



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**House Vacancy Announcement and Placement Service (HVAPS)**

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of September 12, 2022**

**MEM-467-22** 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, arranging constituent tours, taking flag requests, and general office management, such as supply inventory and assistance to staff. The position also includes Legislative Correspondent responsibilities such as 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.

Interested candidates are encouraged to submit their resume, cover letter, and a one-page writing sample to [NapolitanoCP@mail.house.gov](mailto:NapolitanoCP@mail.house.gov) with the subject "SA/LC: LAST NAME" by September 23rd, 2022.

**MEM-466-22** Congressmember Judy Chu (CA-27) seeks an experienced, highly motivated, hard-working **Communications Director** for her Washington, D.C. office.

Responsibilities include managing all aspects of the Congressman's communications, including writing speeches and press releases, working closely with legislative and district staff to effectively communicate the Member's message, handling daily media inquiries, maintaining relationships with national and local reporters, pitching op-eds, managing the website, producing videos and social media content, planning and pitching press events, overseeing daily clips, and keeping press lists up-to-date.

This position will also work closely with the Executive Director of the Congressional Asian Pacific American Caucus (CAPAC) to manage the Caucus's press operations. Ideal applicants will have Hill press experience, strong writing and oral communication skills, the ability to multitask and prioritize under pressure, and a great sense of humor.

This office is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. Consistent with applicable law, this office requires all staff and interns to complete a full SARS-CoV2 vaccination course, regardless of recovery from prior coronavirus illness, as a condition of employment.

The salary range begins at \$80,000 and is commensurate with experience. The office offers federal student loan repayment, paid vacation, and paid sick leave, in addition to retirement and health care benefits.

To apply, please email a cover letter, resume, and a writing sample as one combined PDF to [ca27jobs@gmail.com](mailto:ca27jobs@gmail.com) and list "Communications Director" in the subject line.

The deadline to apply is Friday, September 23rd. Interviews will be conducted on a rolling basis as applications are submitted.

**MEM-465-22** The Committee on Ethics has an opening for a **Staff Assistant**.

Duties include assisting the technology needs of Committee staff; editing and maintaining the Committee's website; answering telephones; assisting with the tracking and processing of committee correspondence; providing administrative support in setting up committee meetings; and entering data and navigating databases with accuracy.

This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Applicants must have excellent organizational skills and a professional telephone manner; good computer skills; proficiency in Microsoft Word and Excel; ability to work cooperatively and courteously with others; ability to use good judgment in

responding to inquiries and requests; and flexibility in assisting with daily tasks and projects.

Applicants with experience or interest in learning information technology assistance are strongly encouraged to apply. This is an entry level position with a starting salary of \$47,093 per year. Please email cover letter and resume with “Staff Assistant” in the subject line to [ethicsjobs@mail.house.gov](mailto:ethicsjobs@mail.house.gov)

NO PHONE CALLS PLEASE

**MEM-464-22 Legislative Assistant**

Congresswoman Linda T. Sánchez, a Senior Member of the Committee on Ways and Means, seeks a Legislative Assistant to handle the Congresswoman’s work on the Trade Subcommittee, as well as a diverse portfolio including Defense, Foreign Affairs, Small Business, and other legislative issues. The Legislative Assistant will be responsible for developing legislative initiatives, meeting with constituents and interested groups on behalf of the Congresswoman, staffing the Congresswoman for committee hearings and markups, and assisting with constituent correspondence.

Qualified candidates should have at least 3 years of Hill experience including managing legislative issues and possess a strong understanding of the issues listed. Applicants must demonstrate an ability to work well with a team in a small, fast-paced environment, while maintaining a sense of humor. The Congresswoman strongly values diversity and encourages candidates of all backgrounds to apply.

Please submit a resume, cover letter, and writing sample to [CAdemofficejob@gmail.com](mailto:CAdemofficejob@gmail.com) by 5pm on Friday, September 23rd for consideration.

**MEM-462-22 The Congressional Asian Pacific American Caucus (CAPAC) seeks a Policy Advisor** to manage the Caucus’ policy agenda, including crafting and executing effective legislative strategies to advance Caucus policy priorities, representing the Caucus as point of contact on all policy engagements, working with Members’ staff to advance legislative proposals, developing materials to support the goals and mission of the Caucus, and promoting the Caucus both internally within the House of Representatives and externally to the public.

