



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of July 29, 2024**

**MEM-332-24** The Democratic Staff of the House Committee on Budget is seeking a highly experienced, motivated, and creative **Communications Director** to lead its fast-paced communications shop. Strong relationships with national press, producers and bookers, and stakeholders, as well as meaningful management experience is necessary. Prior knowledge of the budget and appropriations process is a plus. This is not an entry-level position.

The individual selected will have exceptional writing and editing skills, a keen attention to detail, and the ability to translate complex issues and topics for various audiences across platforms and medias. The ideal candidate will have significant communications work experience including time on Capitol Hill, with a non-profit, government agency, or in the private sector.

**KEY RESPONSIBILITIES:**

- Develop strategic communications plans for the committee, leading the communications team and working closely with the Ranking Member's personal office, committee professional staff, and across offices to implement successful media strategies to roll out reports, commentary, legislation, send letters, and make other major announcements;
- Manage, mentor, and grow the Committee's communications team, focusing on staff professional development, skill building, and efficient workflows;
- Build and sustain strong relationships with local, national, and budget-specific print, radio, and broadcast media (reporters, producers, editors, columnists, etc),

and remain ready to identify creative ways to pitch the Ranking Member and garner media attention for Committee work;

- Lead the communications team in drafting messaging resources and toolkits on committee work and accomplishments for Committee Members and the Caucus;
- Assist with planning and staffing D.C.- and district-based events related to committee work, such as press conferences and roundtables;
- Prepare, brief, and staff the Ranking Member for media interviews, press conferences, roundtables, and other engagements;
- Draft and edit committee materials, talking points, speeches, press releases, op-eds, and other materials as necessary; and
- Speak on background or on the record with reporters when necessary and act as a media liaison for the Ranking Member.

#### REQUIREMENTS:

- Exceptionally strong writing, editing, and proofreading skills;
- Experience managing others and promoting professional development;
- Deep understanding of print, broadcast, and online media and how to successfully create and leverage opportunities in each;
- Expertise in advising others on a communication strategy and ability to collaborate well with issue experts and other coworkers;
- Strategic thinker, politically savvy, and ability to manage competing priorities and develop solutions under tight deadlines;
- Ability to work well with others, willingness to take initiative, manage competing priorities, and turn around high-quality products under tight deadlines are a must; and
- Works a flexible schedule, including long hours on nights and weekends.

This office is an equal opportunity employer with a team that highly values mentorship and professional development; we do not discriminate on the basis of race, color, religion, national origin or citizenship status, sex, gender identity or expression, pregnancy, sexual orientation, age, disability, or military status. Candidates with diverse backgrounds, women, people of color, and LGBTQ+ candidates are strongly encouraged to apply.

Qualified candidates should submit a cover letter describing their fit for the role, a resume, and three writing samples to [budget-democrat.jobs@mail.house.gov](mailto:budget-democrat.jobs@mail.house.gov) with “[NAME] – HBC Communications Director” in the subject line. No calls or walk-ins please.

**MEM-331-24** A Republican Subcommittee Chair is seeking a **Staff Assistant** for the Washington, D.C. office. Successful applicants will be motivated, organized, detail-oriented, responsive, and be able to prioritize and manage multiple tasks under tight deadlines. Qualified applicants should also possess strong and effective communication (both verbal and written), interact positively with constituents, work well in a team environment, and be able to accomplish tasks with minimal guidance.

Responsibilities of this role include, but are not limited to:

- Greeting guests in the office, answering phone calls, and logging incoming constituent communications
- Overseeing the front office and providing training to interns
- Providing and coordinating tours of the Capitol, arranging tours of other national landmarks, and managing the office flag program
- Driving the Member on occasion (vehicle preferred)
- Flexibility in supporting the Member and all staff in various roles, both administrative and legislative.

To apply, please email [CapitolHillStaffPosition@gmail.com](mailto:CapitolHillStaffPosition@gmail.com) with a copy of your resume.

**MEM-280-24** Congresswoman Lucy McBath (GA-07) seeks a **staff member** based in the Metro Atlanta region for a position in her Duluth District Office.

Primary responsibilities include assisting constituents in resolving issues with various federal agencies and representing the Congresswoman at meetings and events throughout the district. Additionally, the staff member will play an active role in creating constituent services events and coordinating site visits as well as supporting the management of incoming and outgoing District Office communications. Candidates with experience in the nonprofit, healthcare, or public sectors are strongly encouraged to apply.

Successful applicants will:

- Be a team player who can work independently while managing multiple tasks and projects
- Possess strong written, verbal, and interpersonal communication skills
- Practice strong interpersonal skills with constituents, agencies, and stakeholders
- Be willing to staff events and attend meetings outside of business hours as necessary
- Reliably execute tasks and projects with great organization and attention to detail

The office is an equal opportunity employer and does not discriminate based on race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status. Candidates from diverse backgrounds are encouraged to apply, as well as candidates with ties to Georgia.

