



U.S. House of Representatives

CAO

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MEMBER AND COMMITTEE VACANCY LISTING

Week of April 1, 2024

MEM-152-24 Rep. Joe Courtney (D-CT-02) seeks qualified candidates for a **Legislative Assistant** position to join his Washington, DC office team.

The Legislative Assistant will:

1. Develop, plan, and execute legislative initiatives within assigned issue areas
2. Monitor developments in legislation on the floor and within certain House Committees
3. Staff the member at Committee events as appropriate within assigned policy portfolio
4. Meet with constituents on behalf of the member
5. Prepare briefing notes and talking points for the Member
6. Collaborate with District staff to advocate for federal projects and initiatives at the local level

Qualified candidates will have approximately 3 years of legislative experience working on Capitol Hill, thorough knowledge of the legislative process, excellent oral and written communication skills, strong project management and prioritization skills, the ability to quickly synthesize information and make sound decisions, and the ability to exercise independent judgement in the formulation and recommendation of policy positions for the Member.

Policy portfolio will be based on office needs but will include domestic policy issues. Ties to Connecticut or New England are a plus. This office is an equal

opportunity employer. Candidates with diverse backgrounds are encouraged to apply. Interested applicants should send a resume, cover letter, and writing sample to CT02JOB@mail.house.gov

MEM-151-24 Senior House Democrat seeks a **Legislative Assistant** for the Member's personal office to staff a portfolio of domestic legislative issues. Portfolio is flexible depending upon the candidate's background and interests.

A successful candidate will be a self-starter that works well in a fast-paced environment, possess excellent oral and written communication skills, and have a proven ability to work effectively with a collaborative legislative team.

Responsibilities include:

- drafting and introducing legislation, and drafting oversight letters;
- monitoring pending legislation and current events;
- staffing the Member at events and meetings;
- preparing briefing materials and talking points for the Member;
- reviewing requests to cosign letters and cosponsor legislation, and making recommendations to the Member;
- representing the Member in meetings and briefings;
- collaborating with constituent organizations; and
- other tasks and assignments as needed.

The office is an equal opportunity employer and encourages people of all backgrounds to apply. The ideal candidate will have at least 1-2 years legislative experience in a congressional office or similar experience off the Hill.

Salary commensurate with experience. Applicants should send a resume, cover letter, and two writing samples to housedemlajob@gmail.com

MEM-150-24 **Staff Director**, Subcommittee on Health, House Committee on Veterans' Affairs

Core Responsibilities:

- Serve as the principal advisor to the full Committee Chairman, subcommittee Chairman, and Republican Members for issues under the jurisdiction of the Subcommittee.
- Provide in-depth policy analysis and political strategy for issues that fall under the jurisdiction of the Subcommittee.
- Lead and supervise the implementation of the Subcommittee's legislative initiatives including the formulation, drafting, introduction, passage, negotiation, and enactment of all legislation under the jurisdiction of the Subcommittee.
- Supervise the Subcommittee staff in the organization of, and preparation for, hearings, to include determination of the agenda, briefing of witnesses and Members, and drafting remarks and questions for the Chairman.
- Conduct informational and oversight meetings with Administration officials, VA and other agencies, Veteran Service Organizations, non-profit organizations,

industry experts, and veterans on all issues under the jurisdiction of the Subcommittee.

- Plan and supervise implementation of the Subcommittee's oversight agenda of issues within its jurisdiction, including sending requests for information, writing oversight letters, conducting oversight visits, reviewing document productions, cultivating sources of information, determining the veracity of information received, and other oversight measures, as needed.
- Build relationships with internal and external partners, including Veteran Service Organizations, member offices, industry, and contacts within the Department of Veterans Affairs and other government agencies to promote and enact the legislative and oversight agenda of the Subcommittee, and that of the full Committee Chairman.
- Represent and discuss the full Committee or Subcommittee Chairman's views at various conferences and speaking events.
- Responsible for all other duties assigned by the full Committee Chairman, Staff Director, or Deputy Staff Director; as needed.

Minimum Qualifications:

- Bachelor of Arts or Science
- At least five to seven years of relevant policy or legislative experience. Experience on Capitol Hill desired but other experience will be considered.

