



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING

Week of November 22, 2021

MEM-538-21 Congressman Ami Bera, M.D. seeks a **Legislative Assistant** to lead the Member's health care portfolio, as well as other issues as assigned.

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

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

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

MEM-537-21 Congressman Ruben Gallego (AZ-07) seeks an enthusiastic, people-oriented, and dependable professional to serve as a **Field Representative/ Caseworker** in his Phoenix District Office.

Responsibilities include but are not limited to: establishing and maintaining relationships with local organizations, businesses and community leaders on behalf of the Congressman; monitoring District and local issues; acting as liaison to federal agencies; handling casework; managing special projects; and assisting with events and other activities as assigned.

Travel throughout the district is required, thus the candidate must have a valid driver's license, reliable transportation and appropriate automobile insurance. The Field Representative / Caseworker must be a dedicated, hard-working, team player. Prior experience in government, the nonprofit sector, community or grassroots organizing is preferred.

Applicants should have a service-oriented attitude, strong organizational skills, proficiency at prioritizing and managing multiple projects at one time. Applicants must demonstrate a capacity to work both independently and as part of a team, as well as possess strong written and oral communications skills. A working knowledge of Arizona's 7th Congressional District is preferred.

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

Interested applicants should send a resume, cover letter, and a list of three references to: monica.sandschafer@mail.house.gov.

MEM-536-21 Congressman Ruben Gallego (AZ-07) seeks a **Staff Assistant** in his Phoenix District Office. This is a full-time position located in Phoenix, AZ.

The Staff Assistant greets visitors, answers the telephone, and responds to constituent requests for general information. The Staff Assistant plays a central role in the day-to-day operations of the District Office by monitoring delivery and pickup of materials, maintaining front-of-house systems, and assisting with administrative and other duties as assigned.

The Staff Assistant supports the Constituent Services team's correspondence with federal agencies and constituents. In addition, the Staff Assistant works with the Outreach Director to maintain and expand Member presence in the District.

Ideal candidates will have great interpersonal skills, strong organizational skills, experience in a professional office setting, and a working knowledge of Arizona's 7th Congressional District. The Staff Assistant will interact daily and directly with the public, so experience in customer service is desired.

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sexual orientation, or gender identity. Women, people of color, and candidates from diverse backgrounds are strongly encouraged to apply.

Interested applicants should send a resume, cover letter, and a list of three references to: monica.sandschafer@mail.house.gov.

MEM-528-21 Staff Assistant – Senior Republican Congressman

Senior Republican Member of Congress seeks a dependable and energetic staff assistant for the Washington, D.C. office. Primary responsibilities include answering phones, processing mail, meeting and greeting visitors to the office, processing flag and tour requests, and supporting staff with a variety of tasks, including driving the member to appointments.

Ideal candidates must have excellent organizational, time management and problem solving skills. Must be comfortable working in a fast-paced environment both independently and as part of a team. Pennsylvania ties and a sense of humor are preferred, but not required.

Candidates must have an impeccable driving record and their own vehicle. Please resumes to Lindsay.Reusser@mail.house.gov with the subject line: PA Staff Assistant. No calls please.

MEM-526-21 Press Assistant/Deputy Press Secretary

Congressman Jared Golden's office seeks a creative and driven junior communications staffer to work in his Washington, DC office. This position will report to the communications director and will be responsible for drafting press materials like releases and statements, creating content for and helping to manage social media platforms and e-newsletter programs, maintaining the Congressman's website, and other activities to support the work of a lean, no-frills, district-focused communications team.

Ideal candidates will understand and be motivated by the challenges of working in a swing district for an independent-minded member. To be successful in this position, you must be a good writer who is proactive, can solve problems independently, and firmly grasps the issues that will and won't resonate in a rural district. Previous experience working in communications for a member in a swing district or on a competitive campaign is preferred. Candidates with diverse backgrounds and experiences and applicants from Maine are strongly encouraged to apply.