Interested candidates should send a cover letter and resume to [GA07Resumes@gmail.com](mailto:GA07Resumes@gmail.com) with the subject line “Constituent Services and Field Representative” no later than August 08, 2024.

**MEM-327-24** Congresswoman Lisa McClain (MI-09) seeks an experienced **Communications Director** to join her Washington, D.C. office. This is not an entry-level position, and candidates are expected to book the Member on national media weekly.

The Communications Director will manage a robust communications operation, including franked communications, local and national press, and social media. Primary responsibilities will include developing local and national press strategy, booking and pitching stories, and preparing the Member for interviews. The successful candidate will be expected to work closely with the Member, Chief of Staff, Legislative Director, and District Director to develop and execute a coordinated plan.

Primary responsibilities include:

- Drafting and distributing weekly e-newsletters.
- Managing the Franked mass communications portfolio.
- Drafting all press releases, statements, op-eds, speeches, and other external messaging.
- Developing relationships with reporters and handling all TV and radio bookings, emphasizing national media.
- Managing the office's digital assets, including the website, social media platforms, and subscriber lists.
- In-depth preparation of the Member for media appearances and public speeches.

A successful candidate will have strong writing, proofreading, and editing skills, experience pitching local and national media, the ability to identify themes and topics that resonate with various audiences, and the ability to make well-informed decisions.

Prior communications experience is required.  
Michigan ties are preferred but not required.

Salary commensurate with experience.

To apply, please send an email with the subject line "Communications Director – [NAME]" with your resume to: [nick.hawatmeh@mail.house.gov](mailto:nick.hawatmeh@mail.house.gov) and [jake.ronan@mail.house.gov](mailto:jake.ronan@mail.house.gov).

**MEM-325-24** The office of Rep. Glenn Ivey seeks a highly motivated, energetic, and detail-oriented individual to serve as a **Scheduler** or **Operations Director** based in our DC office.

The Scheduler/Operations Director serves as a key player of the team by managing the Member's time. This role reports to and works closely with the Chief of Staff, but is expected to be a team player and coordinate closely with the full team about the Member's schedule.

Key duties include:

- Collaborating with the Member, Chief of Staff, and district staff to determine and finalize the Member's daily schedule, long-term schedule, and briefing materials (e.g., memos, talking points, and speeches)
  - Evaluating and organizing all incoming meeting and event requests in coordination with the Chief of Staff
  - Communicating key information regarding the Member and the Member's schedule to staff
  - Managing Member reimbursement program
  - Working closely with both DC and District staff to ensure smooth daily office operations
  - Coordinating the Member's travel arrangements as well as other staff travel arrangements when necessary
  - Maintaining and implementing administrative office files, policies, and operating procedures to ensure effective office operation
- Successful candidates will have 1-2 years of Scheduling/ Executive Assistant experience, be highly motivated, eager to learn, able to work in a fast-paced environment, and, have a problem-solving attitude. A valid driver's license, safe driving record, and regular access to a reliable vehicle are required. The role is based in the Washington DC office. The pay range for this position is \$60,000-75,000, commensurate with experience. Title is also commensurate with experience.

Candidates of diverse backgrounds are 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, national origin, disability, military status, age, marital status, or parental status.

Applications will be accepted on a rolling basis. To apply, please email [md04resumes@gmail.com](mailto:md04resumes@gmail.com) with "Scheduler/Ops Director" in the subject line and the following application materials attached as one combined PDF:

- Cover letter
- Résumé
- Two references including name, current title and organization, phone number, email, and a one-sentence description of your relationship to the reference (we will not contact these references without reaching out to you for your approval)

No phone calls or drop bys, please.

#### **MEM-322-24 Texas GOP Member Seeks **Press Assistant****

Texas GOP Member of Congress seeks a Press Assistant who is eager to join a robust communications operation. This is not an entry-level position-- at least six months to one year of relevant communications experience is required.

#### **Required Skills**

Excellent writing ability and attention to detail.

Experience creating graphics and social media branding.

**Duties**

Develop and assist with press releases, talking points, op-eds, and other materials as assigned.

Assist with maintaining the office's website and social media accounts.

Create and edit videos and other digital material.

Monitor the Member's presence and interactions on social media.

Take photos/video at events and meeting.

Compile daily press clips.

Other duties as assigned.

To apply, please send resumes to [housegopemployment@gmail.com](mailto:housegopemployment@gmail.com) with position noted in subject line.

**MEM-321-24 Texas GOP Member Seeks Legislative Assistant**

**CORE RESPONSIBILITIES:**

to develop and plan legislative initiatives;

to monitor legislative developments within Committees and on the House floor;

to meet with constituents and special interest groups on behalf of the Member.

