



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

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MEMBER AND COMMITTEE VACANCY LISTING

Week of September 27, 2021

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-388-21 Bay Area Democrat seeks a highly organized and dedicated **Legislative Counsel** to manage his work on the Judiciary Committee, as well as defense and foreign policy portfolios.

Responsibilities include but are not limited to developing hearing memos and staffing for hearings and markups; developing legislative proposals and strategy; preparing memos, floor statements and remarks; and representing him in meetings with constituents and outside groups.

This is not an entry-level position and previous Capitol Hill experience and JD is required. Women, LGBTQ+, and/or other underrepresented communities are strongly encouraged to apply, as well as candidates with California ties.

Please submit your resume, cover letter, two references, and one writing sample to CAHouseJob@mail.house.gov and include “Legislative 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-383-21 Congresswoman Katie Porter seeks a Legislative Assistant/Policy Adviser to support her work on the Committee on Oversight and Reform and manage a portfolio which includes: health care, tax, child care, social security, family leave, and other issue areas as assigned by the office.

The ideal candidate must have 2-4 years of Hill or comparable advocacy experience working on health care policy or issues relevant to the legislative portfolio, familiarity with congressional process and procedure, and a

demonstrated ability to design and execute legislative projects. The ideal candidate will have the creativity, drive, and confidence to propose original and compelling oversight work, including drafting hearing questions, oversight letters, and staff reports that resonate with our ideologically diverse constituents. This is not an entry level position.

KEY JOB RESPONSIBILITIES

- Producing oversight letters to agencies and private entities
- Maintaining ongoing investigations and composing staff reports
- Preparing and staffing the Member for committee hearings and markups
- Developing and advancing legislation and other policy priorities
- Representing the Member in meetings
- Building and maintaining positive relationships with congressional staff, advocacy groups and key stakeholders (both DC and CA based)
- Drafting constituent correspondence and press materials

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.

To apply, send a resume and a short writing sample to ResumesCA45@mail.house.gov with “Health Care Legislative Assistant” in the subject line. Applications will be considered on a rolling basis with the final deadline being Thursday, October 7, 2021.

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-378-21 ABOUT US

Rep. Jamaal Bowman’s team is fortunate to represent and fight for New York’s 16th Congressional District. We are a diverse, dynamic, kind and joyful team that is driven by the mission of racial and economic justice. We possess a clear understanding that structural racism and economic inequality exist throughout all institutions and policies, including but not limited to housing discrimination, environmental racism, wealth inequality, under resourced schools, mass incarceration and redlining. We will use all levers to meet people’s needs while building a better future.

THE ROLE

We are seeking a highly motivated and hardworking **Executive/ Scheduling Assistant** to work out of the Washington, DC office. This candidate will manage the D.C. front office, answer phones and track calls, process flag and tour requests, manage the internship program and perform administrative duties as needed.

This individual will work closely with the Operations Manager to assist with scheduling and operations including, but not limited to, organizing and responding to scheduling requests while working with the team to prioritize requests, coordinating briefing material and working with the team to finalize events attended and hosted by the Member. Lastly, individuals filling this role must have a vehicle and valid driver’s license and insurance to drive the Member.

Qualified candidates will have exceptional organizational skills and keen attention to detail, ability to work in a fast-paced environment while managing multiple tasks, and be a self-starter able to problem-solve.

The salary for this position is \$50,000. Prior experience with a congressional office is not necessary. Familiarity with the Westchester/Bronx region strongly preferred.

Interested candidates should upload a resume and cover letter here: <https://airtable.com/shrPkB8o2E65Gki0x>. Any further questions about the role should be directed to Bowman.Jobs@mail.house.gov with the subject line “Executive/ Scheduling Assistant.”

Our office is an equal opportunity employer and women, people of color, members of the LGBTQ+ community, and members of other traditionally underrepresented communities are encouraged to apply. Underrepresented candidates and those with New York City/ Westchester County ties are encouraged to apply.

Early applicants will get priority. Application closes on September 28, 2021.
ALL APPLICANTS WILL BE CONFIDENTIAL UNTIL FINAL ROUND

MEM-376-21 Digital Manager – Congressman Tom Malinowski (NJ-07), member of the House Transportation and Infrastructure, Foreign Affairs, and Homeland Security Committees, seeks a highly motivated, detail-orientated, self-starter with experience in digital media strategy, graphic design, and video editing for the position of Digital Manager. This position reports to the Communications Director.