Required Skills:

- Ability to lead and mentor Subcommittee staff
- Team oriented
- Ability to establish working relationships
- Strong writing and editing skills
- Problem solving
- Strong verbal communication
- Ability to work well under pressure
- Attention to detail

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)
- Metro or Parking Benefits

Other Information:

Employment with the U.S. House of Representatives is at-will. The U.S. House of Representatives is an equal opportunity employer. All applicants will be

considered without regard to race, color, national origin, religion, sex (including marital or parental status), disability, or age. Transportation and all related travel expenses associated with the interview and hiring process must be paid by the applicant.

How to Apply:

Interested candidates should send their cover letter, resume, three professional references to VAR.Resumes@mail.house.gov with “HEALTH Staff Director” in the subject line. In your cover letter please indicate what you believe are the three most pressing challenges facing the Veterans Health Administration. No calls or walk-ins, please.

MEM-147-24 Rep. Raul Ruiz, M.D., the Ranking Member of the House Select Subcommittee on the Coronavirus Pandemic, is seeking a **Press Secretary** and **Speechwriter** to join the Democratic staff of the Select Subcommittee.

Responsibilities include pitching and working directly with reporters, including in an on-the-record capacity; preparing remarks for delivery by the Ranking Member and other Select Subcommittee Democratic Members for hearings and press events; writing press releases, quotes, talking points, op-eds, and additional communications materials; and staffing the Ranking Member for interviews and public appearances.

Applicants should have 2-3 years of relevant communications experience. Capitol Hill experience is a plus, but not required. Ideal candidates will be proactive and resourceful, with an enthusiasm for writing and strong attention to detail, particularly under tight deadlines. The salary range for this position is \$90,000-\$95,000.

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

To apply, please submit a resume, cover letter, and short writing sample (2-3 pages) as PDFs to SSCPJobs@mail.house.gov, with “Press Secretary and Speechwriter” in the email subject line.

The Select Subcommittee on the Coronavirus Pandemic is authorized to investigate a broad range of matters pertaining to the coronavirus pandemic under H. Res. 5. The Select Subcommittee was established within the Committee on Oversight and Accountability, which is the primary investigative committee of the United States House of Representatives, with jurisdiction to investigate “any matter” at “any time” under House Rule X.

MEM-146-24 Community Liaison, Harlem
OFFICE OF REP. ADRIANO ESPAILLAT
Job Description & Summary

The Harlem Community Liaison for the Office of Congressman Adriano Espaillat serves as the Member's community representative for issues and programs within their assigned portfolio, including monitoring and updating the Member and District Director on important local issues, emerging trends, and critical developments. This position acts as a liaison to the federal, state, and local governments, as well as agencies on behalf of the Member.

The Harlem Community Liaison works with constituent services and will report directly to the Harlem Office Director while working with the broader team to ensure effective communication with agencies and constituents on behalf of the Member.

Essential Duties

- Coordinates with the Harlem Director and Member to ensure outreach efforts align with the Member's strategic vision, goals, and priorities.
- Collaborates with the Harlem Director and D.C. staff to ensure district priorities are aligned and inform the Member's legislative strategy.
- Assesses casework trends and identifies issues requiring legislative action and/or additional Congressional oversight.
- Informs the Harlem Director and Member of important developments and current events impacting the district.
- Builds and maintains positive relationships with constituents, key community leaders, and other stakeholders.
- Acts as a liaison to local, state, and federal officials and stakeholders to form effective relationships for the Member.
- Attends events to serve as a representative for the Member, as determined by the Harlem Director and Chief of Staff.
- Handles various community issues in accordance with office policies and procedures.
- Organizes workload to prioritize tasks in accordance with varying deadlines and ensure work is completed in an efficient and effective manner.
- Understands differing perspectives and opinions to navigate conflicts and develop solutions effectively.
- Required to staff the Member and/or attend community events, including on occasional weekends.

Professional and Social Skills

- Adaptability
- Attention to Detail
- Constituent /Stakeholder Service
- Initiative

- Planning and Coordination

- Research and Analysis
- Interpersonal Skills
- Teamwork
- Verbal Communication
- Written Communication
- Coalition Building

Preferred Education and Experience

- Bachelor's degree or equivalent combination of education and experience
- Experience developing a community relations strategy for an elected official
- Familiarity with the Member's district and/or New York state

Physical Requirements and Work Environment

This position is in an office setting that is adequately heated, lighted, and ventilated. Normal safety precautions apply. The work involves carrying light items such as books, papers, and small office equipment. The incumbent must be able to meet minimum physical requirements (e.g., lifting, bending, crouching, standing, etc.). Physical Requirements and work environment are subject to reasonable accommodations.