**QUALIFICATIONS:**

at least 1 year of legislative experience in a full-time, paid position or legislative fellowship

strong academic credentials;

strong leadership and organizational skills;

excellent oral and written communication skills;

thorough knowledge of the legislative process;

ability to exercise discretion and independent judgment in the formulation and recommendation of policy positions for the Member;

ability to work cooperatively and courteously with others;

ability to work well under pressure;

thoroughness and careful attention to detail

To apply, please send resumes to [housegopemployment@gmail.com](mailto:housegopemployment@gmail.com) with position noted in subject line.

**MEM-320-24** A conservative Midwest Member of Congress has an immediate need to hire an experienced full-time **Legislative Assistant** with a background in agriculture in the Washington, D.C. office. Interested candidates are encouraged to email their resume, cover letter, and references to [ConservativeRep@mail.house.gov](mailto:ConservativeRep@mail.house.gov). Please use 'Legislative Assistant' as the subject line, and in the body of the email, please indicate where you found this job description.

**Responsibilities**

This Legislative Assistant will serve as the Member's primary expert on agriculture issues, as well as some other issue areas which will be assigned at the time of employment. This position will work closely with the Legislative Director and Chief of Staff to develop and execute a coordinated legislative strategy for the Member. This position also prepares the Member for Committee hearings and markups and attends meetings with constituents, visitors, and other groups.

Preferred Qualifications (not a comprehensive list)

- Agriculture background
- Capitol Hill experience
- Great writer
- Proficient at Microsoft suite
- Detail oriented
- Multitasker

**MEM-319-24** A conservative Indiana Member of Congress has an immediate need to hire a **Staff Assistant** role for the Washington, D.C. office. Interested candidates are encouraged to email a resume, cover letter, and references to [ConservativeRep@mail.house.gov](mailto:ConservativeRep@mail.house.gov). Please use 'Staff Assistant' in the subject line, and, in the body of the email, please indicate where you found this job description.

Expectations

The Staff Assistant will be expected to manage the front desk during office hours, handle Capitol and White House tour requests, fulfill flag requests, support the district office with administrative office needs, and assist the D.C. office staff with work as assigned. Staff Assistants often provide the first impression of the office to constituents, guests, and other groups. The experiences gained in the Staff Assistant role provide a solid foundation to advance into positions of increasing responsibility.

Preferred Qualifications (not a comprehensive list)

- Indiana ties preferred
- Great interpersonal skills
- Highly organized
- Multitasker
- Good writer
- Proficient at Microsoft suite

**MEM-318-24** The office of Rep. Greg Landsman seeks a highly motivated, energetic, and detail-oriented individual to serve as a **Scheduler or Operations Director** based in our DC office.

The Scheduler/Operations Director serves as a key player of the team by

managing the Member's time. This role reports to and works closely with the Chief of Staff, but is expected to be a team player and coordinate closely with the full team about the Member's schedule.

Key duties include:

Collaborating with the Member, Chief of Staff, and district staff to determine and finalize the Member's daily schedule, long-term schedule, and briefing materials (e.g., memos, talking points, and speeches)

Evaluating and organizing all incoming meeting and event requests in coordination with the Chief of Staff

Communicating key information regarding the Member and the Member's schedule to staff

Maintaining, developing, and managing office internship program in both the district and DC offices

Managing Member reimbursement program

Working closely with both DC and District staff to ensure smooth daily office operations

Coordinating the Member's travel arrangements as well as other staff travel arrangements when necessary

Maintaining and implementing administrative office files, policies, and operating procedures to ensure effective office operation

Tracking staff vacation time and sick days

Successful candidates will be highly motivated, eager to learn, able to work in a fast-paced environment, and have a problem-solving attitude. A valid driver's license, safe driving record, and regular access to a reliable vehicle are required.

The role is based in the Washington DC office. The pay range for this position is \$60,000-75,000, commensurate with experience. Title is also commensurate with experience.

Candidates of diverse backgrounds are 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, national origin, disability, military status, age, marital status, or parental status.

Applications will be accepted on a rolling basis. To apply, please email [Leslie.Grubb@mail.house.gov](mailto:Leslie.Grubb@mail.house.gov) with "Scheduler/Ops Director" in the subject line and the following application materials attached as one combined PDF:

Cover letter

Résumé

Two references including name, current title and organization, phone number, email, and a one-sentence description of your relationship to the reference (we will not contact these references without reaching out to you for your approval)

No phone calls or drop bys, please.



**MEM-317-24** Congresswoman Mikie Sherrill (NJ-11th) has an opening for a **Constituent Services Caseworker/Field Representative** in her Livingston district office.

Primary responsibilities include handling a large docket of constituent casework; interacting with constituents and government agencies; and representing the Congresswoman at community events. Federal casework areas will include immigration casework. Spanish language fluency is an advantage.

