

# House Vacancy Announcement and Placement Service

Questions? Connect with us at [ResumeService@mail.house.gov](mailto:ResumeService@mail.house.gov) or at 202-226-0221.

---

## Member and Committee Openings

Week of May 12, 2025

MEM-151-25

### **Communications Manager**

**Salary Range:** 107,685.00 - 121,134.00

**Closing Date:** 5/21/2025

### **Job Summary:**

The Office of the Chief Administrative Officer (CAO) provides operations support services and business solutions to the community of 10,000 House Members, Officers, and staff. The CAO organization comprises more than 650 technical and administrative staff working in a variety of areas, including information technology, finance, budget management, human resources, payroll, childcare, food and vending, procurement, logistics and administrative counsel.

This position is located in the Communications and Marketing Department, Immediate Office, Office of the Chief Administrative Officer (CAO), U.S. House of Representatives (House). The Communications and Marketing team brands, communicates, and markets CAO services and resources to the House community. Communications and Marketing works directly with the CAO's business units and stakeholders to provide communications support for CAO services provided to House offices, including the development and execution of communications plans and marketing materials geared toward Member, Committee, and Leadership offices. This position serves as the Communications Manager.

Key responsibilities include supervising the editorial team; working closely with the Director of Communications and Marketing to create and execute high-priority communication plans for specific projects and customers; working closely with the Design Manager to ensure alignment between the communications team and the design team. The position has day-to-day supervisory/managerial responsibilities.

### **Primary Duties/Responsibilities:**

- Manages the communications team and monitor deadlines for all communications projects. This includes but is not limited to copy-editing and strategic planning.



**Office of Talent and Development**  
CAO | U.S. HOUSE OF REPRESENTATIVES

- Coordinates with the Design Manager to ensure the communications and design team members are aligned on projects, deadlines, and other important information that could impact the deliverable(s).
- Collaborates with leaders across the CAO to brand and market products and services; serves as a partner with CAO business units as they plan, develop, and implement new products and services for the House community.
- Collaborates with the Director and Design Manager to identify opportunities for new communications initiatives.
- Oversees work request coordination; consistently tracks and monitors progress to ensure activities are on target according to schedule and resources.
- Collaborates with the communications specialists to provide consultative services to CAO service providers regarding communications projects.
- Develops, composes, and executes comprehensive communications plans for CAO services and initiatives targeted at increasing awareness and usage by Members, Committees, and Leadership.
- Writes strategic internal communications materials to support the goals and operations of the organization, including the CAO's Semiannual Report.
- Assigns work to subordinates based on priorities, difficulty of assignments, and capabilities of employees; provides technical oversight of work on a continuous basis.
- Tracks and utilizes analytics for CAO communications.
- Develops performance plans and evaluates employee performance.
- Performs other official duties and special projects as assigned

#### **QUALIFICATIONS:**

- Bachelor's degree in Business, Communications, Advertising, Marketing; or equivalent combination of education and experience.
- Minimum 7 years of experience in a marketing/communications role on Capitol Hill, with an advertising agency, or within a marketing communications department.
- Experience with interactive marketing campaign management and tracking.
- Knowledge of marketing and branding strategies.
- Ability to develop surveys and collect data to drive communications decisions.
- Knowledge of quality assurance principles.
- Knowledge of and ability to use various automated systems and software programs, including but not limited to Microsoft Office Suite (e.g., Word and PowerPoint), Adobe products, and content management systems (e.g., Drupal).
- All employees within CAO are expected to demonstrate the following general competencies: Accountability, Adaptability, Collaboration, Communication, Customer Orientation, Knowledge of Relevant Policies, Procedures, and Processes, Priority Management, and Problem Resolution.



\*Continued employment is contingent upon satisfactorily completing a criminal history records check (or other applicable security clearance) and a pre-employment drug-test (pre-identified position only).

Apply here: <https://house.csod.com/ux/ats/careersite/1/home/requisition/3731?c=house>

## MEM-150-25

Congressman Ryan Mackenzie (PA-07) is seeking to hire a **Legislative Assistant**

The Office of Congressman Ryan Mackenzie (PA-07) is hiring a Legislative Assistant to manage the Congressman's Committee on Education and Workforce assignment and several other issues, including healthcare, tax, and small business. Responsibilities for this role include advancing the Member's priorities and monitoring key developments within assigned legislative areas, drafting vote recommendations and preparing materials for Committee activity, and conducting meetings with constituent groups and key stakeholders. Qualified applicants will have a strong work ethic, strong interpersonal and communication skills (both written and verbal), attention to detail, and the ability to handle competing priorities in a fast-paced environment effectively. Prior experience with Education or Labor policy is preferred but not required.

