

House Vacancy Announcement and Placement Service

Questions? Connect with us at ResumeService@mail.house.gov or at 202-226-0221.

Member and Committee Openings

Week of March 31, 2025

MEM-116-25

Congresswoman Rashida Tlaib, representing Michigan's 12th Congressional District, is seeking an experienced, organized and highly motivated **Legislative Director** to lead our office's legislative work and strategy. The Legislative Director provides visionary and strategic planning on legislative priorities and helps with implementation of these priorities based on the district, member and office goals. The Legislative Director will be responsible for leading implementation of district and Rep. Tlaib's core issues which include economic justice, environmental justice, housing affordability, corporate accountability and so much more.

Women, people of color, LGBTQIA+, and other members of other marginalized communities are strongly encouraged to apply. The office is an equal opportunity employer and does not discriminate based on race, color, religion, sex, sexual orientation, national origin, disability, military status, age, marital status.

Applications will be reviewed on a rolling basis. Deadline to apply is Monday, April 14th. To apply, please email Rashida.Jobs@mail.house.gov (SUBJECT: Legislative Director, YOUR NAME) with a cover letter, resume and 2-3 references. The starting salary for this position is \$100,000 and will commensurate with experience. Michigan ties are highly desirable, but not required. Please see attached job description with further details and qualifications.

MEM-115-25

EXPERIENCED OFFICE ADMINISTRATOR
U.S. HOUSE OF REPRESENTATIVES
COMMITTEE ON ETHICS

Director of Administration (Washington, DC) -- The Committee on Ethics seeks an experienced office administrator to serve as the Director of Administration for the Committee. The Director of Administration will oversee the Committee's administrative, financial, and human resource functions. The Director will manage the nonpartisan



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administrative staff who are responsible for ensuring a high level of customer service to the House community as well as the efficient operation of the Committee's work.

This is a non-partisan position which requires the ability to maintain strict confidentiality, to serve all Members of Congress equally, and to refrain from political or partisan activity. Candidates must possess a minimum of 5 years of experience with government administrative, financial, or human resource processes; outstanding analytical and written and oral communication skills; and sound judgment.

Experience in one or more of the following areas is also desirable: CAO finance and human resource processes, office administration, and familiarity with Congress. Previous management experience and proficiency with PeopleSoft and Finmart preferred. Salary range \$132,638 to \$140,667. Please email resume, cover letter, and a list of references to ethicsjobs@mail.house.gov. Please include the phrase "Director of Administration" in the subject line.

MEM-114-25

Digital Manager — Congresswoman Lois Frankel (FL-22)

The Office of Congresswoman Lois Frankel, Ranking Member of the Appropriations National Security and Department of State Subcommittee (formerly SFOPS), is seeking a creative, hard-working, and detail-oriented Digital Manager based out of her Washington, D.C. office. The salary range for this position is \$60,000-\$75,000, commensurate with experience.

The ideal applicant will be a strong writer with a passion for innovative, authentic, effective digital engagement. **Applicants should bring skills in graphic design, photography, and video editing, as well as experience using AI tools.**

Responsibilities:

- Drafting daily content for Twitter, Facebook, Instagram, and Bluesky in the voice of the Congresswoman, in addition to swift response to breaking news in DC and developments in FL-22;
- Creating videos, graphics, and other digital content that is compelling, engaging, and on-brand;
- Creating and executing a digital performance plan to increase engagement and reach;
- Taking photos and videos of the Congresswoman at events and in meetings;
- Managing a strategic content calendar;
- Creating content for rollouts and rapid response opportunities, including clipping, captioning, and posting committee remarks, floor speeches, and interviews;
- Managing and distributing daily clips with the help of interns;



- Managing the Congresswoman’s website;
- Assisting with drafting and circulating the Congresswoman’s newsletter, press releases, statements, talking points, and speeches as needed.

This is not an entry-level position; at least 1 year of full-time, post-graduation professional experience in digital communications or a related field is required (internships do not count toward this requirement). Candidates should be aware that this position will require frequent evening and occasional weekend work. The Digital Manager will report to the Communications Director based in Washington, D.C.

To apply, please submit a resume, cover letter (optional), photo sample, graphic sample, and a short writing sample [here](#). Applications will be reviewed on a rolling basis until the morning of April 7th.

MEM-113-25

The **U.S. House Committee on Foreign Affairs Majority** seeks experienced **export controls professional** with a background in legislative authorization processes. Primary duties of the role will include day to day oversight of the Commerce Department’s Bureau of Industry and Security and International Trade Administration. In addition, employee will support overseeing and authorizing the State Department’s Bureau of South and Central Asia and Public Diplomacy and Public Affairs (R) family. Candidates should have previous foreign policy experience in the Legislative and/ or Executive branches.