This position provides an opportunity to be part of a hard-working cohesive team and to make a difference in the lives of others. The ideal candidate is self-motivated, great at multi-tasking, has a strong desire to help people, and has excellent interpersonal and writing skills. This is a full-time position with federal benefits.

Applicants must have a car and NJ driver's license and a clean driving record. This position requires frequent travel throughout the district and flexible hours, including nights and weekends. To apply please send resume, cover letter and references to Jill Hirsch at [resumes.nj11@mail.house.gov](mailto:resumes.nj11@mail.house.gov)

No calls or drop-ins. 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-315-24** The Office of Congressman Don Davis seeks a **Staff Assistant** for his Greenville, North Carolina office. This position will support the daily operations of the Congressman's district office.

Responsibilities include:

- Operating and managing all aspects of a busy Congressional front office and reception area.
- Managing and responding to incoming meeting requests under the supervision of the District Director.
- Tracking and reporting office metrics.
- Providing general administrative support as needed, including logging and tracking correspondence and constituent requests.
- Drafting statements and general correspondence.
- Coordinating technology support with the tech team.
- Managing the district office intern program.
- Setting up and breaking down for meetings.
- Managing registration tables and booths at fairs.
- Performing other duties as assigned by the District Director.
- Ability to work flexible hours, including occasional Saturdays and weeknights for events.

Qualifications:

- Commitment to public service.
- Strong attention to detail and ability to work in a fast-paced environment.
- Ability to work effectively as part of a team.
- Organized and solution-oriented mindset.
- Customer service experience is preferred;
- Prior government experience is a plus.
- Familiarity with Eastern North Carolina and ties to the First Congressional District preferred.
- Computer skills, including proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace (Docs, Sheets, etc.).
- Bachelor's Degree or 5 five years of experience; or equivalent combination of education and experience.
- Application Process: Review of applications will commence immediately, with interviews to follow shortly, aiming for a swift hiring process. Interested applicants are urged to apply promptly.
- We welcome candidates from diverse backgrounds. Our office is an equal opportunity employer committed to enforcing non-discrimination protections based on race, color, religion, sex, disability, age, or national origin.

The Office of Congressman Donald G. Davis is committed to sharing the stories and advocating daily for the people of eastern North Carolina, ensuring our constituents are recognized and heard in Washington, D.C. Our mission is to improve the lives of all families, foster hope, and ensure that eastern North Carolinians never feel forgotten.

To Apply: Submit a resume, cover letter, and three references (including name, title, organization, contact details, and your relationship with them) in a single PDF to [nc01resumes@gmail.com](mailto:nc01resumes@gmail.com). Use the subject line: "Your Full Name – Staff Assistant."

**MEM-314-24** The **Community Liaison** will serve as primary liaison to designated NYC Community Boards and community groups and assist with operational functions of the Manhattan District Office of Congressman Jerrold Nadler. The Liaison will exercise his/her judgment in making strategic decisions about the Member's involvement and position on various community issues, in consultation with the District Director and Chief of Staff.

The Community Liaison staff member reports to the District Director. Must have strong writing, listening and communications skills, be able to attend evening or weekend meetings, and be well-organized. Previous experience and familiarity with the district preferred. Salary range is \$45,000-\$65,000. Position begins immediately. Please e-mail resume and cover letter to: "Community Liaison Position" at [ny12.job@mail.house.gov](mailto:ny12.job@mail.house.gov) by August 5, 2024. NO PHONE CALLS.

This position is exempt from protections provided under the Fair Labor Standards Act. Ranking Member Nadler is committed to, and benefits from, a diverse staff, and candidates of all backgrounds are encouraged to apply.

Ranking Member Nadler's office does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

**MEM-305-24** The Office of Congressman Shri Thanedar (MI-13) seeks a **Legislative Correspondent** for his Washington, DC office. Constituent correspondence is a priority for Congressman Thanedar, and this individual will interact with constituents and help shape the Congressman's stance on current events. A successful candidate will be extremely organized, an excellent writer, a proactive self-starter, a strategic thinker, and able to work collaboratively as part of a close-knit team. Candidates with Capitol Hill experience and Michigan ties are a plus.

Responsibilities include:

- Managing the office's constituent correspondence program, which includes drafting individually tailored letters, and generalized "form" letters
- Consulting with the legislative and communications teams to ensure that constituent correspondence aligns with the Congressman's policy stances
- Managing a small legislative portfolio, with issue areas assigned based on office need and candidate preference
- Directing the office's intern and fellow programs
- Completing general administrative tasks and special projects as assigned by the Member

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.

To apply, please send a resume, cover letter, and a 1-3 page writing sample to [hr.thanedar@mail.house.gov](mailto:hr.thanedar@mail.house.gov) with the subject line "Legislative Correspondent – Last Name."

**MEM-299-24** Rep. Robert C. "Bobby" Scott (VA-03) is seeking a **Legislative Assistant** to join his Washington, D.C. office. This role will primarily cover judiciary issues. Candidates should have excellent organizational, strategic, writing and communications skills. This is not an entry level position; one to two years of congressional experience is preferred.