The Policy Advisor’s responsibilities will include:

- In conjunction with Members, developing Caucus’ policy priorities and strategic objectives
- Executing Caucus’ policy agenda through nuanced understanding of community stances
- Working collaboratively with Executive Director and other Caucus staff to advance CAPAC’s work internally on Capitol Hill and through deep engagement

with stakeholder entities to push CAPAC priorities forward

- Collaborating with CAPAC Member office staff to further Caucus policy objectives and managing communication with CAPAC policy liaisons
- Collaborating with communications staff to convey legislative positions and wins into external messaging through statements, social media, and press engagement
- Organizing policy-focused events for Caucus members and external stakeholder participation

Qualified candidates must have an understanding of CAPAC's policy priorities and familiarity working with the Asian American, Native Hawaiian, and Pacific Islander community. Outstanding writing and communication skills, sound political judgment, and the ability to work closely and collaboratively with multiple Member offices and key stakeholders are essential.

Top candidates should also be detail-oriented and possess the ability to multi-task, work well in a fast-paced setting, and act as a team player. This is not an entry-level position and candidates should have a demonstrated understanding of House and Senate legislative processes.

To apply, please send a cover letter, resume, and writing sample to [congressional.apa.caucus@gmail.com](mailto:congressional.apa.caucus@gmail.com). No walk-ins or calls please.

#### **MEM-461-22 LEGISLATIVE DIRECTOR**

Congressman Raja Krishnamoorthi (D-IL), a member of the House Permanent Select Committee on Intelligence and the House Oversight Committee (Chairman of the Subcommittee on Economic and Consumer Policy and Member of the Coronavirus Subcommittee) seeks a hardworking Legislative Director to oversee his policy team and legislative agenda.

This is not an entry-level position and previous policy and Capitol Hill experience is required. The person in this role will also have a legislative portfolio of domestic policy issues, including workforce development, tax, finance, small business, and labor.

##### **Required Experience and Qualifications**

- Works quickly under pressure and manages time efficiently
- Is creative and has an entrepreneurial spirit
- Possesses strong written and verbal communications skills
- 5+ years of congressional, policy, or political experience (Capitol Hill experience strongly preferred)
- Policy experience in domestic policy issues a plus
- Knowledge of or ties to Illinois a plus

##### **Responsibilities**

- Develop a legislative strategy in close consultation with the Member and Chief of Staff

- Manages a legislative team of 4-5 staff
- Works closely with the communications team and helps influence the successful messaging of legislative issues
- Coordinates the preparation of legislative and policy memos, hearings, and Town Halls
- Handles a portfolio of legislative issues, which may be tailored to the candidate's expertise
- Occasionally assists with the creation and execution of events in the District and in DC
- Regularly monitors activity on the House Floor and the Member's committees
- Builds relationships with district and national stakeholders and advocacy organizations
- Takes constituent and advocacy group meetings as necessary

TO APPLY: Email a cover letter and resume to [il08careers@gmail.com](mailto:il08careers@gmail.com) with the subline, "Legislative Director: [Your Full Name]"

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

**MEM-457-22** A conservative Member of the Republican Conference on an "A" committee seeks a **Legislative Correspondent/Press Assistant**.

The Legislative Correspondent will work with the Legislative Director to draft responses to constituent inquiries while assisting senior staff with various projects. This position will also be responsible for managing content for social media channels, tracking and analyzing daily press clips and weekly social media traffic, and other communications-centric duties as assigned.

The ideal candidate will be detail-oriented, creative, and have an interest in legislative issues and communications as well as a strong work ethic. Excellent writing skills are a must, and a writing test will be required as part of the application process. This is an excellent opportunity for a current or former Congressional intern, or a current or former Staff Assistant interested in getting additional exposure to legislative and communications paths within a Congressional office.

Capitol Hill experience and Tennessee ties are strongly preferred.

Interested applicants should submit their resume with the subject line "Legislative Correspondent/Press Assistant—First Name, Last Name" to [tn06jobs@mail.house.gov](mailto:tn06jobs@mail.house.gov)

**MEM-456-22** A conservative Member of the Republican Conference on an “A” committee seeks a **Staff Assistant** with strong writing skills.

The Staff Assistant will serve as the first point of contact for the office, coordinate constituent arrangements including tours and flag requests, and assist the Director of Operations and office staff with the daily responsibilities and duties of a Congressional office.

The ideal candidate will be detail-oriented, creative, possess a strong willingness and desire to learn and grow, and have an interest in legislative issues and a strong work ethic.

Capitol Hill experience and Tennessee ties are strongly preferred.