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.

Salary: The salary for this position is \$65,000 per year, depending on experience.

How to Apply:

Please submit your resume to espaillat_jobs@mail.house.gov with the subject line "Community Liaison, Harlem".

MEM-145-24 Representative Peltola seeks someone who will be a **Legislative Aide** and **Special Assistant** in her DC Office.

Responsibilities include covering a limited number of issue areas for which they are expected to maintain a level of expertise and keep the Member up to date on constituent issues or policies that pertain to those subject areas, as well as scheduling meetings and arranging travel for the Chief of Staff, accompanying the Chief of Staff on their travels, preparing memos, and managing their schedule. Maintaining the Chief of Staff's email inbox and assisting the Legislative Assistants as needed are also a crucial part of the role.

The Office is an equal opportunity employer in accordance with the requirements of House Rules, regulations and applicable federal laws. The Office does not

discriminate on the basis of an individual's race, color, religion, sex, national origin, age, disability, genetic information, uniformed service, sexual orientation, gender identity or any other factors prohibited by applicable federal law.

To apply, please submit a resume to akresumes@mail.house.gov

MEM-144-24 Texas GOP Member of Congress seeks a **Press Assistant/Digital Director** 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 with 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 with position noted in subject line.

MEM-141-24 **Community Liaison** – Island County
U.S. Rep. Rick Larsen
Everett Office

Summary:

The Island County Community Liaison serves as Rep. Larsen's representative to Whidbey and Camano islands.

As part of our district outreach team, the primary role of this position is to coordinate issues involving the federal government with officials from federal, state and local governments, as well as constituents, businesses, organized labor and other organizations. The Outreach Assistant – North Counties staffer is expected to develop relationships with our district stakeholders to learn the details of projects and policy concerns and to respond to their interests in federal policy development.

In addition to the geographic responsibility for communities in Island County, this position also covers military and veterans affairs and engagement with the

U.S. Coast Guard.

The Island County Community Liaison is based in Rep. Larsen's Everett, WA office and reports directly to the District Director. Together, the district staff works in harmony with the staff in Washington, D.C., and all staff members report to the Chief of Staff.

Essential job functions include:

- Serve as an official representative for Rep. Larsen at meetings, forums and public events
- Build and maintain relationships with constituents, businesses, labor, non-profit organizations, federal agencies, local government, and other stakeholders in Island County
- Travel regularly throughout the district to monitor local issues, projects and activities
- Work with Washington D.C.-based staff on federal policy development and interpretation for local stakeholders
- Event planning, including Rep. Larsen's district schedule

Required skills and knowledge:

- Strong understanding of Island County and experience with outreach activities working with government, cultural communities, the business community, organized labor and local stakeholder groups
- Ability to exercise discretion and independent thinking while working as part of a team on sensitive projects and issues
- Strong writing ability
- Flexibility to work nights and weekends
- Valid driver's license and vehicle
- Comfort discussing issues with groups both small and large, including public speaking

This position provides an opportunity to be part of a hard-working, cohesive, and dynamic team with a common mission of making a difference in the lives of others. The ideal candidate is a bilingual English and Spanish speaker, self-motivated, great at multi-tasking, has great interpersonal skills with a teamwork-oriented attitude, and a strong desire to help people.

This is a full-time position with federal benefits such as health care, the Federal Employees Retirement System, Student Loan Repayment Program, vacation/annual leave, paid sick and parental leave, and others.

The annual salary for this position depends on relevant experience and ranges from \$55,000 - \$65,000.

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. We are committed to building and maintaining an organization that reflects the needs and diverse community we serve.

Application Process:

Interested candidates should send a resume and cover letter

to ryan.casey@mail.house.gov or:

Office of U.S. Rep. Rick Larsen

C/O Ryan Casey

District Director

2930 Wetmore Avenue, Ste. 9F

Everett, WA 9820

MEM-137-24 Congresswoman Lisa Blunt Rochester (DE-At Large) seeks an organized and highly motivated self-starter to serve as **Staff Assistant/Legislative Correspondent** in her Washington, DC office.

Responsibilities include logging phone calls, greeting visitors, managing front office operations, handling tour and flag requests, assisting with drafting constituent correspondence and managing the mail program, overseeing the intern program, providing administrative support to the team, and additional duties as assigned. This position reports directly to the Chief of Staff and works closely with the Legislative Aide on the mail program.

