

House Vacancy Announcement and Placement Service

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Member and Committee Openings

Week of December 23, 2024

MEM 517-24

Legislative Assistant

Member-elect Maggie Goodlander (NH-02) is hiring a **Legislative Assistant** to join her Washington, D.C. team.

This role will include maintaining policy expertise and tracking legislative activity within the assigned policy portfolio; drafting vote, bill cosponsor, and letter recommendations; writing policy memos and briefing materials; reviewing constituent correspondence within assigned policy portfolio; meeting with constituents and stakeholders and ensuring their concerns are shared with the Member and policy team; researching and drafting legislation; and working to advance the Member's legislative agenda.

Qualified candidates will have legislative experience, a good understanding of House and committee procedures, an understanding of the legislative process, a demonstrated ability to translate policy ideas into legislative outcomes, strong written and verbal communication skills, and strong organizational skills. Previous experience as a Legislative Assistant or on Capitol Hill, New Hampshire ties, and a demonstrated interest in public service are preferred.

All applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, or national origin.

Interested candidates are encouraged to submit a resume, cover letter, and a 1-2 page writing sample in a single PDF by January 3rd to servenh2@gmail.com.

MEM 516-24

Legislative Correspondent

Member-elect Maggie Goodlander (NH-02) is hiring a **Legislative Correspondent** to join her Washington, D.C. team.



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This role will include building a new mail program, including establishing a letter library for the office; assisting with tracking and sorting constituent mail, email, and phone outreach; drafting responses; ensuring constituents get timely, accurate, and helpful responses; and communicating constituent opinions and priorities to the Member and legislative team. Additional responsibilities include legislative issue research and tracking of legislative activity, assisting in the drafting of the Member's remarks and committee materials, briefing materials, and other duties as assigned.

Qualified candidates will possess strong writing, proofreading, and organizational skills, and attention to detail. Familiarity with Intranet Quorum or other House CRM software is a plus. New Hampshire ties, and a demonstrated interest in public service are preferred.

All applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, or national origin.

Interested candidates are encouraged to submit a resume, cover letter, and a 1-2 page writing sample in a single PDF by January 3rd to servenh2@gmail.com.

MEM -515-24

District Representative for California's 49th Congressional District

Description: The staff member in this position acts as a liaison to federal, district, and local agencies for the Member of Congress and constituents. The District Representative is charged with helping constituents with casework and engaging the residents of the 49th Congressional District, including planning meetings and events with the Member of Congress. This position is based in Oceanside.

Responsibilities: The person in this role is specifically responsible for building and maintaining relationships with a variety of communities throughout CA-49, especially in Encinitas, Solana Beach, and Del Mar. This role involves handling constituent casework with various federal agencies, with a focus on the Department of Homeland Security and the Department of State. Other responsibilities include planning and staffing in-district events, meetings, and site visits; working closely with the District Office and Washington, DC office staff on local and assigned policy issues and areas; and establishing relationships with local groups, including attendance at key meetings and ensuring the office is tracking events and functions to facilitate the Member's attendance.

Qualifications: Successful applicants should have a thorough knowledge of California's 49th district, familiarity with the communities of Encinitas, Solana Beach, and Del Mar, a service-oriented attitude, strong organizational skills, proficiency at prioritizing and managing multiple projects at one time, a capacity to work both independently and as part of a team, and strong written and oral communications skills. Preference may be given to residents of the 49th District.

The salary for this position is \$50,000 to \$60,000, commensurate with experience.



To Apply: Please send resume, cover letter, and three professional references to ca49.applications@mail.house.gov

Veterans are encouraged to apply.

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 -514 – 24

The Office of Congresswoman Pramila Jayapal (WA-07) is seeking a **Legislative Counsel** to lead the office's Judiciary portfolio. The Congresswoman is a Member of the House Judiciary Committee and is currently the Ranking Member on the Subcommittee on Immigration Integrity, Security and Enforcement. This position will lead on all issues within the jurisdiction of the Judiciary Committee (except Immigration), which include but are not limited to antitrust, courts, criminal justice, elections, protection of civil rights and civil liberties, and intellectual property.

Responsibilities include but are not limited to:

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

Job Requirements:

- Passionate about public service and committed to progressive values.
- Excellent writing and time management skills.
- Ability to digest new content with a political and ideological lens that is appropriate for the Office.