Position title and compensation commensurate with experience. Qualified candidates should submit a cover letter, resume, a short writing sample, and an example of a week-long social media plan they would implement for the congressman to NECommsResumes@gmail.com by COB Friday, November 26.

MEM-525-21 Congressman Sean Patrick Maloney (NY-18) seeks an experienced and creative **Digital Director** to join an active communications team and manage all digital communications for his official office.

This role will work closely with the Communications Director to develop and execute the Congressman's long-term communications plan. The Digital Director will be responsible for developing a long-term digital strategy and plan for the office, managing and updating the official website, developing daily content for all social media platforms, creating regular content for all social media platforms including compelling videos, graphics, and other shareable visuals, expanding the e-newsletter program, and analyzing online engagement for future optimization.

Applicants should be innovative, hard-working, detail-oriented, creative, strong writers, and team players who can work closely with other members of the communications and policy teams and an active mentor for junior staffers. Applicants must also have a deep understanding of digital tools and experience with graphic design, video production, and photography.

This is not an entry-level position. Previous Capitol Hill, campaign, or digital agency experience strongly preferred. Ties to New York are preferred but not required.

This office is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability. Please email a cover letter, resume, and a portfolio of past digital work to ny18applications@gmail.com

MEM-516-21 The Committee on Oversight and Government Reform is the principal investigative body for the U.S. House of Representatives. Chairwoman Carolyn Maloney (D-NY) seeks to fill a **Senior Counsel** position on the Democratic staff.

Several years of investigative or litigation experience is required. Health care sector experience or policy background is strongly preferred. Responsibilities include depositions, transcribed interviews, briefings, and managing congressional investigations and hearings. Candidates with diverse backgrounds and experiences are strongly encouraged to apply.

Candidates must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Please send a resume and cover letter to oversightjobs@mail.house.gov, with "Senior Counsel" in the subject line. Please attach the resume and cover letter with the file name using the following format: "LastName.FirstName.Resume" and "LastName.FirstName.Cover Letter."

No unsolicited calls, emails, or drop-ins, please.

MEM-515-21 Staff Assistant /District Field Representative – The district office of Congressman Frank Pallone, Jr. seeks a hard-working, organized individual to serve as a Staff Assistant & District Field Representative. This position primarily entails constituent casework and member staffing responsibilities including driving the member of Congress to and from events and meetings. Other responsibilities include meeting with local community officials, representing the Congressman at community and governmental events, special projects, as well as general office work.

Candidates should possess excellent verbal and written communication skills, and must enjoy working with the public. Prior experience in government, the non-profit sector, community and grassroots organizing is preferred. Applicant must have a valid driver license and full access to a vehicle. This position is based in New Jersey.

To apply, please send a resume, cover letter, writing sample, and references by email to NJ06.Jobs@mail.house.gov

MEM-507-21 Advice and Education Counsel (Washington, DC) -- The Committee on Ethics seeks an attorney for the position of counsel in the Office of Advice and Education.

The Committee's Advice and Education counsels are responsible for providing a high volume of ethics advice, education, and training to Members of Congress and their staff through frequent telephone calls, in-person meetings, and written work product.

This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Candidates must possess outstanding analytical and written and oral communication 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; ethics counseling and training; and criminal law. Salary commensurate with experience.

Please email resume, cover letter, and short writing sample to ethicsjobs@mail.house.gov. Please include the phrase "A&E Counsel" in the subject line.

MEM-506-21 Financial Disclosure **Counsel** (Washington, DC) -- The Committee on Ethics seeks an attorney for the position of counsel in the Financial Disclosure office.

The Committee's financial disclosure counsel are responsible for reviewing financial statements and providing legal advice on a high volume of financial disclosure issues, education and training to Members of Congress and their staff through frequent telephone calls, in-person meetings, and written work product.