To apply, please send a resume, cover letter, and brief writing sample to HFACGOP.Resumes@mail.house.gov, with the following subjective line: “HFAC SCA Vacancy”

MEM-112-25

SCHEDULER & OPERATIONS COORDINATOR OFFICE of CONGRESSMAN RO KHANNA

SUMMARY: Congressman Ro Khanna’s district office in Santa Clara has an immediate opening for a Scheduler & Operations Coordinator, which offers responsibility for a range of scheduling, administrative, community outreach and casework duties. This is a non-supervisory, exempt position. The starting salary is \$71,000 per year. The application process may include several interviews and a practical test of relevant skills. There is one current job vacancy, and the office has the right to fill any number of positions vacant or becoming vacant during the life of postings.

ESSENTIAL JOB FUNCTIONS



Scheduling and Operations Duties

- Coordinate with district office and Washington DC staff -- especially our Senior Advisor for Scheduling (in DC) -- and directly with Rep. Khanna to set up, schedule and facilitate the congressman's meetings and engagements both in the congressional district and across the country.
- Ensure all necessary information is on the calendar including flights, hotels, and background information on meetings, and provide a daily check on the calendar that gets sent to the Chief, District Director and DC Senior Advisor for Scheduling.
- Work with fellow staff members on a variety of tasks and projects that directly benefit our constituents.
- Prepare detailed daily itineraries, including contact information, locations, travel times and staffing assignments for those activities.
- In real time, anticipate and stay up to date on schedule changes/obstacles and communicate them to Rep. Khanna and staff.
- Maintain prioritized listings of upcoming events and potential constituent meetings for future visits.
- Serve as the default driver for Rep. Khanna when he is in the San Francisco Bay Area and be physically present whenever the Member is in the office.
- Perform administrative duties that facilitate logistical operations in the local office, such as overseeing equipment and supplies, assisting with office administration, as well as answering phones, logging calls and helping to serve walk-in constituents.

Community Outreach, Casework, General Duties

- The position also involves representing the Congressman in a variety of community activities, including interacting with leaders of community groups and local organizations, as well as local and state elected officials and stakeholders.
- The duties include special project coordination and helping the staff team manage monthly town hall meetings and special events hosted by the Congressman, such as issues-based forums and roundtable meetings.
- Another secondary role will be casework, helping residents resolve problems with federal government agencies, including US Citizenship & Immigration Services, Department of State, Veterans Affairs and Social Security Administration. The staff member will liaison to federal agencies and state/local representatives and responds to constituent inquiries through written and oral communication.
- The Scheduler & Operations Coordinator is expected to both work in the office and perform activities out in the community as outlined below under Work Conditions, Schedule and Benefits.
- The successful candidate will also help train and mentor student interns.

EDUCATION (OR EQUIVALENT EXPERIENCE): A bachelor's degree with strong academic credentials, or equivalent experience/training in legislation or public service (e.g., casework, constituent service, community outreach) is required.



SKILLS AND KNOWLEDGE REQUIRED:

- Ability to work cooperatively and courteously with others (both co-workers and constituents). Past customer service experience is strongly preferred.
- Strong oral and written communication skills, as well as public speaking experience.
- Professional telephone manner and temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.
- Must have a driver's license, ready access to a car and the ability to drive to both staff Rep. Khanna and perform field work.
- Residency in the district is preferred, as is a knowledge of the region.
- Knowledge of local, state, and federal agencies and departments; and awareness of issues and events in the district in which the Congressman is involved.
- Thoroughness, organizational skills, and careful attention to detail.
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities.
- Knowledge of office policies, practices, and procedures; office computer applications; and proficiency in word processing.

WORK CONDITIONS, SCHEDULE and BENEFITS:

- The Scheduler & Operations Coordinator is a represented position, eligible to join the Congressional Workers Union.
- The Scheduler & Operations Coordinator reports to the Director of Constituent Services and works closely with the Senior Advisor for Scheduling, Operations and Special Projects. The District Office is managed by the District Director and the Chief of Staff, or their designee.
- Work is mainly performed in an office environment. Noise levels are usually low to moderate. Staff may have small workstations.
- Work schedule: The district office functions on a hybrid basis, with each staff member expected to be based in the physical office three days a week and allowed to work from home two days a week. The office is open 9:00am-5:00pm Monday-Friday, with a full lunch hour. In addition, staff are expected to be monitoring for any scheduling issues that could arise outside of normal work hours. Commensurate flex time (time off during the week) within proscribed standards will be granted upon request.
- Benefits: Staff currently accrue 1.25 days of annual leave per month, which totals 15 days per year (6 of which may be carried over to the following year). 15 annual Sick/Mental Health Days are granted at the start of each year. Flex time is also allowed for necessities such as emergencies, medical appointments, short-term needs, etc. Other benefits include the opportunity to participate in group health insurance, retirement savings, a potential annual bonus, etc.