Daily tasks include managing and creating content for member's social media platforms and websites; graphic design; video filming and editing; digital advertising; daily press clips; drafting releases, newsletters, and advisories; and organizing press and constituent-facing events.

The ideal candidate will be creative and energetic with a strong proficiency in crafting digital content, experience coordinating with media and digital vendors, and be capable of successfully managing multiple tasks at once in a fast-paced frontline office.

This is not an entry-level position. At least 1 year of professional digital communications experience is required. Capitol Hill or campaign experience is a plus but not required, and a sense of humor is greatly appreciated. Some night and weekend availability may be required. Starting salary ranges from \$45,000-\$50,000 commensurate with experience.

Qualified candidates should submit a cover letter, resume, two writing samples, and two examples of previous digital media or graphic design projects to NJ07Resumes@mail.house.gov with the subject line: Digital Manager Position. The office will be accepting applications through Friday, Oct. 1.

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

MEM-374-21 STAFF ASSISTANT:

This position is responsible for managing the front desk and all administrative duties of the Oceanside office. The staff member in this role interacts regularly

with constituents and answers correspondence and verbal communications with constituents. This staff member is located primarily in the Oceanside, CA office, but may be required to travel on occasion to the Dana Point office.

ESSENTIAL JOB FUNCTIONS:

- *Manages the front desk
- *Collaborates with Dana Point Staff Assistant and Legislative Correspondent to log all incoming mail and correspondence
- *Tracks office supplies
- *Assists with recruiting, interviewing, training and management of Oceanside interns
- *Oversees production and tracking of certificates and proclamations
- *Manages the Congressional App Challenge program and other projects, as assigned
- *Screens phone calls and refers cases, when appropriate, to other district office
- *Sorts incoming mail
- *Scans and sends invoices to DC office
- *Logs all incoming and outgoing mail and incoming telephone calls relating to casework in IQ
- *Maintains records of incoming grants, constituent recognition and thank you letters
- *Prepares material for the Weekly Report
- *Meets attendance requirements as established by the office
- *Maintains a good working relationship with the Congressman, staff, and constituents
- *Performs other duties as assigned
- *Takes initiative to identify needs and takes action to complete tasks required
- *Knowledge of office policies, practices, and procedures

SKILLS AND KNOWLEDGE REQUIRED:

- *Strong oral and written communication skills
- *Familiarity with local, state, and federal agencies and departments
- *Familiarity with all issues and events in the district in which the Congressman is involved
- *Proficiency with word processing and spreadsheets
- *Professional telephone manner
- *Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner
- *Ability to perform the essential job functions above
- *Ability to work cooperatively and courteously with others
- *Thoroughness and careful attention to detail

To apply: Please send resume, cover letter, and three professional references to: CA49.applications@mail.house.gov

This 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. We strongly value the diversity of our employees and encourage candidates from diverse backgrounds to apply, including women, people of color, and members of the LGBTQIA community.

MEM-373-21 The Office of Rep. Frederica S. Wilson seeks an experienced, creative, and tech-savvy **press secretary/digital director** to join our communications team.

Responsibilities will include:

- Managing the member's social media accounts, website, media lists, newsletters, mailers, advertisements, communications schedule, and other resources
- Compiling daily press clips, leading communications briefings, monitoring analytic data
- Assisting in the development of materials intended for the media, such as press releases, talking points, emails, advisories, pitches, media kits, and reports
- Creating graphics, editing photos, and videos
- Planning and staffing virtual, DC- and district-based events such as press conferences, tele-townhalls, and roundtables.
- Building relationships with local and national reporters
- Maximizing the member's visibility through digital solutions
- Pitching innovative strategies to expand the Congresswoman's reach on social media and elsewhere
- Photographing the Congresswoman at press conferences and other events
- Managing press interns and fellows

The press secretary/digital director will work closely with the communications director to implement an ambitious communications strategy. Candidates should have strong writing and creative skills, strong editing and proofreading skills, work well under pressure, and the availability to work long hours when necessary.

The ideal candidate will have at least one year or one federal campaign cycle of communications experience, including digital strategy, social media management, content creation, editing of graphics, photos, and videos using software including Adobe Creative Cloud. The candidate should have experience with Facebook business manager, Google Ads, and digital analytics. This is not an entry level position.

Candidates from diverse backgrounds and with Florida ties are encouraged to apply. Fluency in Spanish or Kreyòl is a plus. Please submit your resume, cover letter, two writing samples, and a digital sample to FL24.Resumes@mail.house.gov and include "Press Secretary/Digital Director" in the subject line.