This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Candidates must possess outstanding analytical and written and oral communication 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, ethics counseling, accounting, auditing, investment management, taxation, corporate finance, and securities law. Salary commensurate with experience.

Please email resume, cover letter, and short writing sample to ethicsjobs@mail.house.gov. Please include the phrase "FD Counsel" in the subject line.

MEM-505-21 Position Available:

Staff Assistant/Intern Coordinator

Office/Location:

U.S. House of Representatives, Glen Ellyn, IL

Salary Level:

\$37,000

Proposed Starting Date:
Immediate

Position Summary:

The District Office Staff Assistant shall be responsible for managing the district office administrative functions. They shall manage incoming constituent communications, organize, and maintain correspondence and outreach material and handle all Congressional greeting requests. The Staff Assistant shall report directly to the District Director.

Specific duties include but are not limited to:

- Answers and logs incoming phone calls, conducts casework intake, and greets office visitors
- Manages and tracks all incoming and outgoing mail to include timely submission of monthly reports
- Manages district written outreach efforts by drafting and preparing certificates and letters
- Identifies event and correspondence opportunities
- Maintains organized filing system of newsletters, brochures, and reports
- Manages office supply requisitions and inventory lists
- Staffs the Congressman and serves as staff representative for the Congressman at meetings and events.
- Supervises the District Office intern program to include recruitment, training, and management
- Assists with planning, organizing, and executing district outreach efforts.
- Plans, organizes, and leads execution of the Congressional Art Competition.

Position Qualifications:

- Bachelor's degree (B.A.) in Political Science, Public Relations, Communications, or relevant studies preferred but not required.
- Strong oral and written communication skills
- Highly organized with strict attention to detail
- Congressional Office or similar experience preferred but not required
- Microsoft Office Suite, Outlook, or similar experience preferred

Representative Casten's Office is an affirmative action/equal opportunity employer dedicated to building a community of excellence, equity, and diversity. It welcomes applications from women, underrepresented minorities, individuals with disabilities, protected veterans, sexual minority groups and other candidates who will lead and contribute to the diversification and enrichment of ideas and perspectives.

To apply please submit a cover letter, resume, and a short statement of no more than 300 words about why you're a good fit for this role to Constituent.ServicesIL06@mail.house.gov

Subject Line: District Staff Assistant

MEM-503-21 Legislative Aide/Professional Staff Member

The House Judiciary Committee's Subcommittee on Courts, Intellectual Property, and the Internet (Majority) seeks a Legislative Aide/Professional Staff Member to handle clerking responsibilities; provide support to Subcommittee Counsels on legislative, procedural, and policy matters; and complete administrative tasks.

Duties include:

- Preparing and circulating official notices and materials, maintaining official

hearing records, and staffing Subcommittee hearings and markups.

- Preparing for hearings and markups by assisting Subcommittee Counsels with written materials for Members, vetting and preparing witnesses, and coordinating with Subcommittee Member offices on hearing and markup logistics.
- Providing support to Subcommittee Counsels and Democratic Member offices on legislative and policy matters related to the Subcommittee's jurisdiction, as well as procedural issues relating to Committee business.
- Assisting with Subcommittee investigations and other oversight activities, including by maintaining and analyzing document productions provided by government and nongovernmental entities.
- Providing administrative assistance to the Subcommittee, including answering phone calls, managing incoming and outgoing correspondence, and logging and tracking bills referred to the Subcommittee.

Candidates must be highly organized, detail-oriented, and capable of thriving in a fast-paced and rapidly changing environment. Candidates should have prior Hill experience, ideally with a Congressional Committee. Previous courts or intellectual property policy experience is a plus, but not required.

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

Please send a resume and cover letter to JDEM.job@mail.house.gov and include "Legislative Aide – Courts/IP" in the subject line.

MEM-501-21 The House Judiciary Subcommittee on Antitrust, Commercial, and Administrative Law seeks a hard-working lawyer with significant legal experience to serve as **counsel**.

