



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

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MEMBER AND COMMITTEE VACANCY LISTING

Week of March 13, 2023

MEM-162-23 Rep. Raul Ruiz, M.D., the Ranking Member of the House Select Subcommittee on the Coronavirus Pandemic, is seeking a **Counsel or Professional Staff Member** to join the Democratic staff of the Select Subcommittee.

Responsibilities include drafting letters, negotiating with counsel, preparing for depositions and transcribed interviews, drafting reports and memoranda, and preparing for congressional hearings. Candidates must have superior attention to detail, work well under pressure, be self-motivated, and enjoy collaborative work environments. Prior experience in congressional oversight and direct investigations is strongly preferred, as is a demonstrated interest in public health, economics, and/or international affairs.

Women, LGBTQI+, and BIPOC candidates are strongly encouraged to apply. Please send a resume and cover letter as PDFs to SSCPJobs@mail.house.gov, with "Counsel" or "Professional Staff Member" in the subject line. Please attach the resume and cover letter with the file name using the following format: "LastName.FirstName.Resume" and "LastName.FirstName.Cover Letter." No unsolicited calls, emails, or drop-ins, please.

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-161-23 Senior Democratic Midwest Appropriator seeks a DC-based **scheduler/office manager** to coordinate the Representative’s schedule and manage the DC office’s overall operating procedures.

Candidates must have exceptional organizational skills, high attention to detail, ability to manage competing demands and deadlines, and a clean driving record. Candidates must handle conflicting requests, anticipate the Member’s needs, and exercise sound judgement when scheduling meetings, events, and travel. Hill and scheduling experience are strongly preferred. Ohio ties preferred but not required.

Responsibilities include, but are not limited to:

- Maintaining and managing the Member’s daily and long-term schedule while coordinating with District staff.
- Responding to all incoming meeting and scheduling requests.
- Organizing travel and booking flights for Member and staff.
- Communicating scheduling changes to the Member, staff, and outside stakeholders.
- Oversee and manage the Staff Assistant, Internship Program, and ensure Member and staff needs are met.
- Provide operational support to the office, including time-off requests, office supply needs, tech management, and other duties, to ensure staff are supported.
- Work closely with Chief of Staff and Financial Admin to ensure compliance with annual budget.

Qualified candidates should submit a resume, cover letter to Steve.Katich@mail.house.gov with the subject line “Scheduler – LAST NAME, FIRST NAME.” The 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.

MEM-160-23 **Constituent Advocate:** The Office of U.S. Representative Chrissy Houlahan, PA-06 is seeking a customer service oriented, high performing individual to serve as a Constituent Advocate in our satellite office in Reading, Pennsylvania.

As a Constituent Advocate for a congressional district office, you will be a liaison between constituents and federal government agencies. You will respond to constituent requests for assistance – from individuals, businesses, and nonprofits – and resolve casework issues through inquiries, facilitation, and problem solving.

You will represent the Congresswoman in meetings and at events in the district while building and maintaining productive, supportive working relationships with local government, business groups, non-profit, and other stakeholder groups

within our community of PA-06. Constituent Advocates also identify local problems that can be solved by federal action and are knowledgeable of the impact of proposed and enacted federal legislation on stakeholders in our community.

The right candidate will serve as a critical part of a close-knit team. Applicants should have an enthusiastic interest in public service, superior attention to detail, and motivated to serve our community. Excellent written and oral communication skills are essential in English and Spanish, as well as the ability to manage multiple tasks, deadlines, and work well under pressure. Job responsibilities include outreach to relevant stakeholder groups in our community and successful candidates must have their own reliable transportation. Optimistic demeanor and a good sense of humor are a must. Connections to Pennsylvania and the 6th district are advantageous.

Our office hours are 9:00am – 5:00 pm Monday through Friday. Our district staff alternates days in the office and days in a work-from-home/outreach schedule. You must be able to attend work duties on some evenings and weekends for events as needed. Starting annual salary is \$58,000. Medical benefits, savings and investment planning, tuition loan reimbursement, and 20 days paid leave are available as benefits for full-time staff members. Additionally, as Rep. Houlihan believes in actively giving back to our community, each staff member is allocated 5 additional days of paid leave for volunteer work.