TO APPLY: The Office of U.S. Congressman Ro Khanna is an equal opportunity employer; we do not discriminate based on race, color, religion or lack thereof, national origin, sex,



gender identity, sexual orientation, age, marital or family status, disability, arrest history, military service, organizing activity, or any ground that is specifically prohibited by law or regulation applicable to the Office; all are welcome and encouraged to apply. Note that all successful candidates must meet citizenship-related requirements and undergo a security check.

Please e-mail a cover letter, brief writing sample and resume to District Director Tom Pyke (tom.pyke@mail.house.gov) and Director of Constituent Services Simeone Chien (simeone.chien@mail.house.gov). Phone (408) 436-2720

MEM-111-25

District Office **Staff Assistant**, Rep. Dina Titus

Rep. Dina Titus seeks an organized and detail-oriented Staff Assistant for her Las Vegas office. Primary responsibilities include managing the front office, answering and logging telephone calls, coordinating constituent requests, assisting with constituent correspondence, recruiting and supervising interns, and other administrative duties.

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

Candidates with a diverse background, Nevada state ties, and Spanish-language proficiency are strongly encouraged to apply. Rep. Titus is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

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

MEM-110-25

Legislative Assistant, Congresswoman Pramila Jayapal (WA-07)

Position Location: Washington, DC

The Office of Congresswoman Pramila Jayapal (WA-07) is seeking an experienced Senior Legislative Assistant to handle a comprehensive portfolio that could include the following issues: tax, financial services, housing, childcare, education, and



labor. The issue set will depend on the candidate's experience and interests. We encourage individuals with legislative, research and writing experience to apply and we will discuss the issue set more in depth through the interview process.

This position requires the ability to advance Congresswoman Jayapal's legislative priorities in their issue portfolio. The ideal candidate will come with previous legislative experience, including the knowledge and abilities to drive issues with traditional legislative tools (i.e. committee work, bill introductions) as well as organizing tools (i.e. events with partners, in district town halls).

Responsibilities include but are not limited to:

- Driving current and new legislative initiatives including idea generation,
- legislative drafting and producing accompanying materials, such as
- speeches, policy memos, and factsheets;
- Preparing and staffing the Congresswoman for relevant committee hearing
- and markups; drafting hearing remarks and questions;
- Representing the Congresswoman's priorities with external stakeholders;
- Building and maintaining relationships with external and internal
- stakeholders including advocacy organizations; academics; fellow
- Congressional and Committee offices; and
- Carrying out additional duties as required.

Job Requirements:

- 4 -6 years of relevant experience including policy development and analysis;
- Issue advocacy; and strategic planning;
- Passionate about public service and committed to progressive values;
- Excellent writing and time management skills;
- Ability to digest new content with a political and ideological lens that is
- appropriate for the office;
- Poised, level-headed, flexible, collaborative, team oriented; and
- Eager to learn, grow, and thrive in a dynamic and high-paced environment.

Compensation: Salary is \$70,000 - 85,000 and will depend on experience. The position offers health coverage; retirement benefits with an employer match; paid sick, bereavement, and vacation leave; transit or parking benefits; access to life insurance coverage; and access to the Student Loan Repayment Program.

The Office of Congresswoman Pramila Jayapal is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. State and/or district ties are a plus. Prior Hill experience is strongly preferred.



Applicants must submit a resume, cover letter, two writing samples, and references in PDF format to jobs.pramila@mail.house.gov. Please include your full name and “Senior Legislative Assistant” in the subject line. No calls or drop-ins please.

MEM-108-25

Digital Assistant

Location: Charleston, South Carolina

Republican member in Charleston, SC is seeking a motivated **Digital Assistant** to support our digital communications efforts. This role will involve engaging with constituents through social media, assisting in content creation, and helping manage the office's online presence. The Digital Assistant will work closely with the Digital Director to ensure the office's social media strategy aligns with our values and priorities, while fostering positive engagement with the community.