Responsibilities include: serving as a resource for Democratic Members of the Subcommittee on matters of law and policy; drafting legislation; coordinating hearings and witnesses; drafting statements, memos, and briefing materials; and providing guidance to offices both on and off the Subcommittee on matters of antitrust law.

A strong background in antitrust is required. Exceptional writing skills, sound political judgment, and the ability to work closely and collaboratively with other congressional offices and advocacy organizations are also strongly preferred.

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color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

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

MEM-497-21 Title: **Research Assistant**, Subcommittee on Health, House Committee on Veterans’ Affairs, Republican Staff

Reports to: Republican Staff Director, Subcommittee on Health
Provides administrative support to Subcommittee staff and assists with duties as assigned.

Core Responsibilities:

- Provide administrative assistance to the Subcommittee on Health, to include answering the telephone and responding to caller inquiries; reviewing incoming mail and preparation of correspondence; maintaining subcommittee archive, activities report, and relevant publications; assisting with full Committee hearings on matters within subcommittee jurisdiction; maintaining the Subcommittee’s outstanding deliverable requests made to the Department of Veterans Affairs (VA); as well as, assisting with other administrative duties as assigned.
- Provide legislative assistance to the Subcommittee on Health, to include determining and tracking the status of pending legislation; reviewing the Congressional Record, Federal Register, House Calendar, and other publications for matters of interest to subcommittee Members and staff; participating in staff-level negotiations, to include knowledge of background information on legislation being considered; assisting Subcommittee staff in organization of, and preparation for, hearings, to include determination of Minority agenda, briefing of witnesses and Members, and development of questions; conducting meetings with VA, veteran service organizations or other scheduled parties; and, drafting remarks for Ranking Member and suggested questions for hearing.
- Provide research support to the Subcommittee on Health, to include preparation of memorandums for the full Committee and Subcommittee Ranking Members on matters under the jurisdiction of the Subcommittee and research preparation of hearings by reviewing previous hearing transcripts, relevant statutes, and VA policy.
- Responsible for all other duties assigned by the full Committee Ranking Member, Staff Director, or Deputy Staff Director; and assist other Committee staff, as needed.

Minimum Qualifications:

- Bachelor of Arts or Science, and
- Work, internship, or other experience in a professional environment.

Required Skills:

- Strong writing skills
- Proficiency in Microsoft Office
- Organizational skills
- Problem solving
- Strong verbal communication
- Team oriented
- Ability to work well under pressure
- Attention to detail

Benefits:

Employees may be eligible for the following benefits:

- Sick and Annual Leave
- Student Loan Repayment Program
- Federal Employees 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:

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:

Qualified candidates please send cover letter, résumé, and writing sample to the following e-mail address: VAR.Resumes@mail.house.gov with “HVAC Health Republican Research Assistant” in the subject line. No calls or walk-ins, please.

What to Expect Next:

Your submission 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-490-21 California House Republican seeks **Scheduler**. This position will be responsible for providing scheduling and general office management.

Some of these duties include, but are not limited to: maintaining Member’s official and unofficial schedule, collecting briefing documents from legislative staff, arranging official travel for Member and Chief of Staff, coordinating scheduling of all meetings with relevant legislative and committee staff, work

with district staff to coordinate details for in-district events/meetings, ensuring Member is where he needs to be when he needs to be there, and managing all travel documents and receipts for the office's official travel. Office manager tasks will include: working collectively with finance administrator and tech support on office purchases and reimbursements, maintaining and updating office documents or supplies, as well as running the office's flag and internship programs.

The ideal candidate will have at least 1-2 years of Capitol Hill experience. Having access to a vehicle is required. E-mail your resume to Mark.Spannagel@mail.house.gov and Haley.Slaybaugh@mail.house.gov with "Scheduler Applicant" in the subject line.