Please submit resume, writing sample, and cover letter to PA06HoulihanJobs@gmail.com and indicate “CONSTITUENT ADVOCATE: (your last name)” in the subject line. No walk-ins or drop-bys, please. This position will report to the District Director and begin on April 24, 2023.

THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER: Women and minorities are strongly 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.

MEM-158-23 LEGISLATIVE DIRECTOR – Congressman Jake Auchincloss (MA-04), member of the House Transportation & Infrastructure Committee and the House Select Committee on Strategic Competition between the U.S. and the Chinese Communist Party, is seeking an experienced Legislative Director to coordinate and oversee the Member’s legislative agenda, along with advising the Member on legislative activities and managing the legislative staff.

Ideal candidate will have at least 5 years of legislative experience on the Hill. Candidate should possess a strong understanding of the legislative process, including House organization and procedures, as well as managerial experience.

Applicant must also demonstrate an ability to manage and mentor staff, think strategically, and have experience in formulating strategic plans for advancing legislation. Prior experience with healthcare policy or the Transportation & Infrastructure Committee would be a valuable asset.

Excellent writing, verbal and organizational skills are essential along with the ability to be a self-starter while working in a fast paced environment. A sense of humor is greatly appreciated.

Qualified candidates should submit a cover letter, resume, and writing sample to AuchinclossJobs@mail.house.gov with "LD – First Name Last Name" in the Subject Line. Applications will be accepted on a rolling basis. No phone calls, faxes or drop-ins please.

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

MEM-156-23 The Office of Congressman Brad Sherman (CA-32) is seeking to fill a job opening for a **caseworker** position in the (Sherman Oaks) district office.

Caseworker responsibilities include:

- Interact with constituents via phone, email and in-office meetings;
- Assist senior staff with administrative responsibilities;
- Input, file and review constituent inquiries;
- Contact federal agencies on behalf of constituents

Applicant should be organized, professional, highly motivated and must possess strong writing, typing and interpersonal skills. Must be able to work in a fast-paced environment and meet deadlines. Proficiency with Microsoft Office and database software preferred.

Position is entry-level, but past experience in a social work or government field is preferred. Candidate should have graduated from an accredited four-year college or university with a bachelor's degree.

Salary starts at \$45,000 annually, with additional considerations made for relevant experience. We offer a generous student loan reimbursement package.

Please submit cover letter and resume attn: Scott Abrams
to scott.abrams@mail.house.gov

No calls please.

MEM-154-23 Congresswoman Emilia Strong Sykes (OH-13) is seeking a full-time **Staff Assistant/Scheduler** in her Akron, Ohio office.

This position will work closely with and report to the Director of Outreach in support of the Congresswoman's community engagement logistics and front office management. Primary responsibilities include answering phones, greeting office guests, conducting research, engaging in constituent correspondence, community outreach, and assisting with special projects. This position will also maintain the Member's official daily schedule, travel plans, and related records while in Ohio.

Responsibilities include tracking, evaluating, and responding to local invitations and scheduling requests, while maintaining close contact with the Member, DC staff, and District staff. Qualified candidates are highly motivated, well-organized, detail-oriented, and able to work in a fast-paced environment. This individual must have excellent interpersonal skills, organization, and should enjoy working as part of a team.

The Office of Congresswoman Sykes 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. Interested candidates are encouraged to submit a resume and a cover letter to JoinTeamSykes@mail.house.gov with the following subject line: "Full Name – Staff Assistant/Scheduler."

MEM-153-23 Congresswoman Emilia Strong Sykes (OH-13) is seeking a full-time **Field Representative** in her Akron, Ohio office to engage across Summit and Portage Counties.

This position will work closely with and report to the Director of Outreach in support of the Congresswoman's community engagement efforts. Primary responsibilities include regular engagement with constituents; acting as a liaison with Federal, State, and local agencies and organizations; staffing the Congresswoman and attending community events; building relationships with a range of stakeholders throughout the district; and handling administrative tasks as assigned. Duties require travel throughout Summit and Portage Counties, including occasional meetings and events during evenings and weekends.

This position requires excellence in community relations and engagement. Qualified candidates are highly motivated, detail-oriented, able to work in a fast-paced environment, have excellent interpersonal skills, and enjoy working as part of a team. Applicants are able to build and maintain relationships with a broad swath of stakeholders, can effectively manage competing demands, and are politically astute. Deep knowledge of the Congressional district is expected; this is not an entry-level position.