Interested applicant should submit their resumes to [Julia.Hearthway@mail.house.gov](mailto:Julia.Hearthway@mail.house.gov).

## MEM-149-25

Congressman Mark DeSaulnier (D-CA), member of the Transportation and Infrastructure Committee, seeks an experienced **legislative staffer** to handle a diverse legislative portfolio to include Transportation Committee work. Duties include identifying and advancing policy proposals, committee hearing and mark-up preparation and staffing, building relationships with district and federal stakeholders and advocacy organizations as well as agency and congressional staff, briefing the Congressman and drafting legislative memos, policy background, constituent correspondence, and other duties as assigned. Title to be based on candidate's experience.

Ideal candidate will be a strategic, detail-oriented thinker with experience formulating and advancing legislation. Qualified candidates will exercise discretion and independent judgement, have excellent organizational, research, writing, communication, and time management skills, and a willingness to work in a team environment. Knowledge of California is a plus. This is not an entry level position – prior legislative experience on Capitol Hill and working knowledge of House processes and procedures is preferred.

Salary is commensurate with experience. The office is an equal opportunity employer. All qualified candidates are encouraged to apply, including women, people of color, and other



members of traditionally underrepresented communities. Qualified candidates should send resume, cover letter, and references to [DeSaulnierResumes@gmail.com](mailto:DeSaulnierResumes@gmail.com).

## MEM-148-25

The Office of Congressman Jamie Raskin (MD-08) seeks an excellent and inexhaustible writer to join our team as a **Legislative Correspondent**. This is a full-time, in-person position in the Washington, D.C. office.

The Legislative Correspondent will work closely with the legislative team on our office's busy constituent mail program, primarily by drafting accurate, lively, and timely responses to constituent mail. Responsibilities include but are not limited to drafting replies to constituent letters, including any research necessary; proofreading mail; and other duties as assigned.

The successful candidate must be a motivated team player with exceptional writing skills, scrupulous attention to detail, strong organizational abilities, effective time management, and a professional demeanor.

Candidates from diverse backgrounds and underrepresented communities are strongly encouraged to apply. The U.S. House of Representatives is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, military status, gender identity and expression, marital status, parental status, or sexual orientation, or any other characteristic protected by applicable law, in any of its activities or operations.

Ties to Maryland's Eighth District, previous Capitol Hill experience, published written works, and facility with other languages are all a plus.

This position will report directly to the Legislative Director and work in close collaboration with the Congressman, the Chief of Staff, the District Chief, the legislative team, and the District Office team.

The deadline to apply is Friday, May 16 at 5pm. Applications will be reviewed on a rolling basis.

To apply, please send an email to [MD08.Resumes@mail.house.gov](mailto:MD08.Resumes@mail.house.gov) with "Legislative Correspondent: Your Last Name" in the subject line and the following application materials attached as one combined PDF:

- Cover letter (not to exceed one page)
- Resume
- Two writing samples (not to exceed one page each)



- Two references (not to exceed one page) – for each reference, please include the name, current title/office, phone number, email, and a one-sentence description of your relationship to the reference

## MEM-147-25

Congresswoman Rashida Tlaib (MI-12) seeks a detail-oriented, experienced and well-organized D.C. based **Operations Manager/Scheduler**. The Operations Manager will be responsible for the management and coordination of the members' schedule and overall operations of the office and its functions.

### **Responsibilities for the position may include:**

- Manages all D.C. and district-based scheduling requests, which includes scheduling for Committee hearings, meetings with other Members, Senators, the Administration, and community-based organizations and all district stakeholders, coordinating as necessary with other congressional offices;
- Manages the collection and coordination of talking points and other prep documents for the Congresswoman's meetings, speaking engagements, and other events for her daily binder and ensures it is updated with all appropriate materials;
- Supports the drafting of the Congresswoman's correspondences, including follow up and thank you letters for meeting attendees;
- Arranges travel for the Member and for staff traveling on official business, both air and ground travel;
- Manages office equipment and ensures that all staff are equipped with supplies and inventory is maintained and good working condition;
- Manages office stationary and works with appropriate vendors for office supply;
- Coordinates special projects for the Congresswoman in partnership with office staff.
- Manages the administrative responsibilities of the Staff Assistant and other employees conducting administrative tasks;
- Support staff assistant and communications team on commendation and greeting requests as needed;
- Support Staff Assistant & District Director on management of internship program, including making assignments and managing work projects;
- Works in partnership with District Director on scheduling all district-based events;
- Other responsibilities as assigned by the Congresswoman and the Chief of Staff.