Application Process:

To apply, please send your resume, a brief cover letter, and any relevant social media or content samples to sydney.long@mail.house.gov.

MEM-107-25

Scheduler|Executive Assistant – Rep. Nanette Barragán (CA-44)

Congresswoman Nanette Barragán (CA-44) seeks an experienced **Scheduler** for her Washington, DC office.

The salary range for this position is \$55,000 - \$80,000, depending on experience and qualifications.

Main responsibilities include:

- maintaining the Member's daily and long-term schedules for both DC and the District;
- organizing and evaluating all incoming meeting requests and invitations;
- keeping the Member on schedule throughout the day;
- working with legislative and communications staff to ensure the Member is prepared for events/meetings;
- coordinating travel arrangements;
- processing and managing expenses and reimbursements for the Member;
- supporting planning and scheduling for the Congressional Hispanic Caucus related to the Chairwoman;
- Facilitate weekly scheduling meetings with the Member and Chief of Staff to evaluate meeting requests;



- Coordinating with the Member and Chief of Staff regarding political scheduling requests;
- Communicating with constituents by phone and email to address requests;
- Driving the Member and staffing the Member at events;
- And additional administrative responsibilities as necessary.

Candidates should be:

- highly organized, detail-oriented and able to multi-task;
- resourceful and self-starters;
- team-oriented;
- proficient in Microsoft Outlook, Word, and Excel;
- proficient in Google Suite applications;
- able to work well under pressure and on tight timelines;
- and have a positive attitude.

This position requires availability outside of regular business hours including some weekend availability as needed.

Previous experience in scheduling or operations is preferred. Salary is commensurate with experience.

Southern California | Los Angeles Metro area ties, access to a car, and Spanish fluency are a plus.

Interested candidates should send a cover letter, resume, and three references with “SCHEDULER” in the subject line to CA44Resumes@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-106-25

Congressman Ted W. Lieu has an opening for a **Field Representative and Constituent Services Representative** in his West Los Angeles District Office. Primary responsibilities include assisting constituents with federal casework and representing Congressman Lieu at community events and advising senior staff and the Congressman about local concerns and priorities. The staff member will assist the Deputy District Director for Casework with casework outreach, intake, and processing. Additionally, they will meet frequently with constituents and local government representatives, monitor policy and community issues and projects, and help the Deputy District Director for Outreach by designing and organizing events for Congressman Lieu when he is in the district.



The successful applicant must have a positive attitude and the ability to work and set priorities in a fast-paced and challenging environment. Strong writing and verbal communications skills are essential. At least one year of experience working for an elected official or community-based organization is strongly preferred. A valid California Driver License and automobile are required. Bilingual skills are a plus.

The position is full-time with federal benefits and the staff member will work full-time in person at the District Office which is located in West Los Angeles. This office is an Equal Opportunity Employer.

If interested, please send a resume, cover letter, references and two short writing samples no later than March 31, 2025 to:

NICOLAS RODRIQUEZ
Deputy Chief of Staff - District Director
Congressman Ted W. Lieu (CA-36)
1645 Corinth Avenue, #101
Los Angeles, CA 90025
Lieu.Staff@mail.house.gov

MEM-105-25

The Office of Congressional Conduct (OCC), an independent, non-partisan investigative entity established by the United States House of Representatives, seeks an **Investigative Support Analyst** with 2-6 years of experience. The Investigative Support Analyst provides operational, administrative, and strategic support to the OCC in its sensitive inquiries into allegations of possible violations of federal law and ethical standards of conduct by current Members, Officers and Staff of the House of Representatives.

The OCC is seeking candidates interested in supporting ethics and transparency within the House of Representatives. The Investigative Support Analyst would join a small, Washington, DC-based, investigative team.

The ideal candidate for this position is highly motivated and proactive with a significant interest in anti-corruption enforcement (or related disciplines). They should have experience developing and implementing small-scale projects, using data analytics tools to inform strategic decision making, and supporting executive leadership all with minimal oversight.

Core Responsibilities:

- Assume primary responsibility for managing documentary evidence submitted to the OCC from the public and in the course of its investigations;



- Perform legal research, data analysis, and document review to support OCC investigations;
- Develop, manage, and implement key administrative, operational, and logistical processes; and
- Otherwise support OCC Investigative Counsel investigations as required.

Requirements:

- Bachelor's degree;
- Ability to pass Security Background Investigation to obtain Top Secret clearance and U.S. Capitol Police Background Investigation; and
- At least two years of research, consulting, analyst, or other investigative experience.