Interested applicants should submit their resume with the subject line “Staff Assistant—First Name, Last Name” to [tn06jobs@mail.house.gov](mailto:tn06jobs@mail.house.gov)

**MEM-455-22** Southern California Democratic Office seeks **Staff Assistant** to join front office team.

Candidates should be well-organized, hard-working, and detail-oriented. High degree of professionalism required, as well as an ability to work a flexible schedule, including long hours. Duties include answering telephone calls, greeting visitors, supervising interns, assisting legislative staff, and driving the Member.

Capitol Hill experience and California ties preferred. Spanish language skills a plus. MUST have a reliable and safe vehicle and driving record.

Email cover letter, resume, and references to: [ryan.viessman@mail.house.gov](mailto:ryan.viessman@mail.house.gov) with subject heading "Staff Assistant Position."

Please no walk-ins or phone calls.

**MEM-452-22** The Office of Congresswoman Dina Titus (NV-01) seeks a **Congressional Aide**

ABOUT US: Congresswoman Dina Titus (NV-01) seeks a highly motivated full-time Congressional Aide for the district office in Las Vegas Nevada.

THE OPPORTUNITY: This position acts as a liaison to federal, state, and local municipal agencies on behalf of the Congresswoman and constituents. The position can also entail casework correspondence and verbal communications.

The ideal candidate is mission-driven, passionate, and excited about serving the people of Nevada's 1st Congressional District. This person must deeply understand the landscape of the district, its critical stakeholders and be able to act as the Congresswoman's representative. Portfolios and areas of focus may change depending on the candidate.

#### ESSENTIAL JOB FUNCTIONS:

- Acts as the representative for the Congresswoman in the Las Vegas office, which can include but is not limited to answering casework correspondence, meeting with constituents and stakeholders, and serving as a liaison with federal, state, and local municipal agencies.
- Informs the District Director and the Director of Constituent Services of all happenings in the assigned regions by screening district media sources and interacting with constituents and community organizations.
- Has a deep understanding of casework issues and can administer effective intergovernmental solutions.
- Assesses casework for problems that require legislative action and makes recommendations.
- Prepares periodic reports for the District Director and Director of Constituent Services on pending cases and district activities.

#### SKILLS AND KNOWLEDGE REQUIRED:

- Strong oral and written communication skills.
- Thorough knowledge of Southern Nevada.
- A valid driver's license, reliable transportation and appropriate automobile insurance.
- 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
- Thorough knowledge of local, state, and federal agencies and departments.
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities.
- Prior experience in government, the non-profit sector, community or grassroots organizing is preferred
- Spanish language fluency, orally and written, a plus.

#### COMPENSATION:

This is a salary position and comes with a competitive benefits package that includes health insurance, dental, and can include federal student loan payments. The office is an equal opportunity employer and 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. Constituents of the district or those deeply familiar will also be prioritized. No phone calls, faxes, or walk-ins, please.

To apply, please email a cover letter and resume to [NV01resumes@gmail.com](mailto:NV01resumes@gmail.com) with the following subject line: [First Name Last Name] - District Representative

**MEM-450-22** Senior Democratic House Member seeking to hire Senior **Legislative Assistant** for the Member's Washington D.C. office.

The ideal candidate will handle a wide range of domestic policy matters. Responsibilities include monitoring and drafting legislation, representing the Member in meetings/briefings, collaborating with constituent organizations, preparing materials for committee hearings and markups, and other tasks and assignments as needed.

The Legislative Assistant will possess excellent writing and communication skills, a solid understanding of the legislative process, and a proven ability to work effectively in a fast-paced office. Press and communications experience is also a plus, but not required.

Candidates should send a resume, cover letter, and two writing samples to [hillleg24@gmail.com](mailto:hillleg24@gmail.com)

**MEM-449-22** Democratic House Member seeks a **Legislative Counsel** for the Member's personal office to staff a portfolio of domestic policy issues and to provide the Member and other staff with advice concerning legal issues impacting legislative efforts and compliance with ethic rules.

The ideal applicant will have a law degree, bar membership and a strong policy background. Previous Capitol Hill legislative experience strongly preferred. The position requires clear, concise legal analysis as well as the political acumen to work closely and collaboratively with constituent, labor and public interest organizations.

Applicants should send a resume and cover letter to [hillleg2022@yahoo.com](mailto:hillleg2022@yahoo.com)

**MEM-447-22** Midwestern Republican office is seeking a **Legislative Correspondent** to handle the constituent correspondence portfolio. This position is responsible for communicating with and responding to constituents, working with staff to stay updated on legislative activity, and being current on in-district and policy matters.