### **Qualifications:**

- Candidates must be proactive, have strong attention to detail, and the ability to multitask effectively in a fast-paced environment.
- Must be familiar with video conferencing platforms (ex. Zoom, Microsoft Teams, Skype, etc.).
- Must have familiarity with scheduling platforms (ex. google calendar, outlook, etc.)



- Must have great communication and organizational skills as well as strong writing skills.
- Previous hill experience strongly preferred.

This position will often require evening and weekend work, so a strong candidate will be able to work a flexible schedule. Michigan ties are highly desirable, but not required. Starting salary is \$70,000.00 and will commensurate with experience. The Office is unionized and offers robust, competitive benefits. To apply, please email [Rashida.Jobs@mail.house.gov](mailto:Rashida.Jobs@mail.house.gov) (SUBJECT LINE: Operations, YOUR NAME) with a cover letter, resume and 2-3 references.

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, gender identity and expression, national origin, disability, military status, age, marital status. This position reports to the Chief of Staff and Member.

## MEM-145-25

The Office of Congressman Himes seeks an exceptionally well-organized **Scheduler or Operations Director** with strong oral and written communication and excellent interpersonal skills.

Applicants must have the ability to multi-task, a positive attitude, and the ability to thrive in a fast-paced environment. The ideal scheduler possesses a strong work ethic, excellent attention to detail, the ability to work well with different teams and the ability to keep calm under pressure.

Responsibilities include developing, coordinating and managing all aspects of the Member's daily and long-term schedule in D.C. and Connecticut, as well as tracking, evaluating and responding to invitations and scheduling requests.

The scheduler also coordinates all travel for the Member and staff, files travel receipts and works closely with the Member as required on other necessary tasks. This position works closely with the rest of the senior staff team to ensure smooth daily schedules and operations.

This is not an entry-level position. Previous scheduling experience required and 1-3 years of prior work experience desired. Applicants who have worked in fast-paced operational roles or have prior scheduling experience or in executive assistant positions are preferred. Prior Capitol Hill experience, Connecticut ties, and good sense of humor are all plusses. Salary and title commensurate with experience.



The office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, genetic information, national origin, uniformed service, sexual orientation, or gender identity or expression.

Qualified applicants should submit a cover letter and resume to [CT04.Jobs@mail.house.gov](mailto:CT04.Jobs@mail.house.gov) with the subject line “Scheduler/Operations.”

## MEM-144-25

The Office of Congressman Josh Gottheimer seeks a **Press Secretary** in his Washington, D.C. office. Applicants must have exceptional writing skills, attention to detail, and an ability to manage competing demands and deadlines.

Responsibilities include but are not limited to:

1. Managing the Congressman’s digital media;
2. Creating and posting social media posts;
3. Producing graphics and editing photos and videos;
4. Drafting press releases, statements, and talking points;
5. Compiling daily press clips; and
6. Managing the Member’s website.

Candidates with New Jersey ties are preferred. This office is an equal-opportunity employer. Candidates with diverse backgrounds are encouraged to apply.

**To Apply:** Interested candidates should apply by sending resume and cover letter to [NJ5Jobs@mail.house.gov](mailto:NJ5Jobs@mail.house.gov) with "Press Secretary Application: Last Name" in the subject line.”

This is not an entry-level position; at least 2-3 years of full-time, post-graduation professional experience in press and 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.