- Previous Hill experience strongly preferred.
- Poised, level-headed, flexible, collaborative, team oriented; and
- Eager to learn, grow, and thrive in a dynamic and high-paced environment.
- The Office of Congresswoman Pramila Jayapal is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. State and/or district ties are a plus. Prior Hill experience is strongly preferred. Position location is Washington, DC.

Candidates should submit their resume, cover letter, two writing samples, and references in PDF

format to jobs.pramila@mail.house.gov with “Legislative Counsel”: [Applicant’s First and Last Name]” in the subject line. No calls or drop-ins please.

MEM-512-24

Washington, D.C.-Based **Executive Assistant/Scheduler**

The Office of Congresswoman Sara Jacobs (CA-51) is looking for an organized, adaptable, and detail-oriented Executive Assistant/Scheduler for her Washington, D.C. office.

Responsibilities include but are not limited to:

- Driving and staffing the Congresswoman while she is in Washington, D.C
- Overseeing the member’s daily and long-term schedule, in coordination with the Deputy Chief of Staff and the district-based Executive Assistant/Scheduler
- Compiling the daily briefing book and ensuring the member is prepared ahead of engagements
- Managing member travel, logistics, and records
- Liaising between all staff and the member to effectively communicate needs
- Assisting the Deputy Chief of Staff with office operations, events, and project management, as needed
- Maintaining setup and presentation of the Member Office and upkeep of official vehicle
- Aiding in front office management during non-session weeks

This role is part of the Operations team and reports to the Deputy Chief of Staff. It also requires close coordination with the district-based Executive Assistant/Scheduler, Communications Director, and legislative team.



Ideal candidates will have good judgment, an eye for detail, and the ability to work in a fast-paced, collaborative environment. They will be able to anticipate the needs of the Congresswoman and problem-solve on their feet.

This is not a 9-5 job; many nights and weekends will be required, especially during legislative sessions. Advance, sales, or service industry skills are preferred; a valid driver's license and a good driving record are required.

TO APPLY, please send a résumé and cover letter to SaraJacobs.Resumes@mail.house.gov with "DC Scheduler – NAME" in the subject line.

Our office is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. Applications will be accepted through Friday, January 3, 2025, though priority will be given to earlier applicants. No phone calls, emails, or drop-ins, please.

MEM-510-24

COMMUNICATIONS DIRECTOR

Congresswoman Angie Craig (MN-02) is in search of a highly-motivated Communications Director in her Washington, DC office. This position reports to the Chief of Staff. The Communications Director will manage all aspects of the Congresswoman's communications portfolio – including her earned media strategy, digital media presence, and robust franked communications program – and will oversee a comms team that spans both the DC and District offices.

The ideal candidate should have several years of demonstrated communications experience – including experience working with reporters. The candidate should be a strategic thinker and dynamic writer with strong interpersonal skills, solid political instincts, a good sense of humor, and a keen attention to detail.

The position is full time with federal benefits, including student loan repayment program (if eligible), transit or parking benefits, and an annual salary of between \$85,000 and \$95,000 commensurate with experience.

This position is part of the Congresswoman's senior staff – this is not an entry level position.

To Apply:

All interested candidates are encouraged to submit a resume and two writing samples to repcraigresumebank@gmail.com with the subject line "Communications Director [applicant's full name]."



Our office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including marital or parental status), national origin, age, disability, gender identity, or sexual orientation. Our office encourages candidates of diverse backgrounds to apply.

MEM-506-24

The Office of Congresswoman Sara Jacobs (CA-51) is hiring a creative, efficient, and detail-oriented **Social Media Assistant** based in Washington, D.C. or San Diego, CA.

The Social Media Assistant will be responsible for creating and executing digital strategies under the guidance of the Communications Director. The ideal candidate will be a strong writer and a digital native with an eye for detail and a passion for innovative digital engagement.

This is not a 9-5 job; some nights and weekends as well as frequent travel will be required. California ties are helpful; good judgment and common sense are a must.

Social Media: The Social Media Assistant will manage the Congresswoman's social media platforms – including Twitter, Facebook, Threads, Instagram, TikTok, and others – in addition to her website. This individual will be expected to proactively draft content in the voice of the Congresswoman each day in addition to quickly responding to breaking news, Capitol Hill and San Diego developments, and other rapid response opportunities. Applicants should have a passion for engaging non-political audiences, capitalizing on social media trends, and innovating how the Congresswoman communicates.