The Office of Congresswoman Sykes 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.

Interested candidates are encouraged to submit a resume and a cover letter to JoinTeamSykes@mail.house.gov with the following subject line: "Full Name – Field Representative."

MEM-152-23 Congresswoman Emilia Strong Sykes (OH-13) is seeking a full-time **Constituent Advocate/Grant Coordinator** in her Akron, Ohio office.

This position will work closely with and report to the Director of Constituent Services in support of the Congresswoman's community engagement efforts. Primary responsibilities include regular engagement with constituents; answering casework correspondence and communications; acting as a liaison with Federal, State, and local agencies; communicating grant opportunities to local stakeholders and drafting letters of support; preparing correspondence to agency contacts and constituents; building relationships with a range of constituents and stakeholders throughout the district; and handling administrative tasks as assigned.

This position requires excellence in constituent relations, service delivery, and community engagement. Qualified candidates are highly motivated, detail-oriented, able to work in a fast-paced environment, have excellent interpersonal skills, are able to manage competing demands, and enjoy working as part of a team. Previous advocacy and casework experience is preferred; this is not an entry-level position.

The Office of Congresswoman Sykes 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.

Interested candidates are encouraged to submit a resume and a cover letter to JoinTeamSykes@mail.house.gov with the following subject line: "Full Name – Constituent Advocate/Grant Coordinator."

MEM-151-23 Democratic Member seeking a **Staff Assistant** to join his Washington, DC office
Senior Democratic Member is seeking an enthusiastic, well organized, and professional individual to serve in the role of Staff Assistant.

The successful applicant will be personable, organized, possess excellent communication and time-management skills, the ability to exercise sound, independent judgment, and the ability to work cooperatively and courteously with others.

Additional daily tasks include answering phones, processing mail, assisting with constituent requests for information, coordinating tours, and other administrative duties supporting the Member and staff as needed.

To apply, please send a resume and a cover letter to staffassistant2023@yahoo.com. No walk-in applicants or phone interviews.

MEM-148-23 Congressman Dan Kildee seeks a full-time **press secretary** in Washington, D.C.

The press secretary will manage communications in a fast-paced congressional office for a member of House Democratic leadership in a competitive district. Responsibilities are wide-ranging and include responding to daily media inquiries, building relationships with national, state and local reporters, pitching and booking frequent national cable interviews, writing press releases, statements and media advisories, creating and managing social media content, including graphics and videos, drafting speeches, talking points and op-eds, and creating franked communications, including mailers and telephone townhalls. The press secretary will also be responsible for managing a full-time press assistant and press interns.

Candidates must have strong written and verbal communication skills, a self-starting personality, a desire to continually learn in political communications, ability to work in a fast-paced congressional office under tight press deadlines, and an eagerness to work in a collaborative office environment. This is not an entry-level position. Michigan ties and Adobe Creative Suite skills preferred.

Qualified candidates should submit a resume and cover letter to kildeejobs@gmail.com. Please no walk-ins or phone calls.

MEM-145-23 U.S. Rep. Lloyd Doggett (D-Texas), Ranking Member of the Ways & Means Health Subcommittee and Executive Board member of the Congressional Progressive Caucus, seeks an experienced **Communications Director** for his Washington office.

This is not an entry level position. Excellent written and oral communication skills required. Hill experience strongly preferred. Texas ties a plus.

Send cover letter, resume, brief writing sample, and three work supervisor references to DoggettJobs@mail.house.gov. Please use this title on your email: "Comms Director Applicant" -- No drop-ins please.

MEM-141-23 **Bilingual Press Secretary**

The Office of Rep. Ruben Gallego (AZ-03) is seeking a talented and highly motivated bilingual (English/Spanish) communicator with strong writing skills and the ability to establish a strong rapport with the press.

Qualified candidates will be responsible for ensuring that the objectives and achievements of the Congressman are communicated effectively utilizing print, digital, and social media. This position is based in Phoenix, Arizona and will work closely with the Communications Director.

Responsibilities include: Fielding and responding to media inquiries; drafting and editing press releases for distribution; writing and editing talking points/speeches/scripts; planning and creating social media content; staffing at media events, and assist with other duties as assigned.