Essential Job Functions:

Tracks and develops legislation in assigned issue areas via district news, committee, and floor activity and keeps the member informed  
Prepares and staffs the Member for events, speeches, and floor activity in assigned issue areas

Acts as a liaison with stakeholders, committee, and constituents  
Builds and maintains relationships with Congressional staff, stakeholders, and community leaders

District ties considered. 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. Diverse backgrounds are encouraged to apply. Materials will be reviewed on a rolling basis. Please email a cover letter, resumé, and one brief writing sample in a single PDF to [jobs.va03@mail.house.gov](mailto:jobs.va03@mail.house.gov) - with subject line [Full Name - Legislative Assistant]. \*Salary commensurate with experience.

Closing date: Friday, August 9, 2024

**MEM-292-24** Congresswoman Lizzie Fletcher (TX-7) seeks a positive, well-organized, and detail-oriented **Senior Legislative Assistant** for the Washington, DC office. The Senior LA position will handle a comprehensive portfolio of policy issues with a focus on flooding and infrastructure, judiciary, and technology and telecommunications.

Ideal candidates will possess a strong understanding of the legislative process, work well in a team environment, have excellent writing skills and attention to detail, and be able to work efficiently in a fast-paced environment.

Responsibilities include drafting legislation and legislative memos, monitoring committee and floor activities, advancing legislative initiatives, staffing the Congresswoman at committee and in meetings, working with the outreach team in district, drafting speeches, and building relationships with constituent groups and advocacy organizations.

This is not an entry level position. Texas ties are encouraged but not required. Salary is commensurate with experience.

Interested candidates should email their cover letter, resume, writing sample, and references to [TX07.hiring@mail.house.gov](mailto:TX07.hiring@mail.house.gov) with the subject line “Senior Legislative Assistant.” 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. Women and minorities are strongly encouraged to apply.

**MEM-290-24** Rep. Dina Titus seeks an organized and detail-oriented **Staff Assistant** for her Washington, D.C. office. Primary responsibilities include managing the front office, answering and logging telephone calls, managing constituent requests for flags and tours, assisting with constituent correspondence, recruiting and

managing interns, supporting legislative and communications staff, and other administrative duties.

Candidates should be motivated self-starters with excellent oral, written, and interpersonal communication skills, strong organizational skills, demonstrate an ability to think quickly when troubleshooting, and maintain a positive demeanor in a busy environment. Capitol Hill or other relevant experience is preferred.

Candidates with a diverse background, Nevada state ties, and Spanish-language proficiency are strongly encouraged to apply. Rep. Titus 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.

Those interested in applying should e-mail a cover letter, resume, and one short writing samples to [NV01Jobs@gmail.com](mailto:NV01Jobs@gmail.com) subject: "Staff Assistant". Applications will be accepted on a rolling basis and will remain open until the position is filled.

**MEM-287-24** Texas GOP Member of Congress seeks a **Press Assistant** who is eager to join a robust communications operation. This is not an entry-level position-- at least six months to one year of relevant communications experience is required.

#### Required Skills

Excellent writing ability and attention to detail.

Experience creating graphics and social media branding.

#### Duties

\*Develop and assist with press releases, talking points, op-eds, and other materials as assigned.

\*Assist with maintaining the office's website and social media accounts.

\*Create and edit videos and other digital material.

\*Monitor the Member's presence and interactions on social media.

\*Take photos/video at events and meeting.

\*Compile daily press clips.

\*Other duties as assigned.

To apply, please send resumes to [housegopemployment@gmail.com](mailto:housegopemployment@gmail.com) with position noted in subject line.

**MEM-278-24** Congresswoman Dina Titus (D-NV-1) is seeking an experienced **Digital Director/Press Assistant** to lead digital media efforts in a fast-paced Washington, D.C. office, and to assist the Senior Communications Advisor with press engagement.

We are looking for a self-starting professional with a strong background in political communications, social media management, and online outreach. The ideal candidate will have a deep understanding of implementing digital strategies to bolster the Member's online presence, while also amplifying their policy record. This is not an entry-level position, and a successful candidate must have at least 2 years of communications experience in a relevant setting.

**Key Responsibilities:**

**Strategic Communications:** Develop and execute strategic communication plans in collaboration with senior staff and the legislative team, ensuring alignment with the Congresswoman's priorities and legislative initiatives.

**\*Social Media Management:** Manage the Congresswoman's social media presence, including developing engaging content (videos, photos, and other new media), clipping interviews, and creating graphics for various platforms.

**\*Website Maintenance:** Ensure that the office website features timely and relevant content.

**\*Content Creation:** Develop and edit videos, photos, and other digital content; and assist the Senior Communications Advisor with drafting talking points, speeches, press releases, op-eds, and other materials in the Congresswoman's voice.