Qualifications:

- Experience with Casepoint or other eDiscovery and litigation support platforms;
- Legal research skills;
- Strong organizational skills;
- Strong interpersonal skills and professionalism;
- Advanced proficiency in Microsoft Excel and Microsoft Word;
- Desirable but not required:
 - Investigative experience with high-profile and sensitive matters;
 - Experience with campaign finance or ethics law;
 - Experience writing reports or legal documents;
 - Experience developing and improving business processes; and
 - Experience using data analytics tools (i.e., Excel, Power Query, R, Python) for investigative and exploratory analysis.
- Demonstrated ability to:
 - Work independently or as part of an investigative team;
 - Communicate technical findings to a non-technical audience;
 - Manage multiple tasks and projects; and
 - Exercise discretion and independent judgment.

Duties:

- Gather publicly available information/records related to potential new matters and/or ongoing matters;
- Conduct ongoing research and case development projects;
- Support Investigative Counsels on cases to include:
 - Reviewing documentary evidence;
 - Reviewing transcripts for errors and redactions;
 - Reviewing written work product;
- eDiscovery database management to include:
 - Import/export evidence for internal review purposes and external transmittal to the House Committee on Ethics;
 - Bates stamp documents;



- Prepare exhibits for final reports;
- Case records and file maintenance;
- Supporting administrative functions directly related to investigations and serve as backup for other administrative functions as needed; and
- Other duties as required.

Applicant Instructions:

Please send a one-page cover letter and resume via email to:

Omar S. Ashmawy
 Staff Director and Chief Counsel
 Office of Congressional Conduct
 United States House of Representatives
 P.O. Box 895
 Washington, DC 20515-0895
OCCJOB@mail.house.gov

Applications submitted to anywhere other than the above email address may not be reviewed.

MEM-104-25

House Committee on Veterans' Affairs (Majority) Healthcare Investigator

The House Committee on Veterans' Affairs Majority staff seeks a **Healthcare Investigator**

Core Responsibilities:

- Under the supervision of the Staff Director of the Subcommittee on Health, the individual will conduct oversight of the Department of Veterans Affairs (VA) Veterans Health Administration and affiliated VA Central office organizations
- Collect technical information and translate it into briefings, memoranda, hearing materials, and policy recommendations for a general audience.
- Meet with congressional staff, veteran service organizations, industry organizations, and internal and external stakeholders.
- Perform other duties as assigned by the General Counsel, Committee Deputy Staff Director, and Committee Staff Director.

Qualifications:

- Undergraduate degree or higher



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- Clinical expertise preferred by not required
- Work experience investigating an executive branch agency or healthcare system
- Knowledge of healthcare policy and procedures for a large healthcare organization
- Excellent writing, editing, and proofreading skills
- Excellent oral communication skills
- Thoroughness and attention to detail
- Discretion and sound judgment in formulating and recommending policy positions
- Ability to work long hours, under pressure, while remaining cooperative and courteous
- Work independently as well as in teams
- This is a full-time, on-site position in Washington, DC.
- Domestic travel is required.
- This is not an entry level position.

Benefits:

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

Other Information:

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

How to Apply:

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

MEM-103-25

Health Policy Advisor/ Counsel – Congressman Vern Buchanan (FL-16)



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Congressman Vern Buchanan (FL-16) is seeking an experienced **Legislative staffer/Health Care Specialist** to oversee his Ways and Means Health Chair policy portfolio. Qualified candidates will have several years of experience handling health policy in a legislative role on the Hill, the Administration or in the private sector, as well as substantial knowledge of legislative process and committee procedures. Strong research, writing and communication skills are also a must. All resumes handled in strict confidence. Title and salary commensurate with experience.

Email resume and cover letter to: blake.nolan@mail.house.gov

MEM-100-25

Military Legislative Assistant (Rep. Tony Gonzales, TX-23)

CORE RESPONSIBILITIES:

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

QUALIFICATIONS:

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

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

MEM-095-25

Congressman Gabe Amo (RI-01) seeks an experienced **Communications Director** to join his office in **Washington, D.C.** The Communications Director will be responsible for developing and executing a communications plan, writing press releases, statements, and talking points, maintaining relationships and booking interviews with national and local press outlets, pitching stories, responding to reporter inquiries, creating and posting social media posts, compiling news clips, managing the Member's website, assisting with the



offices' outreach program, and managing a district based Press/Digital Assistant, and other duties as assigned. The Communications Director is expected to advance press events and staff the Member as needed. The Communications Director will collaborate closely with the Chief of Staff, District Director, Legislative Director, and other staff as appropriate.