Duties include, but not limited to:

- Sorting and Batching constituent mail
- Corresponding with constituents who contact the office through phone calls, letters, and email responses
- Writing constituent response letters/emails/etc
- Managing/Updating letter library



- Keeping up to date on floor proceedings
- Consulting with legislative staff to ensure constituent responses are up to date
- Providing support to legislative staff as needed

Required Skills:

- Capitol Hill experience
- Strong written and verbal communications skills
- Ability to meet deadlines and work independently
- Can balance multiple projects simultaneously
- Ability to conduct policy research
- Basic knowledge of House floor proceedings and the legislative process

Interested candidates should submit resume and 2 writing samples to [house.gopjob2021@gmail.com](mailto:house.gopjob2021@gmail.com) with 'Legislative Correspondent Position' in the subject line.

**MEM-442-22** SUMMARY

Congressman Jimmy Gomez, a California member of the Ways and Means Committee, seeks an organized, detail-oriented individual to serve in the position of **Caseworker** in his fast-paced and highly collaborative Los Angeles office. The selected candidate will work closely with the District Director and Director of Casework Services. Good judgment, strong customer service skills, a passion for public service and availability to work some evenings and weekends are required.

Candidates should have excellent oral and written communication skills, the capacity to exercise discretion and independent judgment with minimal supervision, great attention to detail, strong time management skills, an ability to work under pressure to meet tight deadlines, and strong interpersonal skills.

Fluency in Spanish is preferred but not required.

SALARY AND BENEFITS

Salary is commensurate with experience. The minimum starting salary for this position is \$50,000.

The Office offers excellent benefits, including employer paid health, dental and vision insurance for employees and their family, Student Loan Repayment Benefits, and employer contributions to retirement savings plan. Paid time off includes, per year: 15 vacation days (increasing to 21 days for individuals with over 3 years of federal employment and 27 for individuals with over 15 years of federal employment), 12 sick days, 5 bereavement days and 12 weeks of paid family and medical leave. The office is closed for 14 holidays.

The Office is currently operating on a hybrid model, with all Los Angeles, CA staff working in the office during the district work periods and working remotely on the weeks the House is in session.

### COVID-19 POLICY

The Office believes that we must do all we can to protect the safety, health, and well-being of employees, guests, our communities, and others with whom we interact. All offers of employment are contingent on the candidate showing proof of being fully vaccinated against COVID-19, absent an applicable legal exemption. After an offer has been extended, individuals in need of an exemption from this policy due to medical reasons, or because of a sincerely held religious belief, may request an exemption from this policy. You will be asked for additional information to facilitate the office's consideration of your request.

### EQUITABLE/INCLUSIONARY HIRING PRACTICES

The office is firmly committed to ensuring that all employees, interns, detailees, and fellows work in an environment free from discrimination, harassment, or intimidation on the basis of race, color, religion, sex, pregnancy, gender stereotyping, gender identity, sexual orientation, national origin, age (40 or over), disability, military status, genetic information, or any basis prohibited by the Congressional Accountability Act or House Rules.

### APPLICATION

Candidates should submit a cover letter, resume, and three writing samples in a PDF format to [Gomez.Jobs@mail.house.gov](mailto:Gomez.Jobs@mail.house.gov) with the subject line "Last Name \_ Caseworker" by Thursday, September 15, 2022.

**MEM-440-22** The Office of Congressman Alma S. Adams, Ph.D. seeks a **Legislative Director**.

The LD will help drive the proactive legislative agenda for the office, developing and implementing the strategy to push policy priorities and legislative goals; supervise and mentor the legislative staff while advising on the Congresswoman's legislative portfolio, and manage their own legislative portfolio, which will include work on the Black Maternal Health Caucus.

The LD will work closely in conjunction with the Chief of Staff and senior leadership team to ensure legislative strategy is incorporated into overall operations. The LD will also help ensure coordination between DC and district offices on important legislative updates and district-based events and projects.

This is not an entry level position; extensive Hill experience and knowledge of the legislative process are required.

The successful applicant will have crisp and thorough written and oral communications skills, an entrepreneurial and self starting attitude, strong attention to detail, creativity, and be a team player. Supervisory experience and expertise on healthcare policy is strongly preferred.

This 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.

Qualified applicants should submit a cover letter, resume, and two writing samples to [nc12.resume@mail.house.gov](mailto:nc12.resume@mail.house.gov). Candidates from BIPOC, LGBT+, working class, and/or other underrepresented communities are strongly encouraged to apply, as well as candidates with North Carolina ties. Due to the volume of applications we receive, we will only contact you if we decide to move forward with your application.

Please no calls, direct emails, or walk-ins.