MEM-489-21 Military Legislative Assistant (MLA)

Congressman Jimmy Panetta (CA-20) seeks a highly motivated, well organized and detail- oriented Military Legislative Assistant to support his work on the House Armed Services Committee. This position's portfolio will include foreign affairs, homeland security, intelligence and veterans' issues. Successful applicants will have House Armed Services Committee experience with a strong knowledge about the formulation of the annual National Defense Authorization Act and be advised that this is not an entry-level position.

Responsibilities include preparing and staffing the Member for committee hearings and managing the development of Member requests for the National Defense Authorization Act, representing the Member in meetings and events before stakeholders, federal agencies and constituents, working closely with the Member on legislative strategy, including advising on vote recommendations for committee and floor proceedings.

Qualified candidates will have experience in formulating legislation and planning the pathway for the legislation to become law, a strong background in legislative affairs and an understanding of what it takes and a will to work across the aisle to advance bipartisan initiatives, and excellent written, verbal, research, analytical and problem-solving skills with an ability to manage multiple assignments simultaneously.

Additionally, successful candidates will perform well under pressure, possess a strong work ethic and the capacity to produce high quality work on short deadlines, demonstrate a can-do attitude, commitment to public service and an understanding of what it takes to be a part of a successful team effort, and communicate effectively with colleagues and superiors in a dynamic work environment.

Duties include travel to the district with constant and consistent outreach and involvement with constituents. A knowledge of and connections to the defense

sector, especially military installations in California and throughout its central coast, is preferred, but not required.

Veteran applications are encouraged. Interested candidates should send a cover letter, resume, two writing samples of one page or less and three references with “MILITARY LEGISLATIVE ASSISTANT” in the subject line to ca20.jobs@mail.house.gov

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

MEM-486-21 Progressive West Coast Democrat seeks an energetic, motivated, and organized individual with strong interpersonal skills to manage a fast-paced front office as the **Staff Assistant/Legislative Correspondent** in the Washington, D.C. office.

Responsibilities include managing a robust mail program through Intranet Quorum (IQ); answering phones; overseeing intern, flag, and tours programs; serving as Office Emergency Coordinator; and providing administrative, legislative, and technical support to the office, among other tasks as assigned.

A successful applicant should be a self-starter who thrives in a fast-paced environment, and must possess an upbeat positive attitude and the ability to work well in a team. Excellent writing, time-management, and organizational skills are essential.

Prior Hill experience is highly valued, California ties a plus. Qualified candidates should submit a cover letter, resume, and one writing sample to CA27jobs@gmail.com with “Staff Assistant/Legislative Correspondent” in the subject line. No phone calls, faxes, or drop-ins please.

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.

MEM-475-21 Senior Democratic House Member seeks a **Scheduler/Executive Assistant** for the Washington office. The scheduler will manage all aspects of the Member’s daily and long-term schedule in DC and in the District.

The ideal candidate should be well-organized, detail-oriented, self-motivated, and able to work effectively in a fast-paced office. Prior scheduling experience on the Hill or comparable work environment is preferred.

Responsibilities include tracking, evaluating, and responding to invitations and scheduling requests; coordinating travel for the Member; assisting with budgeting; vouchering invoices for payment; and office management.

Applicants should send their resume and cover letter to schedulercjobdc@yahoo.com

MEM-474-21 Senior Democratic House Member seeks a **Legislative Assistant** for his Washington D.C. office.

The Legislative Assistant will be responsible for drafting and monitoring legislation, preparing materials for committee hearings and markups, representing the Member in meetings/briefings, working with constituent organizations, and performing other tasks as assigned.

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

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

MEM-470-21 The Office of Congressman Jimmy Gomez (CA34) seeks an organized, passionate, team-oriented **Staff Assistant** for the Los Angeles office.

Responsibilities include: managing the front office, coordinating tour and flag requests, managing LA internship program, supporting the work of casework staff and providing additional office support as needed. While this is an entry-level position, candidates should have excellent oral and written communication skills, great attention to detail, strong time management skills, an ability to work under pressure to meet tight deadlines, and a sense of humor. Fluency in Spanish is a benefit but not required.