Candidates should have excellent oral and written communication skills, attention to detail, an ability to work under pressure, a collaborative spirit, and a strong commitment to public service. Previous Capitol Hill experience and Delaware ties are a plus.

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

To apply, please submit a resume, cover letter, and two brief writing samples (1-2 pages each) to lbr.jobposting@gmail.com with “Staff Assistant/Legislative Correspondent Application” in the subject line by COB Tuesday, April 2nd. No walk-ins, emails, or phone calls please.

MEM-136-24 House GOP Appropriator seeks an experienced **military legislative assistant** with 1-3 years of Capitol Hill experience.

Members serves on the Military Construction Subcommittee and has many military equities in-district. Portfolio would include national security, foreign affairs, defense and veterans issues.

Resumes can be sent to housegopemployment@gmail.com

MEM-135-24 **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 using the following subject header: PRESS SECRETARY: First name, Last name.

MEM-133-24 The Office of Rep. Pence (IN-06) is seeking a well-organized, personable **Scheduler** in his Washington D.C office. This role is responsible for the Congressman's schedule and travel plans, coordinating and responding to scheduling requests, and supervising the office's Staff Assistant and interns to ensure the office is managed effectively.

Further responsibilities include filing financial forms and overseeing routine office expenses. This role also serves as the Office Emergency Coordinator. A strong applicant would exhibit strong organizational and interpersonal skills, the ability to plan effectively and adjust as needed, as well as an ability to work

collaboratively with other staff in the office.

A candidate who is hired for this position will work under the current Director of Operations until his departure at the end of June, after which they will take over all of his former responsibilities.

Please submit a resume and references to gopjobonthehill@gmail.com

MEM-131-24 Established in 2019, the For Country Caucus of 30 veterans in the U.S. House is one of the most productive bipartisan caucuses in Congress, having helped pass more than 100 laws with a focus on national security, national service, and veterans affairs. The caucus works alongside a group of bipartisan senators and others to pass bicameral legislation for the nation. The For Country Caucus is seeking an **Executive Director** to help lead the caucus in its next chapter of growth.

Responsibilities:

- Lead the For Country Caucus staff, which includes a communications director.
- Work with the bipartisan For Country Caucus leadership to shape the caucus strategy.
- Manage and help develop relationships for the For Country Caucus with other stakeholders in Congress.
- Manage and help develop relationships for the For Country Caucus with external stakeholders that can assist with advancing bipartisan legislation, including veteran service organizations.
- Plan and execute For Country Caucus bi-monthly meetings for Members of Congress and staff.
- Help identify and coordinate high-profile guest speakers.
- Plan and execute For Country Caucus semi-annual service events and bipartisan Congressional Delegations.
- Manage the For Country Caucus budget.
- Advance For Country Caucus legislative priorities, to include shaping and executing internal and external communications.
- Represent the For Country Caucus in meetings with House leadership, Committee staff, Senate staff, and external organizations and stakeholders.

Required Qualifications:

- At least four years of work experience in policy, communications, or government affairs.
- Dedication to promoting bipartisan respect, civility, and government cooperation.
- Entrepreneurial spirit and a demonstrated ability to work independently.
- Strong understanding of the House legislative process and the National Defense Authorization Act.
- Comfort working in a fast-paced, dynamic environment within a collaborative team setting

- Excellent organizational, written, and verbal communication skills.
- Exceptional judgment.

If you are passionate about fighting polarization in Congress through principled veteran leadership and have the requisite skills and experience, we invite you to apply for this pivotal role in advancing the Caucus's goals and priorities. Salary is commensurate with experience and ranges from \$90,000-110,000.

Please submit your resume and a cover letter detailing your relevant experience and interest in the position to ForCountryCaucus@mail.house.gov

MEM-126-24 The Office of Congresswoman Hillary Scholten is seeking a highly organized and motivated **District Representative/Constituent Caseworker** to serve as a link between the Congresswoman's office and her constituents.

District Representative responsibilities include helping constituents to resolve issues with federal agencies, meeting with constituents, and serving as a liaison to locate, state, and federal officials or groups to form effective relationships for the Congresswoman.

Key Responsibilities:

- Manage a high volume of incoming constituent correspondence via phone, email, and mail.
- Conduct research to fully understand constituent inquiries and resolve cases in a timely manner.
- Liaise with federal agencies to inquire about the status of cases and resolve bureaucratic issues.
- Maintain detailed records and case files using a database.
- Attend community outreach events and build relationships with local stakeholders.