Occasional weekend work is required. Candidates must have outstanding writing and communication skills, possess prior media and digital experience if possible, and be willing to collaborate with various departments to accomplish objectives while juggling multiple deadlines and projects.

To apply, please send your resume and a cover letter to: ResumesAZ03@mail.house.gov

MEM-139-23 The House Committee on Homeland Security Republican Staff is hiring for a **Professional Staff Member** position supporting the Director of Investigations and the Subcommittee on Oversight, Investigations, and Accountability.

The ideal candidate will have a strong interest in investigations and homeland security issues. Responsibilities include, but are not limited to, staffing Subcommittee and some Full Committee congressional hearings, drafting Subcommittee and some Full Committee correspondence to and from the Executive Branch as well as with outside organizations, transcribed interviews, reviewing document productions, research, and interacting with various congressional committee and personal offices.

Candidates must possess a strong work ethic, attention to detail, desire to learn how to conduct congressional oversight and investigations, be self-motivated, work well under pressure, and possess strong research, written, and oral communication skills. The ability to work both independently and as part of a team are critical. Prior Hill experience preferred, but not required.

Interested candidates should send a resume and cover letter to Resumes.CHS@mail.house.gov with the subject line "<Applicant First and Last Name> - OIA PSM."

MEM-138-23 The House Committee on Homeland Security Republican Staff is hiring for a **Counsel** position supporting the Director of Investigations and the Subcommittee on Oversight, Investigations, and Accountability.

The ideal candidate will have at least three years of experience with a background or strong interest in investigations. Experience in homeland security issues is a plus.

Responsibilities include, but are not limited to, staffing Subcommittee and some Full Committee congressional hearings, drafting Subcommittee and some Full Committee correspondence to and from the Executive Branch as well as with outside organizations, depositions/ transcribed interviews, reviewing document productions, research, managing external sources of information, and interacting with various congressional committee and personal offices.

Candidates must possess a strong work ethic, superior attention to detail, be self-motivated, work well under pressure, and possess excellent written and oral communication skills. The ability to work both independently and as part of a team are critical. JD required. Prior Hill experience preferred.

Interested candidates should send a resume and cover letter to Resumes.CHS@mail.house.gov with the subject line "<Applicant First and Last Name> - OIA Counsel."

MEM-137-23 The House Committee on Energy and Commerce Oversight and Investigations Subcommittee is seeking a mid- or senior-level **Counsel** to work on oversight issues related to the Committee's broad jurisdiction for the Committee's Democratic staff. Prior familiarity working for or with Congress and area(s) of expertise under the Committee's jurisdiction—including environment, energy, health, telecommunications, or consumer protection—is required.

Responsibilities include staffing congressional hearings; assisting in the management of investigations of governmental and non-governmental entities; conducting research, document review, and analysis; aiding in the drafting of official letters, memoranda, and investigative reports; and helping to coordinate with other subcommittees of the full Committee.

The successful candidate will be a detail-oriented and proactive self-starter with strong communication and writing skills. A minimum of five years of work experience is required. A J.D. is required, and experience within the areas of the Committee's jurisdiction may be equally relevant. Salary is commensurate with experience.

People of color, veterans, women, and LGBTQ+ candidates are strongly 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.

To apply, please submit a resume, cover letter, and short writing sample to ecdjobs@mail.house.gov with the subject line, "E&C OI Professional Staff/Counsel."

MEM-129-23 Rep. Judy Chu (CA-28) seeks **Scheduler** for fast-paced Washington, D.C. office.

This individual will be responsible for the Member's daily and long-term schedule in D.C. and work in close coordination with the district scheduler. Specific responsibilities will include managing invitations and scheduling requests, travel and logistical details, acting as a liaison to constituent groups, handling the member's correspondence, and various additional administrative duties.

This individual must be a good writer, politically savvy, able to multi-task, meticulously organized, and able to quickly solve problems in a fast-paced work environment. Candidate should be comfortable dealing with a wide variety of people and stakeholders. Previous Capitol Hill scheduling or other scheduling experience is preferred. A good sense of humor is a must.

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

To apply, please email cover letter and résumé in one PDF document to ca28.jobs@gmail.com. Please include Scheduler in the subject line. No phone calls or drop-ins please!