Digital Content: Applicants should be proficient in graphic design and video editing. This person will be responsible for proactively creating graphics, videos, and other digital content that is compelling, engaging, on-brand, and error-free. The Social Media Assistant will also regularly take photos and videos of the Congresswoman at events and in meetings. In addition to managing a strategic content calendar, they will be expected to create content for rollouts and rapid response opportunities. This includes clipping, captioning, and posting committee remarks, floor speeches, and interviews. The Social Media Assistant is also responsible for spearheading the e-newsletter program, including drafting, franking, and sending content related to grant opportunities, the Congresswoman's legislative priorities, and her work in San Diego.

TO APPLY, please send a résumé, cover letter, video sample, graphic sample, and short writing sample to SaraJacobs.Resumes@mail.house.gov with "Social Media Assistant – NAME" in the subject line.

Our office is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented



communities are strongly encouraged to apply. Applications will be accepted through Friday, January 3, 2025, though priority will be given to earlier applicants.

MEM-504-24

House Committee on Veterans' Affairs, Subcommittee on Technology Modernization **Legislative Assistant**

The House Committee on Veterans' Affairs majority is seeking a Legislative Assistant for the Subcommittee on Technology Modernization. This position will conduct oversight of the Department of Veterans Affairs' (VA) enterprise technology programs and projects as well as its information technology operations. Information technology is a key aspect of all VA operations including, but not limited to, supply chain, health care delivery, cybersecurity, human resources, financial management, and benefits delivery. The role involves collecting technical information and translating it into briefings, memoranda, and policy recommendations for a general audience in an extremely fast-paced environment. Some level of subject matter expertise in information technology and federal agency administrative or management issues is also required. This is a full-time, on-site position in Washington, DC. Some domestic travel is required.

House Committee on Veterans' Affairs, Subcommittee on Technology Modernization Legislative Assistant

Core Responsibilities:

- Under the supervision of the Subcommittee Staff Director, conduct oversight of the Department of Veterans Affairs (VA) enterprise technology programs and projects as well as its information technology operations.
- Organizing and participating in meetings, preparing for subcommittee hearings, drafting memos, reading documents, summarizing documents and meetings orally and in writing, limited domestic travel, and other oversight duties as assigned.
- Collect technical information and translate it into briefings, memoranda, hearing materials, and policy recommendations for a general audience.
- Assisting with legislation in a limited capacity including drafting bills as well as reading and tracking pending and enacted legislation.
- Representing the Committee in a limited capacity including meeting with other congressional staff, veteran service organizations, technical organizations, and external stakeholders.
- Perform other duties as assigned by the Subcommittee Staff Director, Committee Staff Director, and Committee Deputy Staff Director.

Qualifications:

- Undergraduate degree



- At least three years of relevant work experience, prior congressional or federal agency experience is preferred but not required
- Some level of subject matter expertise in information technology and federal agency administrative or management issues
- Veterans are strongly encouraged to apply
- Excellent writing, editing, and proofreading skills
- Excellent oral communication skills
- Thoroughness and attention to detail
- Discretion and sound judgment in formulating and recommending policy positions
- Knowledge of current issues and events relevant to the Committee and VA
- Ability to work long hours, under pressure, while remaining cooperative and courteous
- Work independently as well as in teams
- This is a full-time, on-site position in Washington, DC.
- Some domestic travel is required.

Benefits:

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

Other Information:

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

How to Apply:

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

What to Expect Next:

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



MEM-501-24

House GOP Member Seeks National Security Advisor

CORE RESPONSIBILITIES:

1. to develop and plan legislative initiatives related to a national security, cyber security, foreign affairs, and armed services portfolio.
2. to monitor legislative developments within Committees and on the House floor;
3. to meet with constituents and advocacy groups on behalf of the Member.

QUALIFICATIONS:

1. at least 1 year of legislative experience in a full-time, paid position or legislative fellowship
2. excellent oral and written communication skills;
3. thorough knowledge of the legislative process;
4. ability to exercise discretion and independent judgment in the formulation and recommendation of policy positions for the Member;
5. ability to work cooperatively and courteously with others;
6. ability to work well under pressure;
7. thoroughness and careful attention to detail

To apply, please send resumes to housegopemployment@gmail.com with position noted in subject line.