Qualifications:

- 1-2 years of customer service, administrative, or office experience.
- Strong verbal and written communication skills.
- Excellent organizational abilities and attention to detail.
- Ability to prioritize, multi-task and meet deadlines.
- Proficiency with Microsoft Office Suite and database management.
- Knowledge of federal agencies and programs a plus.
- Commitment to providing exceptional constituent service.

Applicant Instructions:

All interested candidates are encouraged to submit a cover letter, resume and three (3) references to District Director Khristian Silvis at Khristian.Silvis@mail.house.gov.

Salary Level/Range: \$50,000 to \$60,000 - Commensurate on experience

Notice:

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

MEM-125-24 The Office of Congresswoman Katherine M. Clark (MA-5) is currently accepting applications for the position of District **Staff Assistant**.

The Staff Assistant greets visitors, answers the telephone, processes mail, assists with constituent casework, drafts correspondence, and performs other administrative duties as needed. The Staff Assistant is also responsible for overseeing a robust internship program, including recruiting, interviewing, hiring, and supervising interns.

This role requires impeccable judgment and the ability to prioritize myriad tasks. The ideal candidate should be personable, organized, and detail-oriented. Applicants must possess excellent verbal and written communication skills and the ability to work cooperatively with others.

Office staff are currently working in person, remotely, or in a hybrid model depending on the needs and safety of the office.

This 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. Diverse candidates, women, and LGBTQ+ persons are strongly encouraged to apply.

Essential Job Functions:

- Manages the office intern program, ensuring smooth front office operational duties
- Works with constituent services representatives to ensure efficient casework intake using the office's internal database
- Assists persons who have appointments with the Member or other staff Members and works closely with the District Director to ensure that the Members' appointments are on time
- Maintains literature regarding the District and DC offices for distribution to visitors
- Coordinates the filing and indexing of all correspondence
- Maintains office inventory and signs for deliveries
- Provides orientation and training for new staff
- Supervises the reception desk, mail operations, and administrative files
- Assumes responsibility for overall office appearance and layout
- Maintains the office answering machine or voice mail

- Screens and refers cases, when appropriate, to other offices
- Logs in all incoming and outgoing mail and incoming telephone calls relating to casework or opinions
- Facilitates annual student engagement initiatives on behalf of the office
- Performs other duties as assigned

Interested applicants should submit a cover letter, resume, & 2 writing samples to Jobs.MA05@mail.house.gov.

All materials will be reviewed on a rolling basis.

MEM-116-24 The District Office of Congresswoman Katherine M. Clark is currently accepting applicants for the position of **Military & Veterans Constituent Service Representative** (CSR). The CSR monitors and updates the Member and District Director on district and local issues as well as serves as a liaison to federal, district, and local agencies for the member and constituents.

This position is responsible for a wide range of outreach, relationship management, event coordination, and correspondence. We're looking for someone who has great judgment, keen political skills, is quick on their feet and ready to seize opportunities (or create them). The ideal candidate is efficient but highly detail oriented and is a strong written and oral communicator.

Essential Job Functions Required:

- Acts as the representative for the Congresswoman within their 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;
- Informs the Congresswoman and the District Director of all happenings in their assigned issue areas by screening district media sources and interacting with constituents;
- Acts as a liaison to local, state and federal officials and other persons or groups to form effective relationships for the Member;
- Manages casework portfolio as assigned, assesses casework for problems requiring legislative action, and makes recommendations to the District Director and/or Chief of Staff;
- Monitors scheduled district meetings with constituents for the Member;
- Screens and refers cases, when appropriate, to other district offices and local agencies;
- Prepares periodic reports for the District Director on pending cases and district activities in their assigned portfolio;
- Continually screens active cases and acts as liaison with constituents to ensure that their cases are handled in a responsive manner;
- Maintains up-to-date files on all cases and categories of information of importance to the office;
- Performs other duties as assigned.

This is a full-time position. Office staff are currently working in person, remotely, or in a hybrid model depending on the needs and safety of the office.

This 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.

Diverse candidates, women, and LGBTQ+ persons are strongly encouraged to apply.

Interested applicants should submit a cover letter, resume, & 2 writing samples to: Jobs.MA05@mail.house.gov.

All materials will be reviewed on a rolling basis.