MEM-128-23 Congressman Joe Courtney (CT-02) seeks a **Communications Director** to oversee an active and multifaceted media and communications program.

The Communications Director will be responsible for managing all media and communications activities for the office, including planning and executing strategies to generate earned media coverage and maximizing proactive constituent communications.

Duties will include proactive press outreach, working with local, national, and international media outlets, managing social media platforms, writing press releases, op-eds, drafting weekly e-newsletters, and overseeing the Digital Media Manager to maximize the impact of content throughout eastern Connecticut through proactive constituent outreach and social media platforms. The Communications Director will also be responsible for arranging all press conferences, TV appearances, radio interviews, and local media opportunities.

Candidates must possess excellent written and oral communications abilities. This is not an entry-level position. Prior relevant communications experience required, previous congressional experience preferred, and New England or Connecticut ties are a plus. This position is based in the Washington, DC office.

The 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.

Qualified candidates should submit a resume, cover letter, and at least two relevant writing samples to ct02job@mail.house.gov by March 22, 2023. No walk-ins or calls please.

MEM-127-23 The office of Rep. Ami Bera seeks a **Minority Staff Director** to serve on the House Foreign Affairs Subcommittee on the Indo-Pacific.

The role will support and implement the Ranking Member's legislative and foreign policy goals and liaise with foreign embassies and other stakeholders.

Responsibilities include drafting legislation; developing policy and communications objectives; preparing the Ranking Member for hearings, briefings, and other engagements through verbal and written briefings; managing fellows and supporting personal office foreign policy team; serving as primary policy support for Subcommittee Democratic Members and staff; and coordinating with House Foreign Affairs Committee staff.

Applicants must have strong verbal and written communication skills and relevant Asia policy experience. Ideal candidates will have a solid understanding of the Hill, robust network in the foreign affairs and Asia policy community, and a proven track record at achieving policy goals.

Interested applicants should send a resume and cover letter to jobs.ca06@gmail.com. Please no calls or drop-ins.

MEM-113-23 Rep. Raul Ruiz, M.D., the Ranking Member of the House Select Subcommittee on the Coronavirus Pandemic, is seeking a **Chief Counsel** to join the Democratic staff of the Select Subcommittee.

Responsibilities include overseeing investigations, depositions, and transcribed interviews. Candidates must have superior attention to detail, work well under pressure, be self-motivated, and enjoy collaborative work environments. Prior experience in congressional oversight and direct investigations is strongly preferred.

Women, LGBTQI+, and BIPOC candidates are strongly encouraged to apply.

Please send a resume and cover letter as PDFs to SSCPJobs@mail.house.gov, with “Chief Counsel” in the subject line. Please attach the resume and cover letter with the file name using the following format: “LastName.FirstName.Resume” and “LastName.FirstName.Cover Letter.” No unsolicited calls, emails, or drop-ins, please.

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-108-23 Rep. Josh Gottheimer (NJ-5), Co-Chair of the Problem Solvers Caucus, member of the House Permanent Select Committee on Intelligence, and member of the House Committee on Financial Services, seeks qualified candidates for the position of **Legislative Director** to join his Washington, DC team.

Responsibilities include:

- Leading the development and implementation of the Member’s short-term and long-term legislative priorities with the Member and Chief of Staff;
- Monitoring and managing activity on the House Floor, and working with the legislative team to develop vote recommendations;
- Managing the legislative team and overseeing their day-to-day progress;
- Developing and reviewing memos, remarks, committee materials, and other briefing materials for the Member on related topics;
- Working closely with the Chief of Staff and the communications team on messaging legislative issues;
- Managing a portfolio of senior legislative projects, especially around major legislative negotiations around the Member’s work with the Problem Solvers Caucus;
- Working closely with bi-partisan Member staff in the House and Senate.

Ideal candidates will have:

- A Bachelor’s degree or related job experience;
- 3-5 years of legislative experience in a Congressional office or legislative environment;
- Knowledge of the legislative process and procedures;
- Excellent attention to detail and strong organizational skills;
- Sound judgment;
- Strong communication skills;
- Capacity to communicate with a wide variety of personalities in a tactful, courteous, and professional manner;
- Willingness to accept direction and guidance on performance and process improvements from the Member and the Chief of Staff;
- The ability to thrive in a fast-paced environment;

- The ability to work flexible hours including long hours, nights, and weekends;
- The ability to anticipate challenges and proactively offer solutions.