This is not an entry-level position. Candidates should have previous communications experience, possess exceptional writing skills, be proficient in photo and video editing and graphic design tools, and be organized. Candidates should be detail-oriented and highly motivated to serve on an active team. Ideal candidates will have experience working in a fast-paced environment and are prepared to implement a communications plan.

Candidates of diverse backgrounds are encouraged to apply. Rhode Island ties are a plus. The office does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

To apply, send in a single PDF with a resume, cover letter, and brief writing sample to RI01AmoJobs@gmail.com, with the following subject line: "Full Name – Communications Director."

MEM-088-25

Senior Auditor Information Systems

The Senior Auditor Information Systems is responsible for the day-to-day accomplishment of assigned audit tasks required in evaluating information systems activities of the U.S. House of Representatives (House). All work is performed in compliance with the Office of Inspector General (OIG) Policies and Procedures Manual and appropriate professional standards. All duties are performed in the highest ethical manner, while exhibiting the OIG Core Values of *Integrity, Excellence, and Innovation*.

Major Duties:

- Independently plan and perform audit objectives for information systems audits, including audits of general and application controls and information system management processes.
- Independently configure, use and design tests for audit tools (i.e. software and/or scripts); test systems for vulnerabilities; analyze the data produced; and translate that data into validated audit issues.
- Independently perform assigned audit tasks including, collecting and analyzing relevant documents/data and performing complex analysis to identify potential audit issues, causes, and solutions.
- Assess the risk and significance to House systems/operations of issues identified from assigned audit objectives.
- Conduct meetings, interviews, and briefings.



- Produce work products to include audit work papers and briefing documents.
- Brief supervisors on work performed, audit issues identified, and any unexpected delays or problems.
- Stay apprised of current audit techniques, issues, and trends in information systems and systems security.
- Identify potential audit areas for the IS Division as part of the annual audit planning process and write corresponding fact sheets.
- Contribute to improving the IS Division and the OIG office through efforts such as identifying and implementing new and improved processes, techniques, and tools; proposing process changes needed to implement improvements; sharing knowledge; and providing assistance.

Other Duties:

- Propose personal training and development plans.
- Provide assistance to contractors as assigned.
- Participate in special projects and other tasks as assigned.

Requirements of the Position and Additional Information:

· Education:

- An undergraduate degree in a relevant field such as Information Technology or Computer Science, Management Information Systems, Cybersecurity, Accounting or Business Administration (with IT Focus), Data Analytics or Data Science.
- 24 semester hours of accounting (may include up to 6 semester hours in business law) is required.
- An applicable graduate degree or one professional certification is required. Qualifying certifications include: CISA, CISSP, CIA, and CRISC.

· Experience:

- At least 5 years of experience performing information systems audits, including audits of general controls, application controls, and information systems processes.
- Extensive experience and knowledge of information systems, information systems auditing, information systems security, information systems management, computer operating systems, network protocols, and audit tools and techniques.

· Knowledge, Skills, & Abilities

- Knowledge of government auditing standards.
 - Knowledge of risk assessment concepts.
 - Knowledge and understanding of work management concepts.
 - Ability to work non-standard hours, as needed.
 - Ability to switch job priorities; overcome obstacles.
 - Communicate complex ideas/facts clearly in a well-organized manner and actively listen.
 - Examine situations using facts; draw unbiased conclusions.



- Ability to display understanding, courtesy, respect, and tact in various interactions; establish and maintain positive working relationships, contribute to organizational effectiveness, and implement conflict management.
- Collaborate with others, facilitate achievement of goals, and share information and provide assistance in team efforts.
- Apply skills, methods, and tools, gather and analyze data.
- Execute processes/procedures required by the OIG Policies and Procedures Manuals.
- Demonstrate initiative when opportunities are made available.
- Influence others to maximize efforts towards achievement of a goal.

Pre-employment Criminal History Records Check and fingerprinting is required.

Drug testing-designated position. Pre-employment drug screening is required.

Relocation expenses **will not** be paid.

How Resumes Will Be Ranked:

Candidates whose resumes indicate they meet the education and professional certification requirements, and who also possess the knowledge and experience as listed in this announcement will be given preference.

Benefits of Working at the House of Representatives:

1. General Benefits - U.S. House of Representatives staff are eligible to participate in the various employee benefits plans to which other federal employees are entitled. For instance, Federal Employees Health Benefits, Flexible Spending Account, Federal Employees Life Insurance, Long-term Care Insurance, Thrift Savings Plan, Federal Retirement Programs, etc.