MEM-112-24 Communications Director for Rep. Rob Menendez (NJ-08)

Congressman Rob Menendez (NJ-08), Member of the House Committees on Transportation and Infrastructure (T&I) and Homeland Security, is seeking an experienced, collaborative, and hardworking Communications Director in his Washington D.C. office.

This position will manage and coordinate all communications activities and serve as the primary communications advisor and media contact for the Member and the Office. This includes working closely with the Chief of Staff, Legislative Director, and District Director to develop and execute a comprehensive communications strategy and ensure that the Office is reaching constituents and members of the press on DC and District events and news. Responsibilities include managing and executing a proactive franking/mass communications program; managing the Digital Manager/Press Assistant; drafting press releases, talking points, floor speeches, and communications memos; maintaining relationships with local and national press; addressing media inquiries; developing, advancing, and staffing press events; and performing other press duties as assigned.

This is not an entry-level position. Ideal candidates will have three or more years of relevant communications experience, the ability to work well under pressure and cooperatively with colleagues, and a good understanding of both Washington D.C. and local media landscapes. Excellent writing, editing, and proofreading skills are essential, as well as strong oral communication skills. Spanish speakers and New Jersey ties are a plus.

Interested candidates are encouraged to submit a cover letter; two writing samples including a press release, newsletter, or franking/mass communications example; and resume in one PDF document to NJ08.resumes@gmail.com with the following subject line: "Full Name – Communications Director."

This is a full-time position. This office is an equal opportunity employer and does not discriminate on the basis of race, sex (including marital or parental status), color, age, religion, national origin, sexual orientation, gender identity, or disability.

MEM-103-24 STAFF ASSISTANT – Congresswoman Nancy Pelosi (San Francisco)
The office of Congresswoman Nancy Pelosi is seeking strong candidates for a Staff Assistant position in her San Francisco district office.

Description:

This position supports the base operational functions of the office and staff needs. Applicants should be highly organized with excellent written and oral communication skills, the ability to multi-task, think creatively and meet deadlines all while maintaining a positive, results-driven demeanor as the constituent-facing contact for the office.

Responsibilities:

- Field and direct incoming calls to the appropriate staff member
- Track and summarize local and state news
- Process and monitor incoming mail
- Track and maintain office inventory and supplies
- Oversee district Congressional intern program
- Assist in staffing events and meetings for the Speaker Emerita
- Prepare daily, weekly and monthly reports summarizing correspondence, gifts and other relevant items
- Draft official correspondence for approval and dissemination
- Coordinate with staff on administrative tasks and projects
- Assist with constituent services and casework

Must be willing to work long and irregular hours, including some nights and weekends. Multi-lingual skills and media experience are preferred, but not essential. Knowledge of the City & County of San Francisco, California's 11th Congressional District and the State of California is valuable. An ability to think creatively and meet deadlines is essential.

Congresswoman Pelosi's office is an Equal Opportunity Employer and strongly values the diversity of its employees. Salary will be commensurate with experience.

Please send resume, cover letter and writing sample to resume.call@mail.house.gov with "SF Staff Assistant" in the subject line. Resumes will NOT be reviewed without a cover letter and writing sample. NO phone calls or walk-ins please.

MEM-102-24 U.S. Congressman Ed Case (Hawai‘i - 01) is seeking a **staff assistant** for his Washington, D.C. office.

Primary responsibilities include assisting the legislative, constituent services and administrative functions of the office, to include monitoring, processing and responding to constituent mail and other communications, managing constituent tours and other needs, and coordinating D.C. and Honolulu office issues. As needed and depending on capability, the position also encompasses legislative duties. Direct report is to the Chief of Staff, although the Congressman is routinely involved in all aspects of his office operations.

The position also requires initiative, interpersonal skills, the ability to multitask, work independently and effectively under pressure, make decisions and solve problems, orientation to detail, excellent verbal communication and writing skills, and long hours especially adjusting to changing time zones.

Strong preference given to prior Capitol Hill experience and Hawai‘i background, and applicants are asked to detail these attributes.

To apply, please send a resume, cover letter, three references and two short writing samples to HI01resumes@gmail.com with “DC Staff Assistant” in the subject line. Please, no phone calls, faxes or drop-ins.

MEM-101-24 U.S. Congressman Ed Case (Hawai‘i - 01) is seeking a mid to **senior legislative staff member** for his Washington, D.C. office.