**\*Media Outreach:** Assist the Senior Communications Advisor with pitching the Congresswoman to both local and national TV, radio, and print media, positioning her effectively on key issues.

**\*Event Planning:** Assist the Senior Communications Advisor with planning and managing press conferences, tele-townhalls, roundtables, and other events in both Washington, D.C., and the district.

**Qualifications:**

**Exceptional Communication Skills:** Strong writing, editing, and proofreading skills.

**\*Media Proficiency:** Deep understanding of broadcast and online media.

**Experience:** At least 2 years of experience in developing communication strategy for elected officials, government agencies, non-profit organizations, or similar entities.

**\*Team Player:** Expertise in advising others on communication strategy and the ability to work effectively with a team and Member of Congress.

**\*Deadline-Oriented:** Capable of producing communications materials under tight deadlines.

**\*Strategic Thinker:** Politically savvy and skilled at navigating challenging situations with the press and staff.

**\*Adaptability:** Ability to work flexible hours, including long hours, nights, and weekends, as needed.

**\*Constructive Feedback:** Willingness to accept performance-based criticism and direction.

**\*Relationship Building:** Ability to maintain positive working relationships with the Congresswoman, staff, and media professionals.

Equal Opportunity Employer: Our office is committed to promoting diversity and inclusivity. We are an equal opportunity employer and do not discriminate on the basis of race, color, religion, national origin or citizenship status, sex, gender identity or expression, pregnancy, sexual orientation, age, disability, or military status.

To Apply: Qualified candidates should submit a cover letter, resume, and two writing samples to [NV01jobs@gmail.com](mailto:NV01jobs@gmail.com) with "Application: Rep. Titus Digital Director/Press Assistant" in the subject line.

**MEM-273-24 Investigator** (Washington, DC) -- The Committee on Ethics seeks an experienced **investigative professional** for an investigator position. The Committee's investigator is responsible for assisting the Committee in all aspects of its investigative work, including public source research, legal research, forensic accounting, document review, data collection and analysis, and witness interviews. The investigator will also draft and edit Committee documents.

This is a nonpartisan position which requires the ability to assist with impartial investigations and refrain from political or partisan activity. Candidates must possess outstanding organizational, research, and analytical skills, as well as the sound judgment necessary to evaluate the sensitive matters that arise before the Committee. Experience in one or more of the following areas is desirable: government ethics, background investigations, legal services, or financial accounting.

The salary range for this position is \$68,405 to \$70,685. Please email resume, cover letter, and a short writing sample to [ethicsjobs@mail.house.gov](mailto:ethicsjobs@mail.house.gov). Please include the phrase "Investigator" in the subject line.

**MEM-270-24 SUMMARY:**

The **Staff Assistant** greets visitors, answers the telephone and answers constituent requests for general information, tours, and other inquiries. When the Congressman is in the district, the Staff Assistant assumes primary responsibility for driving and staffing the Congressman at off-site appointments. This position also monitors delivery and pickup of materials, maintains the front office, and assists with various administrative and constituent service duties. The staff assistant also oversees the district internship program. The salary for this position is \$55,000.

**ESSENTIAL JOB FUNCTIONS:**

- \*Drives and staffs the Congressman at all district events;
- \*Records all of the Congressman's remarks and interviews while out in the district and coordinates with the Communications team;
- \*Supports the district casework team by assisting with casework intake, tracking, and follow up with constituents;

- \*Answers and screens telephone calls for the Congressman and other staff members;
- \*Greet and screens visitors;
- \*Assists persons 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;
- \*Hires and trains all interns in the Newton and Attleboro district offices;
- \*Responds to requests for constituent service information;
- \*Maintains literature regarding the district and House offices for distribution to visitors;
- \*Orders all office supplies and maintains office equipment;
- \*Checks the office voicemail;
- \*Ensures that requests for assistance are directed to the appropriate staff member in a timely manner;
- \*Documents visitor opinions, including full name, address, and all relevant information;
- \*Maintains a good working relationship with the Congressman, staff and constituents;
- \*Accepts performance-based criticism and direction;
- \*Meets attendance requirements as established by the office;
- \*Works well under pressure and handles stress;
- \*Works a flexible schedule including long hours, nights, and weekends; and
- \*Performs other duties as assigned.

#### SKILLS AND KNOWLEDGE REQUIRED:

- \*Ability to exercise discretion and independent judgment with respect to prioritization of work flow and fulfillment of responsibilities in a dynamic and fluid work environment;
- \*Excellent organizational, writing, and proofreading skills;
- \*Ability to perform essential job functions above;
- \*Thoroughness and careful attention to detail;
- \*Temperament to communicate with a variety of personalities in a tactful, pleasant and professional manner;
- \*Access to a car and a clean driving record;
- \*Ability to work cooperatively and courteously with others.