This is not an entry-level position. This position reports to the Chief of Staff. Consistent with applicable law, the Office requires all staff to be fully vaccinated against COVID-19 as a term and condition of employment unless a medical or religious exemption is approved.

Notice:

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, age, disability, military status, parental status, marital status, sexual orientation, or any other factor or basis prohibited by applicable federal law. Applicants with disabilities who require reasonable accommodation to participate in the application or hiring processes are encouraged to request an accommodation at any time during those processes.

Applicant Instructions:

All interested candidates are encouraged to submit a resume and cover letter with “Legislative Director - Last Name” as the subject line to NJ5Jobs@mail.house.gov.

MEM-105-23 Press Assistant, House Committee on Agriculture Republicans

The House Committee on Agriculture is seeking a detail-oriented and enthusiastic press assistant to join the communications shop.

The ideal candidate will have strong writing skills and work well in a rapid-response environment.

General knowledge of agriculture is a bonus but not required. While day-to-day responsibilities may vary, the press assistant can expect to perform the following duties with regularity:

- Assist the communications director with drafting speeches, talking points, op-eds, blogs, press releases, etc.
- Lead media tracking efforts by collecting press hits for the Committee and member offices.
- Draft Committee newsletters in consultation with the communications director and deputy communications director.
- Assist deputy communications director with member office requests during hearings.
- Assist the communications director in handling press inquiries and background conversations.

Requirements

- Minimum 1-2 years in Capitol Hill or political experience
- Strong writing and strategic thinking skills
- Attention to detail
- Able to manage varying priorities and balance multiple deadlines
- A good attitude

Interested candidates should send their résumé and two writing samples to houseaggop@gmail.com.

MEM-102-23 Conservative Congressman seeks a **Legislative Correspondent** for the Washington, DC office.

Responsibilities include drafting grant letters of support, constituent letters, sorting and batching mail, and assisting the legislative staff with various projects. Applicants should possess strong conservative credentials, effective writing and research skills, attention to detail, and the ability to manage multiple tasks at once. Position also includes a potential opportunity to manage a small legislative portfolio. Previous Capitol Hill experience preferred.

To apply, send resume and cover letter to gopwesternjobs1776@gmail.com

MEM-101-23 Bay Area Democrat seeks a highly organized and dedicated **scheduler** for Washington DC office. Scheduler will manage all aspects of the Member's daily and long-term schedule in DC and in the district. This individual will work closely with the member, DC and district staff.

This person should be well-organized, detail-oriented, self-motivated, and able to work effectively in a fast-paced office.

Responsibilities also include tracking, evaluating, and responding to all invitations and scheduling requests; coordinating travel for the member; and managing operational and logistical support for the office.

This is not an entry-level position. The ideal candidate should have prior scheduling experience on the Hill or comparable work environment. Women, LGBTQ+, and/or other underrepresented communities are strongly encouraged to apply, as well as candidates with California ties.

Please submit your resume, cover letter and two references to CAHouseJob@mail.house.gov and include "Scheduler" in the subject line.

MEM-100-23 Congresswoman Emilia Strong Sykes (OH-13) is seeking a **Legislative Assistant** to primarily manage her work on the Science, Space, and Technology Committee.

Qualified candidates are highly motivated, detail-oriented, able to manage competing demands, and enjoy working as part of a team.

This position will work closely with and report to the Legislative Director to advance the Congresswoman's legislative priorities. In addition to staffing the Congresswoman on the Science, Space, and Technology Committee, the Legislative Assistant will also manage a broad portfolio including agriculture, education, energy and environment, healthcare, judiciary, and labor, among others. The ideal candidate will be creative, able to staff and brief the Congresswoman for Committee work, an excellent writer, able to build and maintain relationships with a broad swath of stakeholders, and politically astute.

This is a full-time position. The Office of Congresswoman Sykes 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.

Interested candidates are encouraged to submit a resume and a cover letter to JoinTeamSykes@mail.house.gov with the following subject line: "Full Name – SST Legislative Assistant." Capitol Hill legislative experience is required; this is not an entry-level position.