Candidates should submit a cover letter, resume, and two writing samples in a PDF format to Gomez.Jobs@mail.house.gov with the subject line "Last Name _ SA."

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-459-21 **Director of Advice and Education** (Washington, DC) -- The Committee on Ethics seeks an experienced government ethics attorney to serve as the Director of Advice and Education for the Committee.

The Director will oversee the Committee's Office of Advice and Education and will manage a nonpartisan staff of attorneys and other professionals which is responsible for providing a high volume of ethics advice, education, and training to Members of Congress and their staff through frequent telephone calls, in-person meetings, and written work product.

This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Candidates must possess a minimum of 5 years of experience with government ethics, outstanding analytical and written and oral communication skills, the ability to build consensus, and the sound judgment necessary to evaluate the sensitive matters that arise before the Committee.

Experience in one or more of the following areas is also desirable: ethics counseling and training, criminal law, securities law, and familiarity with Congress and its unique institutional prerogatives. Previous management experience preferred. Salary commensurate with experience.

Please email resume, cover letter, and short writing sample to ethicsjobs@mail.house.gov. Please include the phrase "Director of Advice and Education" in the subject line.

MEM-455-21 The House Committee on Oversight and Reform, Democratic (Majority) Staff, is seeking a detail-oriented and organized **Assistant Clerk/Security Manager**.

The incumbent will work with the Chief Clerk and Deputy Chief Clerk to coordinate logistical aspects of hearings, markups, and Committee meetings. Other responsibilities include managing the Legislative Calendar, hearing documents, Committee archives, and the transcript review process. The incumbent will serve as the Committee's Security Manager and manage classified and sensitive materials, briefings, hearings, meetings, etc.

Responsibilities also include managing security clearances for Members and staff, managing the Committee SCIF, and coordinating as appropriate with the House Security Office. Candidates must possess excellent attention to detail, good written and verbal communication skills, and be able to handle multiple projects simultaneously in a demanding work environment. A TS or TS/SCI clearance, or the ability to obtain one, is required. Prior Hill experience is strongly preferred.

Candidates with diverse backgrounds and experiences are strongly encouraged to apply.

Interested candidates should e-mail a cover letter and resume to oversightjobs@mail.house.gov, with "Assistant Clerk/Security Manager" in the subject line.

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

MEM-452-21 Senior House Republican seeks experienced **Communications Director** to lead an aggressive communications operation.

Qualified candidates should have at least 3 years of experience on a Congressional communications operation and demonstrate the ability to manage a junior Communications Assistant.

Responsibilities include developing a strategic communications plan, identifying proactive messaging opportunities, securing a wide variety of media opportunities, coordinating with the legislative team to highlight Member initiatives, and preparing the Representative for speaking engagements and media hits.

The ideal candidate will be able to confidently lead a communications operation and effectively delegate to a Communications Assistant, possess a high attention to detail and strong writing abilities, and able to juggle multiple projects in a fast-paced, collaborative environment.

Applicants should submit a writing sample and resume to gopcommsdirector07@gmail.com.

MEM-451-21 Senior House Republican seeks detail and mission-oriented **Communications Assistant** to assist in creating for traditional constituent correspondence and digital content.

Title will be commensurate with experience. This individual will report to and work closely with the Communications Director in producing original creative content, social media posts, graphics, videos, and written materials.

Candidate will also help book and prepare for local and national press hits. Strong writing and editing skills, and familiarity with both Intranet Quorum (or related programs), Adobe Creative Cloud (Photoshop, Premier Pro, etc.), and social media network administration are necessary skills for the job. The ideal candidate will have 2-3 years of relevant professional experience. This is not an entry level position.

Interested candidates should email a resume and relevant writing/digital samples to: gopdigitalcomms@gmail.com.

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

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

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

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

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

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