Health Insurance: <https://www.opm.gov/healthcare-insurance/healthcare/plan-information/plans/>

Dental and Vision: <https://www.opm.gov/healthcare-insurance/dental-vision/>

Flexible Spending Accounts: <https://www.opm.gov/healthcare-insurance/flexible-spending-accounts/>

Life Insurance: <https://www.opm.gov/healthcare-insurance/life-insurance/>

Long-term Care: <https://www.opm.gov/healthcare-insurance/long-term-care/>

Thrift Savings Plan: <https://www.tsp.gov/index.html>

Retirement Program: <https://www.opm.gov/retirement-services>

2. Leave accumulation. Prior federal service and work experience in a related field are considered when calculating an employee's rate of leave accumulation. (The Inspector General has the discretion to grant credit to new employees, for leave accrual purposes, for prior related non-federal work experience). All employees accumulate 12 days of sick leave per year regardless of length of prior federal or non-federal service. Annual Leave is calculated as follows:

- Less than 3 years of service/experience = 12 days annual leave per year
- Between 3 years and 6 years of service/experience = 18 days annual leave per year
- 6 or more years of service/experience = 24 days annual leave per year



3. Student Loan Repayment Program. Employees may be eligible for reimbursement of up to \$10,000 per year (with a maximum of \$80,000 in total) for federally-backed student loans.
4. Gym Membership. House employees are eligible for membership to the House Staff Fitness Center.
5. On-site daycare facility.
6. Flexible work schedule.
7. Eligibility for either free, on-site parking or an amount up to the Department of Transportation monthly limit for mass transit benefits.

Work Environment and Location:

The work is usually performed in an office environment. Overnight travel is rare. The work is primarily sedentary but there may be some walking in, to, and/or from House Office Buildings, or other buildings and facilities of the Capitol Complex.

The Official Work Site for the OIG is the Capitol Complex, specifically the Ford House Office Building. Telework/telecommuting may be available for staff, depending on the position and at the sole discretion of the IG, but only to the extent that the work is done within the Greater Washington D.C., Maryland, and Virginia area.

ALL applicants must submit a resume and cover letter, on or before the closing date, that clearly presents the applicant's knowledge, experience, and education to meet the requirements of the position.

2) Submit your resume and cover letter via email to OIGResumes@mail.house.gov ONLY. Reference our vacancy announcement ID, " **IG-25-01 IS-HGOV**", in the Subject Line of your email.

- a. Do NOT send transcripts, copies of degrees or certifications, references, etc.
- b. Do NOT send Veteran's preference* documents to the OIGResumes email address.

***FOR VETERAN'S PREFERENCE APPLICANTS ONLY:** Hiring for this position is governed by the Veterans Employment Opportunities Act (VEOA). Applicants who are seeking consideration of veteran's preference should **send a separate email** directly to Stanita.Thomas@mail.house.gov to request the form and instructions to apply for veteran's preference in the U.S. House of Representatives. The completed veteran's preference form and supporting documentation must be received by this office on or before the closing date of the vacancy announcement. For additional information on the VEOA in the U.S. House of Representatives, please call Stanita Thomas at (202) 226-9210.

What To Expect:

When your email is received in the OIGResumes@mail.house.gov email inbox, the system will generate an automated response acknowledging receipt of your email. Only applicants selected for an interview will be contacted further.



Do NOT send resumes and cover letters or courtesy copies (cc) to Stanita.Thomas@mail.house.gov.

U.S. citizens, nationals, or those that owe allegiance to the U.S are eligible to apply to this posting. Other Requirements: Must be eligible for and maintain a minimum Secret security clearance; Pre-employment Criminal History Records Check and fingerprinting is required; Drug testing-designated position. Pre-employment drug screening is required; and must reside in or relocate to the Washington, D.C. area.

The Office of Inspector General is committed to building and maintaining an inclusive and diverse work environment. All qualified candidates are encouraged to apply.

The U.S. House of Representatives is an equal opportunity employer. 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. Transportation and all related travel expenses associated with the interview and hiring process must be paid by the applicant. Moving and related relocation expenses are not available. Continued employment with the Inspector General of the House of Representatives is contingent upon satisfactorily completing a criminal history records check. Employment with the U.S. House of Representatives is at-will.

NOTE: To be employed by a House office in a paid position in the continental United States an individual must:

1. Be a U.S. citizen;
2. Be lawfully admitted for permanent residence and seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B);
3. Be (i) admitted as a refugee under 8 U.S.C. § 1157 or granted asylum under 8 U.S.C. § 1158 and (ii) have filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or
4. Owe allegiance to the U.S. (i.e., qualify as a non-citizen U.S. national under federal law).