MEM-500-24

Title: Legislative Assistant, U.S. House Committee on Veterans' Affairs, Republican Staff

REPORTS TO: Staff Director, Subcommittee on Oversight and Investigations

Core Responsibilities:

- Conduct oversight of Subcommittee issue areas, including Department implementation of laws, regulations, and programs
- Review evidence and data to analyze, develop, and provide detailed written and oral reports of findings
- Assist the Subcommittee Staff Director in advising the Full Committee leadership and Subcommittee leadership on legislative initiatives
- Draft hearing, markup, and floor statements for the Full Committee leadership and Subcommittee leadership
- Draft trip reports, requests to agencies for information, letters to agencies, hearing recaps, and other work product relevant to the Subcommittee's jurisdiction
- Assist in determining Full Committee and Subcommittee hearing topics and preparing for hearings



- Coordinate with Member office staff on logistics, including Subcommittee Member attendance for Subcommittee activities
- Meet with congressional staff and internal/external organizations on the Subcommittee's behalf
- Analyze current law and proposed legislation; assist with the drafting of legislation; and draft policy memoranda as assigned
- Assist with developing policy recommendations and serve as a resource for Members both on and off Committee
- Organize and maintain Subcommittee electronic records
- Engage with whistleblowers
- Travel and conduct oversight visits at agency facilities
- Perform other duties as assigned by the Subcommittee Staff Director, Full Committee Deputy Staff Director, and Full Committee Staff Director
- This is a full-time, onsite, position in Washington, DC

Minimum Qualifications:

- Bachelor of Arts or Science

Required Skills:

- Knowledge of the legislative drafting process
- Excellent writing, editing, and proofreading skills
- Excellent oral communications skills
- Thoroughness and careful attention to detail
- Strong Microsoft Office proficiency, including expertise in Word and ability to use Excel
- Demonstrate the ability to exercise discretion and independent judgment in the formulation and recommendation of policy positions
- Knowledge of current issues and events in which the Full Committee leadership is involved
- Ability to work long hours under pressure and be cooperative and courteous with others
- Ability to manage fluctuating workloads
- Strong research skills
- Potential to work independently

Benefits:

Employees may be eligible for the following benefits:

- Sick and annual leave
- Metro benefits or parking
- Student Loan Repayment Program
- Federal Employee Health Benefits Program
- Thrift Savings Plan
- Federal Employees' Group Life Insurance Program
- Federal Long-Term Care (LTC) Insurance



- Flexible Spending Accounts (FSAFEDS)
- Dental & Vision Insurance Program (FEDVIP)

Other Information:

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

How to Apply:

Interested candidates should send their cover letter, resume, and writing sample to VAR.Resumes@mail.house.gov with “O&I Republican Legislative Assistant” in the subject line.

What to Expect:

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

MEM-498-24

The Subcommittee on Disability Assistance and Memorial Affairs, House Committee on Veterans’ Affairs, Majority Staff (DAMA) is seeking a **Legislative Assistant** to provide administrative, legislative, and research support to Subcommittee staff, and assists with duties as assigned.

DUTIES:

- Maintain Subcommittee archives of activities, including identifying and tracking pending legislation.
- Travel and conduct oversight visits at agency locations.
- Draft trip reports, requests to agencies for information (including tracking deadlines), hearing recaps, and other work product relevant to the Subcommittee’s jurisdiction.
- Subcommittee casework as assigned.
- Answer telephone and respond to caller inquiries.
- Keep abreast of emails, including Member inquiries and agency notifications, and schedule meetings with parties as appropriate.
- Organize and maintain Subcommittee electronic records, including meeting notes, agency reports, other documents.
- Analyze current law and proposed legislation; assist with the drafting of legislation within the Majority agenda as assigned; participate in staff-level discussions with knowledge of background information on legislation being considered; draft policy memoranda as assigned.
- Assist with due diligence being performed as part of the Subcommittee’s oversight duties, including requesting information from agencies on matters within the Subcommittee



jurisdiction.

