely and collaboratively with other congressional offices and advocacy organizations are essential.

The Committee strives to ensure that our staff represents the diversity of the country’s population; candidates from minority backgrounds are strongly encouraged to apply. The Committee does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

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

MEM-387-21 Senior Northeastern House Democrat seeks **Press and Digital Manager/Legislative Correspondent**. This role will support all aspects of a demanding communications operation, with responsibilities including but not limited to drafting press materials such as releases, background memos, talking points and op-eds; creating content for paid and organic social media on various platforms; and maintaining the website.

The press and digital manager/legislative correspondent will also execute the office’s mail program, with assistance from Legislative Fellows, interns, and the Staff Assistant.

The ideal candidate will have demonstrated interest and experience in communications and Democratic politics, proficiency with a variety of graphic design and video production tools; capability of meeting tight deadlines; strong written and oral communications skills; and the ability to think creatively and strategically.

Starting annual salary: \$50,000. To apply, please send a resume, cover letter, two professional writing samples and two digital content samples to democratic.hilljob@gmail.com. Office is an Equal Opportunity Employer committed to building and maintaining an inclusive and diverse work environment. Women, candidates of color, and LGBTQ+ candidates are strongly encouraged to apply.

MEM-386-21 Staff/Communications Assistant

Congressman Earl Blumenauer is seeking a Staff/Communications Assistant to serve in his Washington, D.C. Office.

Communications responsibilities include compiling press clips, preparing graphics, video production, drafting press releases and newsletters, drafting constituent correspondence, and other communication assignments as directed. As staff assistant, this person will provide administrative support to the staff, recruit and manage the office interns, greet visitors and answer phones when the office reopens, and respond to constituent requests for services including tours and flags. Additionally, they will assist both the Communications Director and the Legislative Correspondence Manager with their duties.

The ideal candidate will be enthusiastic about communications work, detail-oriented, an excellent writer, and comfortable in a fast-paced environment. Our 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.

People of color and people from underrepresented groups are strongly encouraged to apply, as are candidates with Oregon ties.

To apply, please submit a resume, cover letter, and writing sample to Resume.Blumenauer@mail.house.gov with “Staff/Communications Assistant” in the subject line.

MEM-385-21 Congressman Dan Kildee (MI-05) seeks a full-time **legislative assistant** in Washington, D.C.

The legislative assistant will be responsible for important issues areas such as taxes, budget, housing, financial services, and small business, among other issues, in a fast-paced congressional office for a member of House Democratic Leadership on the Ways and Means Committee, Budget Committee and Science, Space and Technology Committee.

Responsibilities are wide-ranging, including drafting bills and amendments, developing strategic plans to advance legislation through Congress, staffing committee meetings, interacting with constituents, district stakeholders, committee/leadership committee staff and federal agencies, and writing policy briefing memos and talking points.

Candidates must have a self-starting personality, strong written and verbal communication skills, a desire to continually learn and grow and an eagerness to work on a team in a collaborative office environment. Previous work or interest in community development, economic development and municipal finance is a plus. This is not an entry-level position. A minimum three years of experience is required. Michigan ties preferred.

Qualified candidates should submit a resume, cover letter and a writing sample to Michigan05jobs@gmail.com. Please no walk-ins or phone calls.

MEM-384-21 CA-44 **Scheduler | Executive Assistant**

Congresswoman Nanette Diaz Barragán (CA-44) 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.

Southern California | Los Angeles Metro area ties and Spanish fluency are a plus.

Interested candidates should send a cover letter, resume and three references with “SCHEDULER” in the subject line to CA44Resumes@mail.house.gov.

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

MEM-379-21 The Office of Congresswoman Marilyn Strickland seeks an **Operations Manager** for the Washington DC office.

Responsibilities include working with the Chief of Staff to maintain the Member’s daily and long-term DC schedule; organizing and evaluating all DC-based meeting requests and invitations; keeping the Member on schedule throughout the day; and working with legislative and communications staff to ensure the Member is prepared for events/meetings.

This position will also play an active role in office operations. This staffer will be the office’s Financial Administrator and manage the day-to-day office finances, including processing reimbursements, bills, and payroll. The Operations Manager is the primary point of contact for House support offices and works with IT to ensure that staff/interns are appropriately set up with technology. The staffer also co-manages the DC Staff Assistant/Press Assistant and District-based Executive Assistant, providing guidance on front office operations, the DC internship program, and district scheduling.

Applicants must be highly organized, proactive, and able to work as part of a team in a fast-paced environment. The ideal candidate is solutions oriented, has customer service experience and prior scheduling or office administration familiarity. This position requires availability outside of regular business hours.

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

Applicants should submit a cover letter, resume, and three references to WA10Resumes@gmail.com using “Operations Manager” and their name in the subject line. No phone calls or drop-ins, please.

MEM-163-21 DISTRICT COORDINATOR: The Office of Representative Spanberger seeks a motivated, creative, self-starter to join the district constituent services staff as a District Coordinator in the Glen Allen, VA office.

Responsibilities include responding to constituent inquiries, managing constituent casework with federal agencies, working with the legislative team to address constituent concerns, and district outreach to include staffing the Congresswoman, representing the office, listening to district stakeholders, and updating the community at district events. Additional duties as assigned.

Ideal candidates will be motivated self-starters with strong interpersonal, customer service, time-management, and organizational skills and have significant experience interacting with the public.

Additionally, successful candidates will have a positive, solution-driven personality, demonstrate excellent oral and written communication skills, and show keen attention to detail and an ability to multitask effectively in a fast-paced environment.

Please submit a cover letter, resume, writing sample, and references to spanberger.inquiries@mail.house.gov with “District Coordinator” in the subject line.

Applications will be reviewed on a rolling basis. Representative Spanberger’s office is an equal opportunity employer. The office does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identify, national origin, age, genetic information, disability, or uniformed service.