Primary responsibilities include the full range of management of a diverse and active portfolio of substantive issues. Specific duties include advising, briefing and staffing the Congressman on assigned issues, preparing and advancing related appropriations requests, monitoring related committee (including the Congressman’s Appropriations Committee) and floor activities, advancing legislative initiatives, drafting constituent correspondence, and representing the office in meetings with constituents and others. Direct report is to the Chief of Staff, although the Congressman is routinely involved in all aspects of his office operations and there is routine direct interaction with the Congressman.

The position also requires initiative, interpersonal skills, the ability to multitask, work independently and effectively under pressure, make decisions and solve problems, orientation to detail, excellent verbal communication and writing skills, and long hours especially adjusting to changing time zones.

Strong preference given to commensurate Capitol Hill experience, and Hawai‘i background and knowledge is highly valued though not required. Applicants are asked to detail these attributes.

To apply, please send a resume, cover letter, three references and two short writing samples to HI01resumes@gmail.com with “DC Legislative Staffer” in the subject line. Please, no phone calls, faxes or drop-ins.

MEM-100-24 Rep. Raul Ruiz’s office is seeking candidates to fill an open **Press Secretary / Communications Director** position (title and salary based on experience). Please pass this along to anyone you think might be interested.

Rep. Ruiz (CA-25), member of the Energy and Commerce Committee, seeks an energetic and well-organized professional to manage his communications portfolio. The position is based in Washington, DC and will travel to the district as needed. Candidates must have professional fluency in both English & Spanish.

Candidates should be self-motivated, diligent, a team player, and able to develop and maintain relationships with local state, and national media reporters. The ideal candidate will have a passion for practical policies that unite the country and digital organizing / communications in all formats. Other duties include developing messaging and talking points; overseeing all communications materials, including press releases, website content, franked mail, and social media accounts; working with policy staff on short- and long-term communications goals; and regularly briefing and staffing the member.

This position will mentor /manage appropriate press interns in all offices. This is not an entry-level position.

Ideal candidates should have, or can articulate, experience in the following areas / topics / platforms:

- *Strong written and oral communications skills (writing, editing, proofreading) with at least two years of political communications experience including producing Op-Ed’s, Press Releases & other communications
- *Understanding of print, broadcast, & online social media tools / platforms (Instagram, Facebook, Twitter, CanvaPro, Adobe Premier, etc.)
- *Strong skills & experience producing excellent written & visual content, including graphics & video, for a variety of social media platforms
- *An ability to amplify media coverage & grow its impact
- *Thorough knowledge of the legislative process, procedures & organization of the House – a plus
- *Knowledge of current issues & events in which the Congressman is involved in
- *Ability to work with legislative staff on short / long-term communications goals
- *Ability to exercise discretion & judgment in the representation of the Congressman's position on policy issues
- *Must have the ability to prioritize duties & manage staff in a fast-paced work environment while meeting rapid timelines
- *Ability to translate complex policy issues into simple language, creating talking point summaries
- *Leading, managing & optimizing production needs surrounding virtual & in-

person town hall meetings, public forums, & press conferences & creating graphics & media presentations when required

*Proactively pitching national/local media and developing media strategy

*Creating e-newsletters & managing the franked mailers process for the office

*Tracking press and social media analytics

The office is an equal opportunity employer and encourages people of all identity groups to apply. Interested applicants should send a cover letter, resume, and two writing samples (one English and one Spanish on two different topics)

to: CA25Resumes@mail.house.gov with the "Press Secretary /Communications Director- [NAME]" in the subject line.

MEM-099-24 The District Office **Staff Assistant** greets visitors, answers the telephone, and answers constituent requests for general information, tours, and other inquiries.

This position also monitors delivery and pickup of materials, maintains the front office, and assists with various administrative and legislative duties.

ESSENTIAL JOB FUNCTIONS:

- Answers and screens telephone calls for the Congresswoman and other staff members;
- Greet and screens visitors;
- Assists persons who have appointments with the Congresswoman or other staff members and works closely with the District Director to ensure that the Congresswoman's appointments are on time;
- Responds to constituent requests for flags, tours and other information;
- Maintains literature regarding the district and House offices for distribution to visitors;
- Signs for deliveries and forwards all materials delivered to the office to appropriate staff and/or Congresswoman in a timely manner;
- Orders all office supplies and maintains office equipment;
- Facilitate constituent commendation process;
- Manages office recycling program;
- Reviews and clips relevant articles in newspapers and publications;
- Assists with receptionist duties as needed;
- Maintains the office answering machine or 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;
- Performs general typing and administrative assignments;
- Maintains a good working relationship with the Congresswoman, staff, and constituents;
- Accepts performance-based criticism and direction;
- Meets attendance requirements as established by the office;
- Ability to work cooperatively and courteously with others;

- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Works well under pressure and handles stress;
- Works a flexible schedule including occasional nights and weekends; and
- Performs other duties as assigned.