MEM-372-21 Congresswoman Nydia Velázquez seeks a highly-organized and detailed-oriented **scheduler** for her Washington, D.C. office.

Responsibilities include organizing and tracking invitations, speaking engagements, and scheduling requests for the member, in addition to booking travel reservations, coordinating with district office, and daily driving (must own a vehicle and possess a valid driver's license.)

Ideal candidates will understand the House floor schedule, remain flexible and calm under pressure, have excellent written and verbal communications skills, strong interpersonal skills, and must be able to navigate competing demands while anticipating the member's needs. There will be no opportunity for legislative work in this position – it is administrative only. Hill experience, New York City or Puerto Rico ties are welcome.

Please email resume and cover letter to lexecasst@gmail.com No phone calls/drop-ins.

MEM-371-21 The Office of Congresswoman Frederica S. Wilson seeks an energetic, motivated, and organized individual to serve as a **staff assistant/legislative correspondent**.

Responsibilities will include managing front desk operations, driving the member, managing constituent correspondence, coordinating tours, supervising interns, greeting visitors, processing flag requests, and other duties as assigned.

The ideal candidate will be a team player who excels in a fast-paced environment, possesses excellent communication and organizational skills, and can handle unforeseen events well. Applicants must have access to a car and a clean driving record. The office will reimburse driving expenses using GSA's mileage reimbursement rate.

Previous Capitol Hill experience, Florida ties, and familiarity with Intranet Quorum are preferred, but not required. To apply, please submit a resume, a writing sample, and a cover letter to FL24.Resumes@mail.house.gov and include "Staff Assistant/Legislative Correspondent" in the title. No calls, please.

MEM-370-21 The House Committee on Education and Labor (Democratic staff) seeks **Counsel** to manage oversight and investigations on the education and labor team.

Responsibilities include organizing oversight hearings, writing investigative reports and executing a complementary legislative and oversight strategy with positive results. Qualified applicants must have a J.D. and relevant policy experience with at least 3-5 years of experience conducting investigations.

Experience in education and labor policy is not a requirement, however preferred. In addition, the applicant must have exceptional writing skills, strong attention to detail, and the ability to juggle multiple projects.

To apply, applicants must submit a resume, a writing sample (5-10 pages), a writing sample describing an investigation the applicant would like to pursue, and 3 professional references. The second writing sample must include a hyperlink to a current news item from any source (newspapers, blogs, or other websites) and two paragraphs detailing why the Committee should investigate the issue presented and the steps the applicant would take to begin an investigation.

Please submit all materials to E&L.Jobs@mail.house.gov with “Counsel” in the subject line. The salary range is \$85K - \$100K, commensurate with education and experience.

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

MEM-369-21 The Democratic staff of the House Natural Resources Committee seeks an organized, enthusiastic, and detail-oriented Policy Aide on the National Parks, Forests, and Public Lands Subcommittee. The position requires strong organizational, time management, and verbal and written communication skills, as well as the ability to work in a fast-paced environment.

Candidates should be passionate about issues within the Natural Resources Committee’s jurisdiction, and possess basic knowledge of the Committee process. The position also requires a firm commitment to the Committee’s Diversity, Equity, and Inclusion (DEI) goals and the ability to take on higher-level tasks as needed.

The Policy Aide will be responsible for managing the logistics of Subcommittee hearings, providing administrative services to Members and staff, and assisting the Subcommittee team with legislative, oversight, outreach, and press projects.

Primary Responsibilities:

- Serving as the face of the Subcommittee by greeting visitors, taking calls, and coordinating with Member offices and external stakeholders.
- Managing all administrative aspects of hearings.
- Contacting witnesses and managing their hearing materials.
- Drafting, editing, and/or organizing hearing memorandum, statements, and questions.
- Drafting, editing, and/or organizing Subcommittee information for Committee bill reports.
- Drafting, editing, and/or organizing Committee letters and document requests.

- Taking meetings on behalf of Subcommittee staff.
- Coordinating schedules with the Subcommittee Chair and the Chief Clerk.
- Assisting the Chief Clerk during full Committee Markups, as needed.

The position is based in Washington, D.C., although it is currently remote. The Policy Aide will be expected to work in the office when we resume normal operations. Women, LGBTQ+, and minority candidates are encouraged to apply. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity, disability, or age.