This is a Legislative Branch appointment. A current U.S. Federal employee selected for hire from another branch (Executive, Judicial) of the U.S. Federal government must resign from Federal service in their current branch to be appointed to a position in the Legislative branch.

MEM-082-25

Field Representative

Office of Congressman Greg Steube (FL-17)

Location: Sarasota, Florida

Salary Range: \$55,000 - \$75,000 (commensurate with experience)

SUMMARY:



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The Field Representative serves as a liaison between Congressman Steube and constituents, including municipal, county, state, and federal entities, non-profits, and businesses. This role represents the Congressman at community events, facilitates casework, and monitors district issues. The ideal candidate should have a strong understanding of congressional operations and established ties to Southwest Florida.

ESSENTIAL DUTIES:

- Represent the Congressman at community events and meetings in Florida's 17th District, serving as the primary point of contact for local governments, organizations, and stakeholders.
- Act as a liaison between constituents and the DC office to facilitate federal policy needs, funding opportunities, and legislative solutions.
- Manage constituent casework, monitor district issues, and support policy discussions to ensure local concerns are effectively communicated and addressed at the federal level.
- Assist with core district office projects, including Service Academy Nominations and the Congressional App Challenge.
- Occasionally answer office phones and oversee junior staff and interns.
- Maintain and update records using the office's constituent relationship management system (IQ).
- Work flexible hours, including nights and weekends.
- Perform other duties as assigned.

QUALIFICATIONS:

- Education: Bachelor's degree from an accredited institution.
- Experience: Minimum of 2 years, with strong academic credentials.
- Skills & Knowledge:
 - Strong oral and written communication skills.
 - Understanding of the legislative process and government agencies.
 - Knowledge of district issues and events.
 - Ability to manage multiple priorities and work under pressure.
 - Proficiency in office software and database management.
 - Strong organizational skills and ability to exercise discretion in casework.

Please send resumes to floridarepublicanjobs@gmail.com

MEM-523-24

The Democratic Staff of the House Budget Committee and Ranking Member Brendan F. Boyle (PA-02) seek a creative and detail-oriented **Digital Assistant** to support digital communications and public engagement efforts. This position will be split between the committee office and personal office and will be based out of Washington D.C.



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This position involves creating and scheduling content for social media platforms, maintaining the committee's website, producing multimedia materials (graphics, videos, and infographics), and monitoring digital analytics to optimize outreach. The ideal candidate will have 1-3 years of experience in digital communications, social media management, or a similar role (Hill or campaign experience preferred), proficiency with design and editing tools (e.g., Adobe Creative Suite, Canva), strong writing and editing skills, and a passion for progressive policymaking.

Candidates should be highly organized, comfortable working under tight deadlines, and familiar with social media analytics and website content management systems. A bachelor's degree in communications, political science, or a related field is preferred. Salary is commensurate with experience, and the position includes a competitive benefits package.

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

To apply, email a cover letter, resume, three examples of digital content, and contact information for three references to budget-democrat.jobs@mail.house.gov with the subject line: "[Name] – Digital Assistant Application." Applications will be reviewed on a rolling basis.

MEM-517-24

Congresswoman Susie Lee (D-NV) seeks a highly organized, good-humored, hard-working **DC Scheduler** to develop, coordinate, and manage all aspects of the Member's daily and long-term schedule and logistics in DC. The DC Scheduler will report to the Chief of Staff and work closely with the Member, DC staff, and District staff, including a District-based scheduler responsible for in-district scheduling. This is not an entry-level role; prior scheduling experience is preferred, and salary will be commensurate with experience.

Responsibilities also include tracking, evaluating, and responding to all invitations and scheduling requests, coordinating travel for the Member, compiling the Congresswoman's nightly briefing materials, and managing office operations, including but not limited to facilitating Member meetings and calls, coordinating internal and external events, assisting with onboarding and training for staff and interns, and other administrative duties. Responsibilities will also include providing staffing support, including driving the Congresswoman as needed. Strong candidates will be creative problem solvers, have excellent attention to detail, communicate succinctly and effectively, and thrive in a fast-paced work environment. The position requires the ability to multi-task, work well under



pressure, and the flexibility to be responsive to urgent scheduling needs on nights and weekends.

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

Candidates should submit in PDF format a resume, cover letter, and three references (including name, title and organization, phone number, email, and relationship to the candidate) to nv03resumes@gmail.com with the following subject line: "Full Name – DC Scheduler."