Candidates should submit a cover letter, resume, and writing sample in a single PDF to [AuchinclossJobs@mail.house.gov](mailto:AuchinclossJobs@mail.house.gov) with “First Name Last Name—DO Staff Assistant” in the Subject Line. Applications will be accepted on a rolling basis. No phone calls, faxes or drop-ins please.

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



**MEM-238-24** Congresswoman Rosa L. DeLauro (CT-03) is hiring a full-time **Staff Assistant** in her Washington, DC office.

The staff assistant will work closely with the chief of staff and the scheduler, and responsibilities include managing the front office and welcoming constituents and other visitors; driving the Member; processing incoming mail, phone calls, and constituent requests including tours and flags; managing the intern program; greeting visitors; providing administrative support for the office including support for events; and other duties assisting the staff and Member as assigned. Applicants should be detail-oriented, proactive, calm under pressure, able to exercise discretion, eager to work in a fast-paced office, and willing to work flexible hours when the Member is in DC. Strong communication, logistical, interpersonal, and organizational skills are essential.

Applicants must have a valid driver's license, a clean driving record, and be comfortable driving in DC. Access to personal car preferred, although not required. This role provides a unique entry level opportunity to work closely with a senior Member of Congress.

TO APPLY: please send a cover letter, resume, writing sample (1-2 pages), and two reference contacts in a single pdf file to [Daniel.Robillard@mail.house.gov](mailto:Daniel.Robillard@mail.house.gov) with the subject line "Staff Assistant: [Your name (First/Last)]" No calls or walk-ins, please. This office is an equal opportunity employer and encourages all qualified candidates to apply. Connecticut ties are a plus.

**MEM-236-24** Congresswoman Sylvia Garcia seeks a **Communications Director/Press Secretary** for her DC office. The position requires some travel to the district to support media relations and press events and supervises a talented communications team. Interested candidates are encouraged to apply as soon as possible.

*Job Expectations:*

The Communications Director/Press Secretary is expected to work closely with the Chief of Staff, Legislative Director and District Director to develop and execute a comprehensive and aggressive strategic plan to inform constituents and the media on issues that are important to the Congresswoman. This includes making media pitches, organizing press events, and reviewing, drafting, and finalizing statements, remarks/speeches, press releases, media advisories, and other messaging (e.g., social media). Finally, the Communications Director/Press Secretary will work closely with and manage other members of the communications team, including the DC-based speechwriter and the district-based communications assistant.

Ideal candidates will be bilingual in Spanish, demonstrate a successful track record of communications experience, and have supervisory experience.

The Office of Congresswoman Garcia is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, religion, sex, national origin, age, disability, sexual orientation or gender identity. 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.

All interested candidates are encouraged to submit a resume and 1-2 short writing samples to [TX29Jobs@Gmail.com](mailto:TX29Jobs@Gmail.com) with “Communications” in the subject line. The title and salary are commensurate with experience.

**MEM-180-24** Congressman Steven Horsford’s District Office is seeking to hire a full-time **District Representative**. We are looking for an enthusiastic and motivated individual to join our high- energy team.

**Job Summary:**

Under the supervision of the District Director, the District Representative acts as the representative for the Member. District Representative responsibilities include strengthening relationships with key stakeholders, as well as attending engagements on behalf of the Member. Caseworker responsibilities include helping constituents resolve problems with federal agencies through written and verbal communication.

**Responsibilities:**

**Outreach Responsibilities:**

- Ensure outreach efforts align with the Member’s strategic vision and goals.
- Coordinate closely with staff to ensure district priorities are reflective in legislative priorities.
- Build and maintain relationships with constituents and key community leaders.
- Organize and participate in community events, town halls, and outreach campaigns to engage constituents.

**Casework Responsibilities:**

- Act as the representative for the Member within his or her area of responsibility, including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies.
- Handle casework assignments and assess casework for problems requiring legislative action, making recommendations to the District Director and Chief of Staff.
- Monitor scheduled district meetings for the Member with constituents.

**Communications and Professionalism:**

- Maintain a good working relationship with the Member, staff, and constituents.
- Accept performance-based criticism and directions.
- Work well under pressure and handle stress.

- Work a flexible schedule including long hours, nights, and weekends.
- Perform other duties as assigned.

Requirements:

- Political knowledge and comfortable navigating complicated situations
- Strong written, verbal, analytical, and organization skills; impeccable customer service manners; public speaking skills
- Ability to multi-task, manage time effectively, and adapt to changing priorities
- Candidates must be able to work a flexible schedule, including occasional nights, weekends and some holidays.

Benefits:

- Comprehensive health insurance coverage, including medical, dental, and vision plans.
- Paid annual and sick leave.
- Thrift Savings Plan Retirement program.
- Student Loan Repayment.
- Health and Wellness programs.
- Transit Benefits.
- House Professional Development programs.
- Employee purchasing/government discounts

Position Qualifications/Education:

Bachelor's degree or related job experience is required. A demonstrated interest in public service and familiarity with District 4 community is preferred.