To apply, address your application materials to Subcommittee Staff Director, Brandon Bragato, at NRDems.Resumes@mail.house.gov with the subject line “NPFPL Policy Aide Application” by COB Friday October 1, 2021. Please include a cover letter, resume, and short writing sample.

MEM-368-21 Rural Oregon Republican Congressman seeks a driven and organized individual to serve as a **Field Representative/Caseworker** in the Representative’s Eastern Oregon district office. Ideal candidates will have excellent written and verbal communication skills, impeccable time management skills, and an ability to meet deadlines in a fast-paced environment.

Duties Include:

- Acts as the grass roots representative for the Member within his or her area of responsibility including answering casework correspondence, verbal communications with constituents, and acting as liaison with federal, district, and local agencies. The individual will also engage with city, county, district, the chamber of commerce, and other groups to form effective relationships with the Member;
- Assesses casework for issues requiring legislative action and makes recommendations to the District Director and/or Chief of Staff;
- Maintains up-to-date files on all cases and categories of information significant to the office;
- Prepares reports for the Congressman and Chief of Staff on district activities in his or her assigned issue areas; and
- performs other duties as assigned.

Interested candidates should email a cover letter and resume to ResumesOR@mail.house.gov.

MEM-367-21 Congressman Mike Levin (D-CA) is seeking a **legislative assistant** for a policy portfolio that includes energy, environment, and climate change issues. The position covers his work on the House Natural Resources Committee and Select Committee on the Climate Crisis. The portfolio will also include other policy issues as needed.

This individual will work with the legislative director and chief of staff to advance and execute the Congressman's legislative agenda both on and off committee. Responsibilities will include staffing the Congressman at hearings and markups; developing and analyzing legislation and policy; drafting remarks, hearing questions, talking points, and memos; maintaining strong relationships with constituent and stakeholder groups; drafting letters to stakeholders, the Administration, and other Members; and staffing the Congressman in meetings and at other events.

Candidates should have experience working on environment policy issues, strong written and verbal communications skills, a knowledge of House legislative processes, and should work well on a team. District ties and prior legislative experience in a House or Senate office are a plus.

To apply, please send a resume, cover letter, and writing sample to ca49.applications@mail.house.gov. This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

MEM-365-21 APPROPRIATIONS ASSOCIATE/COUNSEL: Rep. Marcy Kaptur seeks a highly experienced and professional legislative staffer to handle a portfolio including energy/environment (both in the personal office and as a liaison to her appropriations subcommittee staff in her role as Chair), as well as transportation and infrastructure.

Candidates must be familiar with the energy and environment portfolio, the appropriations process, advancing legislation, analyzing and briefing on complex policy issues, and drafting a wide array of written materials (including materials for Committee and Floor activities).

Experience with Great Lakes issues, the Army Corps of Engineers, and the Environmental Protection Agency is strongly encouraged. Strong written and verbal communication skills, and a demonstrated ability to work collaboratively in a fast-paced environment are critical. A minimum of five years of relevant and congressional experience is required.

This office is an equal opportunity employer and strongly encourages candidates from diverse backgrounds to apply. Applicants should email a resume, cover letter, two writing sample, and references as individual files in PDF format to Steve.Katich@mail.house.gov with "Appropriations Associate" in the subject line. No phone calls, faxes, emails, or walk-ins, please.

MEM-364-21 Senior Democratic House Member seeks a **Legislative Assistant** for his Washington D.C. office.

The Legislative Assistant will be responsible for drafting and monitoring legislation, preparing materials for committee hearings and markups, representing

the Member in meetings/briefings, working with constituent organizations, and performing other tasks as assigned.

The ideal candidate will have a strong understanding of the legislative process, excellent writing and communication skills, and a demonstrated ability to work effectively in a fast-paced office.

Candidates should send a resume, cover letter, and two writing samples to genleg2024@gmail.com

MEM-363-21 U.S. House of Representatives, Committee on Oversight and Reform, Democratic (Majority) Staff – **Staff Assistant** (District of Columbia)

The House Committee on Oversight and Reform Democratic Staff has an opening for a Staff Assistant. Duties include: answering telephones; receiving visitors at the front desk; assisting with the tracking and processing of committee correspondence; receiving, tracking and processing large document productions; providing administrative support for committee hearings, markups and meetings; entering data and navigating databases with accuracy; and proofreading documents and correspondence for style and typographical errors.

Applicants must have excellent organizational and time management skills; the ability to work cooperatively and courteously with others; strong written and oral communication skills; proficiency in Microsoft Word, Excel, and Zoom and WebEx web conferencing platforms; good judgment and discretion; and flexibility in assisting with daily tasks and projects.