- Assist with hearing preparation and coordination of hearings, including developing recommendations of hearing topics, briefing of Subcommittee Members, drafting memoranda and remarks for Chairman, and development of questions.
- Coordinate with Member office staff on logistics, including Subcommittee Member attendance, for Subcommittee activities, including hearings.
- Attend meetings with agencies, veteran service organizations, and other parties, and maintain notes on such meetings.
- Draft memoranda for the full Committee and Subcommittee Chairman on matters within the jurisdiction of the Subcommittee.
- Review the Congressional Record, Federal Register, House Calendar, and other publications for matters of interest to Subcommittee Members and staff.
- Assist with developing policy recommendations and serve as a resource for Members both on and off Committee.
- Responsible for all other duties assigned by the full Committee Chairman, Subcommittee Chairman, full Committee Staff Director or Deputy Staff Director, and Subcommittee Staff Director, and assisting other Committee staff, as needed. This is a full-time, on-site position in Washington, DC.

MINIMUM QUALIFICATIONS:

Bachelor of Arts or Science.

REQUIRED SKILLS:

- Strong writing and editing skills, including for work product of different types with different audiences.
- Strong Microsoft Office proficiency, including expertise in Word and the ability to use Excel.
- Strong organizational skills.
- Strong verbal communication, including with different audiences.
- Excellent attention to detail.
- Excellent listening skills.
- Strong ability to manage fluctuating workloads and juggle and prioritize tasks, including managing short-, medium-, and long-term tasks.
- Team oriented.
- Excellent ability to work well under pressure and time constraints.
- Strong research skills. Legal research skills (e.g., LexisNexis) is a plus.
- Problem solving and analytical skills are a plus.
- Potential to work independently.

How to Apply: Qualified candidates please send their cover letter, resume, and three (3) writing samples to the following e-mail address: VAR.Resumes@mail.house.gov with “DAMA Republican Legislative Assistant” in the subject line.

No calls or walk-ins, please.



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MEM-497-24

Midwest Republican seeks a **Scheduler** in the Washington, D.C. office. Strong preference for applicants with prior or current Hill experience.

Duties include but are not limited to the following:

- Maintaining the Member's day-to-day schedule, sharing appropriate event details, points of contact, and locations for meetings and events with the Member and staff as appropriate.
- Preparing daily itineraries for the Member along with all applicable briefing materials for the day ahead.
- Working closely with the Member, Chief of Staff, and Legislative Director to process all incoming meeting requests, invitations, committee hearings, and coordinating travel arrangements.
- Working closely with the Communications Director to schedule radio and television press, and interviews both in D.C. and in the district.
- Organizing expense reimbursements and working with the office's Financial Administrator to reconcile office accounts.
- Working closely with the District Director to plan and facilitate travel to district visits.
- Maintains a good working relationship with constituents, committee staff, other Congressional offices, and other government offices/agencies.

Excellent organizational skills and attention to detail are required. Ideal candidates should have at least 1-2 years of relevant experience and the ability to multitask in a very fast-paced environment. Interested applicants can send their resume and any references to GOPMidwestScheduler@gmail.com.

MEM-476-24

Congressman Dan Crenshaw (R-TX-02) seeks a highly motivated, hard-working **Legislative Assistant** (LA), based in our Washington, D.C. office. This position reports to the Legislative Director. The LA will handle an economic facing portfolio, including Budget and Appropriations, Financial Services, and Tax, with other issues to follow.

Key duties include:

- Communicating clearly and consistently with the Member, Legislative Director, and legislative, communications, and district teams on legislative updates
- Preparing and staffing the Member for meetings, and assisting in the drafting of remarks, as needed



- Meeting with constituents, stakeholders, and advocacy groups within the portfolio of issue areas Working with external stakeholders, Congressional Research Service (CRS), Legislative Counsel, and committee staff to draft legislation based on the Member's priorities
- Ideal candidates will have strong written and oral communications skills and be detail-oriented, organized, and creative. They must be able to quickly learn the member's voice and think in a proactive, communications-focused manner.

Other key qualities include:

- Commitment to a collaborative work environment
- Ability to work in a fast-paced environment and manage competing priorities
- Ability to communicate up and down within the team
- Ability to learn the Congressman's voice and legislative priorities
- Interest in identifying and pursuing new opportunities and the ability to anticipate and adapt to challenges

Hill experience is required. Compensation is competitive and commensurate with level of experience. Qualified applicants should submit a resume and writing sample (no more than 3 pages) as one combined PDF to Kenneth.Depew@mail.house.gov. Include "Legislative Assistant – [Full Name]" in the subject line. Applications will be considered on a rolling basis as received. No phone calls or drop-ins please.