Application Instructions:

This is a full-time position based in the North Las Vegas district office. Salary is competitive and commensurate with experience. Women, minorities, individuals with disabilities, and veteran are encouraged to apply.

Qualified candidates should submit a cover letter, resume, two writing samples (no longer than two pages) and three professional references to [NV04Resume@mail.house.gov](mailto:NV04Resume@mail.house.gov) with "District Representative," [Last Name, First Name]" in the subject line. All submissions must be in a single PDF file.

**MEM-155-24 PRESS SECRETARY-** The Office of Congresswoman Joyce Beatty (OH-03) seeks an experienced **Press Secretary** for her Washington, D.C. office. Candidates must be able to manage media relations, press opportunities, and messaging for a senior member of Congress. This role reports to the Communications Director.

This is not an entry-level position. Candidates with established, active relationships with top-tier national media outlets and on-the-record experience will receive preferred consideration. Ohio ties are preferred, but not required.

#### PRIMARY RESPONSIBILITIES:

- Serve as the primary contact for media requests, pitching and securing media opportunities in top-tier national outlets, coordinating necessary preparations, messaging, and risk management.
- Advance press events and staff the Member as needed for media engagements.
- Establish and maintain relationships with Ohio media, and activate current relationships with national, and D.C.-based media.
- Draft and distribute media materials including press releases, statements, media advisories, and op-eds.
- Assist with developing social media content creation, including rapid response.
- Complete special projects.
- Develop and execute media strategy as part of the office's larger communications strategy.

Salary is competitive and commensurate with experience.

The Office of Congresswoman Beatty is an Equal Opportunity Employer who does not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. LGBTQ+, and minority candidates as well as candidates from underrepresented groups are encouraged to apply.

Please submit your resume and cover letter to [oh3.jobs@mail.house.gov](mailto:oh3.jobs@mail.house.gov) using the following subject header: PRESS SECRETARY: First name, Last name.

**MEM-135-24** The Office of the Rep. Maxine Waters (D-CA-43) the Ranking Member of the House Committee on Financial Services (FSC), has an immediate need for an experienced policy professional and manager to be the Member's **Legislative Director/Counsel**.

The Legislative Director will focus on the Member's non-FSC policy priorities including civil rights issues. Working closely with the Chief of Staff and Communications Director the Legislative Director will aim to ensure the Member's strategic legislative vision is implemented. This is not an entry-level position. The ideal candidate will have significant previous experience working in legislative roles on Capitol Hill.

#### CORE RESPONSIBILITIES AND DUTIES:

- Ensures legislative staff focuses on Member's policy goals.
- Proposes policy positions and formulate legislative solutions.
- Recommends strategies and tactics on advancing Member's legislative priorities.
- Handles short-term and long-term legislative planning for the Member.
- Manages direction of legislative team.

- Monitors and reports floor action to the Member and the Chief of Staff.
- Writes and reviews legislative memos.
- Works with legislative team to develop vote recommendations.
- Coordinates responses to legislative mail.
- Communicates and strategizes with the District Director and/or district office staff on policy initiatives targeted towards constituents.
- Maintains up-to-date status reports on all legislation affecting the district, legislation sponsored by the Member, legislation on which the Member is an original, lead cosponsor, and legislation on which the Member is a cosponsor.
- Oversees activities in the office in the absence of the Chief of Staff.
- Performs other duties as assigned.

#### QUALIFICATIONS

- Juris Doctor degree required.
- Ability to work in face-paced environment with high-profile Member.
- Prior experience as a Legislative Director or Senior Legislative Assistant strongly preferred.
- 3 – 6 years of Capitol Hill experience strongly preferred.
- At least 2 years of management experience.
- Thorough understanding of the legislative process
- Expertise and/or experience in judiciary related issues, e.g., civil rights, women’s rights, gun policy, constitutional law, etc., and foreign affairs strongly preferred.
- Strong leadership and organizational skills.
- Strong time management skills.
- Excellent oral and written communication skills.
- Managing complex, multi-stakeholder initiatives and driving collaborative processes.
- Availability to work long hours.
- Flexible and adaptable to a variety of personalities and situations.
- Familiarity with California and/or district 43 preferred but not required.

#### SALARY

Commensurate with experience.

#### Applicant Instructions:

Interested candidates should submit a resume, cover letter and at least 2 references to [stephanie.moore@mail.house.gov](mailto:stephanie.moore@mail.house.gov) with “Legislative Director/Counsel” in the subject line. This position will remain open until filled. Incomplete applications may not be considered

This office is an equal opportunity employer and will consider all applicants without regard to race, color, religion, sex, marital or parental status, sexual orientation, gender identity, national origin, disability or national origin.