One year of prior Capitol Hill experience is strongly preferred. Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Please send a resume and cover letter to oversightjobs@mail.house.gov, with “Staff Assistant” in the subject line.

Please attach the resume and cover letter with the file name using the following format: “LastName.FirstName.Resume” and “LastName.FirstName.Cover Letter.” No unsolicited calls, emails, or drop-ins, please.

MEM-362-21 Senior House Democratic Member of Foreign Affairs Committee seeks **legislative assistant** to handle work on that committee and related issues.

In addition to a strong interest and experience in foreign policy issues and the operations of U.S. foreign affairs agencies, the successful applicant will be 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.

Legislative and/or agency experience a strong plus, though not required. To apply, please send a resume and a cover letter to foreignpolicya@yahoo.com.

MEM-360-21 Conservative House Republican Member seeks an experienced **Legislative Director** (LD). The Legislative Director advises the Congressman on all policy positions, legislation, and votes and oversee the legislative staff. This position will coordinate with Legislative Assistants and the Legislative Correspondent to develop policy positions and ensure the Member is prepared for all legislative hearings, markups, and vote series.

The LD will guide Legislative Assistants and Legislative Correspondent in crafting a cohesive legislative strategy that highlights the Congressman's priorities and issues of importance to the district.

The ideal candidate will have 5 years of Capitol Hill/Legislative experience, be able to work well under pressure in a very demanding environment, have excellent oral and written communications skills, have a keen attention to detail, and have the ability to manage and work well as part of a team.

Candidates with Financial Services experience preferred. Interested applicants should send their cover letter, references, and resume to gophilljobs1@gmail.com.

MEM-359-21 DISTRICT OFFICE STAFF ASSISTANT – Rep. Jimmy Panetta seeks a highly motivated, detail-orientated, and energetic Staff Assistant in his Salinas, California district office to greet visitors, answer the telephone, supervise the district internship program, write congressional thank you notes, and respond to constituent requests for general information and other inquiries.

This position maintains the front office and assists district office staff with various administrative duties while interacting frequently with constituents. The position also supports the Office's outreach function.

The ideal candidate has strong writing, organizational, and interpersonal skills, and a desire to work in a fast-paced environment. Bilingual Spanish/English is required.

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 or expression. Candidates can submit a resume and cover letter to Susie.brusa@mail.house.gov.

ESSENTIAL JOB FUNCTIONS:

- Answers and screens telephone calls for the Congressman and other staff members; maintains the office voice mail, and returns calls and/or directs messages to appropriate district staff;

- Greets and screens visitors; maintains and monitors visitor sign-in sheet for accuracy and complete information;
- Composes, prints and mails thank you notes from the Congressman to his constituents;
- Assists people who have appointments with the Congressman or other staff members and works closely with the District Director to ensure that the Congressman's appointments are on time;
- Works with the Congressional Interns;
- Responds to constituent requests for flags, tours and other information;
- Maintains literature regarding the District and House offices for distribution to visitors;
- Signs for deliveries and forwards all materials sent to the office to appropriate staff in a timely manner;
- Maintains an inventory of office supplies and assists in ordering office supplies; maintains office equipment;
- Manages the office recycling program;
- Documents visitor opinions, including full name, address, and all relevant information;
- Performs general typing and administrative assignments;
- 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 a flexible schedule including long hours, nights, and weekends; and
- Performs other duties as assigned.

EDUCATION/EQUIVALENT EXPERIENCE:

- At least one year of customer service experience required.
- College-level study in Political Science or Government a plus.
- Bachelor degree preferred.

SKILLS AND KNOWLEDGE REQUIRED:

- Spanish/English bilingual/biliterate required.
- Ability to communicate politely and professionally over the phone, face to face, and in writing required. Each constituent needs to feel heard and represented.
- This is a customer service position. Good skills in this regard are mandatory.
- Desires to be part of a team.
- Must type proficiently.
- Rigorous attention to detail required. Ability to write in a grammatically correct way and proofread effectively.
- Ability to work cooperatively and courteously with others;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Works well under pressure and handles stress.

WORK ENVIRONMENT:

- Generally works in an administrative office environment on the phone and computers.
- Occasionally will accompany the Congressman to events out of the office on nights or weekends.

MEM-356-21 This is a Missouri-based position. Applicants must be located or willing to relocate to the greater Kansas City, Missouri region.