EDUCATION (OR EQUIVALENT EXPERIENCE):

At least one year of office experience is preferred; administrative training is beneficial.

SKILLS AND KNOWLEDGE REQUIRED:

- Ability to use and troubleshoot photocopier, facsimile machine, telephone, and other office equipment;
- Careful attention to detail;
- Excellent writing and proofreading skills;
- Ability to perform essential job functions above;
- Professional telephone manner;
- Temperament to communicate with a variety of personalities in a tactful, pleasant and professional manner;
- Ability to work cooperatively and courteously with others;
- Knowledge of office policies, practices, and procedures;
- Knowledge of office computer applications including Microsoft Office; and
- Proficiency in word processing.

WORKING CONDITIONS:

- Work is mainly performed in an office environment.
- Noise levels are usually moderate.

TO APPLY:

- Please e-mail your resume and cover letter to NC04Resume@mail.house.gov and list “Name – District Office Staff Assistant” in the subject line.

MEM-094-24 House GOP Appropriator seeks an experienced **Legislative Director** with at least 3 years of Capitol Hill experience to manage various portfolios and oversee committee activity.

Resumes can be sent to housegopemployment@gmail.com

MEM-090-24 Senior Democratic Member is seeking an enthusiastic, well organized and professional individual to serve as **Legislative Correspondent**. The successful applicant will be well-organized, possess excellent writing skills, be able to operate and maintain sophisticated databases, and produce quality mail and email lists.

This individual will help manage the constituent communications program, including monitoring the flow of incoming and outgoing correspondence, keeping the constituent database current, responding to constituent correspondence, and working with legislative and communications staff to maintain a proactive constituent outreach program.

To apply, please send a resume and a cover letter to legcor24@yahoo.com. No walk-in applicants or phone interviews.

MEM-546-23 Member Services Director, Congressional Black Caucus (CBC)

The Congressional Black Caucus (CBC) seeks a Member Services Director who is exceptionally motivated, dynamic, strategic, and detail-oriented to engage with CBC Member offices and outside partners to advance a robust member services portfolio.

The Member Services Director will be expected to proactively build strong relationships across CBC Member offices and develop strategic opportunities for Member engagement advancing shared priorities. The individual will also be expected to coordinate with CBC staff to field and respond to inquiries and requests for support from Member offices and respond to and share external opportunities for Member engagement as they arise.

The Member Services Director is also responsible for assisting in overseeing all aspects of caucus operations, logistics, designated administrative responsibilities and to support caucus leadership.

The Member Services Director responsibilities will include:

- Conducting regular outreach to Member offices to build relationships with staff, share opportunities for Member or staff participation in events, messaging, and other efforts, and identify new ideas for collaboration with Member offices
- Sharing resources with Member offices and working with CBC, congressional, and external staff to develop high-quality materials for Member office use
- Drafting regular newsletters for Member offices with relevant updates and opportunities, as well as for external audiences to uplift Member engagement on CBC issues
- Developing a network of external partners working on issues relevant to the CBC and Member offices
- Maintaining staff contact information and distribution lists
- Provides orientation and training for new staff;
- Assists departing employees with necessary administrative procedures (i.e., returning keys, House I.D. cards, and other office property; obtaining forwarding addresses, work files, and records);
- Supervises the mail operations and the administrative files and personnel records;
- Assists staff in scheduling House or Capitol rooms for outside group functions;

- Organize and facilitate meetings and other strategic convenings to support institutional
- change, policies, and programmatic work;
- Oversees operations for CBC including organizing weekly meetings and events
- Provides logistical support for all programming
- Works with the CBC personal office staffs and coordinates with the CBC Schedulers to implement the Caucus' priorities
- Builds and maintains databases of internal and external stakeholders

Qualified candidates must have an understanding of CBC policy priorities and familiarity working with the African American 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.

Candidates should have a demonstrated understanding of House and Senate legislative processes.

To apply, please send a cover letter, resume to vincent.evans@mail.house.gov. No walk-ins or calls please.

MEM-451-23 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 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.