MEM-090-23 House Committee on Education and the Workforce (Democratic staff) seeks a **Civil Rights Counsel** responsible for the portfolio covering civil rights issues in employment.

Candidates should have familiarity with employment federal civil rights laws, such as Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Equal Pay Act of 1963 and Title 42, Chapter 21 of the U.S. Code. Knowledge of the EEOC, OFCCP and federal statutes and policies and how they impact civil rights in employment and health care is preferred.

Applicants should have a law degree and experience working with an organization, Congress, or government agency addressing civil rights. Duties will include supporting the development of legislation, providing technical assistance to the Committee and Member offices, researching pertinent issues, preparing written materials and legislative analyses, and supporting the execution of committee proceedings and events related to civil rights. Salary commensurate with experience.

To apply, applicants must submit a resume and two short writing samples demonstrating a proficiency in policy analysis to E&L.Jobs@mail.house.gov with "Civil Rights Counsel Position" in the subject line.

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

MEM-087-23 U.S. Rep. Lloyd Doggett (D-Texas), on the Ways & Means Committee, seeks an experienced **Communications Director** for his Washington office.

This is not an entry level position. Excellent written and oral communication skills required. Hill experience strongly preferred. Texas ties a plus.

Send cover letter, resume, brief writing sample, and three work supervisor references to DoggettJobs@mail.house.gov. Please use this title on your email: "Comms Director Applicant" -- No drop-ins please.

MEM-024-23 The Freshman Democrat from Hawai'i is seeking a **Scheduler** with strong judgment, communication skills, and attention to detail to build and oversee all aspects of scheduling operations for the Member.

This position requires consistent and effective collaboration with all components of the Member's office. The Scheduler will work directly with the Chief of Staff, District Chief, and other senior staff.

Primary duties include, but are not limited to:

- Building the Member's daily and long-term schedule for DC and the district and managing this system;
- Responding to all incoming scheduling requests;
- Booking and coordinating travel back to Hawai'i and within Hawai'i;
- Ensuring the Member, staff, and external stakeholders have key information about the schedule;
- Compiling daily briefing materials for the Member and coordinating the collection of information from staff and other sources;
- Supporting the team with special events and ad hoc projects; and
- Other duties as assigned.

The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or gender identity. Candidates from diverse backgrounds, especially with ties to Hawai'i, are encouraged to apply. Being able to serve as a secondary driver when needed is preferred, but not required. Salary will be commensurate with experience.

To apply, please submit a cover letter, resume, and references to hawaii02jobs@gmail.com.

MEM-582-22 Congresswoman Michelle Steel’s District Office has an immediate need to hire a full-time **Field Representative**. We are looking for an enthusiastic and motivated individual to join our high- energy team in Orange County.

Basic Functions

The Field Representative serves an important role in the Member’s Congressional District, acting as a liaison with federal, district, and local agencies for the Member and constituents. They are responsible for strengthening community relations and assessing casework for problems requiring legislative action and/or Congressional oversight.

Duties

Under the supervision of the Chief of Staff and the District Director, the Field Representative briefs the Member in preparation for district meetings with constituents and acts as the representative for the Member by attending events and meetings. This includes public speaking and certificate presentations.

The Field Representative will:

- Ensure outreach efforts align with the Member’s strategic vision and goals
- Coordinate closely with staff to ensure district priorities are reflective in legislative priorities
- Build and maintain relationships with constituents and key community leaders
- Inform the District Director and Member on up-and-coming issues in the district
- Perform constituent services and casework as assigned

Requirements

- Expertise developing and executing a community relations strategy
- Experience in maintaining relationships with constituents and community leaders
- Political savvy and comfortable navigating complicated situations
- Strong written and verbal communication skills, including public speaking skills
- Ability to multi-task, manage time effectively, and adapt to changing priorities
- Candidates must be able to work a flexible scheduling, including nights and weekends
- Constituent service oriented; patient empathetic, and desire to help constituents

Position Qualifications/Education

Bachelor’s degree or related job experience is required. A demonstrated interest in public

service and familiarity with Orange County is preferred.

Salary and Application Deadline

Salary range is \$49,000-\$57,000. Salary commensurate with experience.

Applications will be accepted until position is filled.

Submit a cover letter and resume to
Stephanie Hu, District Director, Office of Congresswoman
Steel Stephanie.Hu@mail.house.gov

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.