The **Field Representative/Travel Aide** for Congresswoman Vicky Hartzler liaises with fellow Missourians to assist with carrying out her duties as a government official. This individual also travels with her when she visits cities, towns, and rural communities to meet with constituents.

YOU'RE GOOD AT:

- Listening to, talking with, and befriending strangers (some of whom won't agree with you).
- Traveling to unfamiliar places and driving safely.
- Problem solving issues completely new to you.
- Taking initiative when your boss isn't watching.
- Occasionally working hours that fall outside the traditional workday.
- Collaborating with remote team members located hundreds of miles from you.
- Planning events and getting people to show up to said events.
- Communicating well verbally and through writing.
- Speaking in front of small groups.
- Operating basic computer programs.

A DAY IN THE LIFE:

- Attend community meetings, network with locally elected officials, and update the Congresswoman on issues of importance within the service area.
- Travel with the Congresswoman as she visits with constituents at various events.
- Serve as an advocate for constituents and a conduit between them and the Congresswoman while she works on their behalf in Washington, DC.
- Stop by local businesses to meet with the owners and employees, learn about their products being sold, and connect them with federal resources.
- Contact a federal or state agency to learn about how a policy issue is being implemented.
- Assist a local nonprofit with finding federal and state resources to solve an issue.
- Provide feedback to supervisors on concerns raised by constituents on issues of the day.
- Handle meeting requests and serve in stead of the Congresswoman when she is in DC.
- Spend time in the Harrisonville office taking calls, returning messages, and filing reports.

WHAT YOU'LL NEED:

- Bachelor's degree or equivalent professional experience.
- A current driver's license, clean (or mostly clean) driving record, and functioning vehicle.
- Interest, familiarity, or prior experience in the federal and/or state government.
- A passion for working with Missourians to help find solutions and resources for them.

Interested applicants should email their resumes to Austin.Kramer@mail.house.gov.

MEM-354-21 House Committee on Energy and Commerce, Subcommittee on Oversight & Investigations is seeking a **Staff Director** to work on oversight issues related to the Committee's broad jurisdiction for the Committee's Democratic staff.

Areas of expertise under the Committee's jurisdiction preferred, including environment, energy, health, communications, consumer protection, and cybersecurity. Background in Congressional investigations and oversight is required.

The staff director will manage subcommittee staff and be responsible for: developing an oversight and investigation plan; managing regular oversight hearings; conducting investigations of governmental and non-governmental entities; drafting official letters, memoranda, and investigative reports; publicizing activities and investigative findings, and coordinating with the other subcommittees of the full Committee.

Successful candidate will be detail-oriented and possess strong communication, management and writing skills. Ten years of professional experience and J.D. preferred but not required. Active security clearance and committee experience is a plus. Salary is commensurate with experience.

Women, minorities, veterans and LGBTQ+ candidates 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.

Please send resume, cover letter, writing sample, and at least two professional references to ecdjobs@mail.house.gov with the subject line as "Oversight & Investigations Subcommittee Staff Director."

MEM-351-21 Congresswoman Norma J. Torres (CA-35) seeks a motivated, energetic, community-oriented individual for the position of **Field Representative**.

The position will be based in the Ontario, CA District Office. The Field Representative will act as a liaison between constituent groups, local businesses, local and state governments, and Congresswoman Torres, in addition to initiating community outreach projects.

The position will also respond to in-person, written, and telephone inquiries from constituents, represent the Congresswoman at public events in the district, make legislative presentations, develop community outreach projects, and perform other duties as assigned. Knowledge of the cities, communities, and issues of regional concern required. Spanish language fluency a plus.

To apply, please email a cover letter and resume to CA35.OfficeStaff@mail.house.gov.

The office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, genetic information, national origin, uniformed service, sexual orientation, or gender identity or expression.

MEM-349-21 Rep. Grace F. Napolitano's office seeks a **Staff Assistant/Legislative Correspondent** in our Washington, DC office.

The position is responsible for staff assistant duties of greeting visitors, answering phones, providing assistance to constituents, including arranging tours, taking flag requests, and general assistance to staff. The position also includes being the Legislative Correspondent and collecting and organizing constituent mail, drafting response letters, and informing the Congresswoman and staff of the constituent correspondence.

The position is also responsible for managing and hiring interns. 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. California ties and Spanish-language skills are a plus.

Please send a resume, cover letter, and writing sample to NapolitanoCP@mail.house.gov.

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.