## MEM-143-25

**Title: Chief Clerk**

**First Line Supervisor:** Deputy Staff Director

**Second Line Supervisor:** Staff Director



**Office of Talent and Development**  
CAO | U.S. HOUSE OF REPRESENTATIVES



## **Duties/Responsibilities:**

1. Timely notices of all committee events, including hearings, meetings, markups, and round table discussions per House and Committee rules.
2. Prepares hearing room for all Committee hearings, meetings, markups, and round tables, including preparation of materials for members, the court reporter, and media.
3. Clerks all committee hearings, meetings, and markups
  - a. Records member attendance
  - b. Records votes on the electronic system
  - c. Runs monitors (currently with AMX remote)
  - d. Maintains HVAC gavel sheets (Majority only)
4. Manages committee repository in compliance with the House Rules, including:
  - a. Uploads legislation for markups
  - b. Uploads all hearing documents, including witness lists, testimony, legislation, biographies, and truth in-testimony statements
5. Committee Transcripts – Orders transcripts from the Official Reporter and sends them to members and witnesses for correction.
6. Track the transcript and printed hearing status of all hearings by maintaining the chart in the printer's folder.
7. Remains current on House Rules and rule changes relating to the clerk's duties.
8. Maintains HVAC Committee Member lists for the Full Committee and Subcommittees.
9. Maintains HVAC LA and Scheduler lists for the Subcommittees and Full Committee.
10. Maintains all email distribution email lists.
11. Provides a summary of all legislative action from all markups to the Committee Digest ([committee.digest@mail.house.gov](mailto:committee.digest@mail.house.gov)).
12. Serves as liaison to the House Recording Studio for audio in Hearing Rooms and AMX remote to run hearing room monitors.
13. Prepares all organizational materials or members at the start of a new Congress.
14. Archiving – Responsible for ensuring the Committee complies with all archiving requirements, including:
  - a. Responsible for maintaining and organizing all legislation referred to the Committee.
  - b. Responsible for maintaining and organizing all bills reported from subcommittees and the full Committee.
  - c. Prepare all committee documents for depositing in the National Archives at the end of each congressional year.
15. Creates and maintains an HVAC Clerks Handbook explaining the clerical duties and procedures.
16. Provides front office support on phones and greeting visitors.
17. Supervises the Staff Assistant and operation of the front office.
18. Performs other duties as assigned





**Qualifications:**

- Excellent communication skills
- Strong organizational skills
- Attention to detail
- Strong writing, editing, and proofreading skills
- Knowledge of the legislative process
- Knowledge of House record-keeping requirements
- Ability to work cooperatively and courteously with others
- Punctual

**Benefits:**

Employees may be eligible for the following benefits:

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

**Other Information:**

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

**How to Apply:**

Interested candidates should send their cover letter, resume, references, and three writing samples to [VAR.Resumes@mail.house.gov](mailto:VAR.Resumes@mail.house.gov) with “Chief Clerk” in the subject line. No calls or walk-ins, please.

**MEM-142-25**

**Staff Director, Subcommittee on Oversight and Investigations, House Committee on Veterans' Affairs**

**Core Responsibilities:**

**Office of Talent and Development**  
CAO | U.S. HOUSE OF REPRESENTATIVES

- 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.
- Plan for and supervise the Subcommittee staff in the organization of, and preparation for, hearings, to include but not limited to, the 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, including Department of Veterans Affairs (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 VA 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
- This is not an entry level position.
- At least five to seven years of relevant policy or oversight experience. Experience on Capitol Hill or knowledge of veteran policy is 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](mailto:VAR.Resumes@mail.house.gov) with “Oversight and Investigations Staff Director” in the subject line. In your cover letter please indicate what you believe are the three most pressing challenges facing the Department of Veterans Affairs. No calls or walk-ins, please.

**MEM-141-25**

**EXECUTIVE ASSISTANT**

Congresswoman Nydia Velázquez (NY-07) is hiring an **Executive Assistant** for the Washington, D.C. office. Responsibilities include driving the member (must own a vehicle and possess a valid driver's license) and front office tasks such as answering phones, greeting visitors, managing constituent mail program, maintaining both digital and paper records and files, and other duties as assigned. Qualified applicants must possess excellent written and oral communication skills, an ability to work collaboratively, strong interpersonal skills, and remain flexible and calm under pressure.

Please submit a cover letter and resume to [1execasst@gmail.com](mailto:1execasst@gmail.com) with the subject line “Executive Assistant Application 2025.” **No phone calls or walk-ins please.**



## MEM-140-25

### **Senior Legislative Assistant, Rep. Tony Gonzales (TX-23)**

#### **CORE RESPONSIBILITIES:**

- to develop legislative initiatives relevant to the Member's position on the House Appropriations Committee and the Committee on Homeland Security;
- to monitor legislative developments within Committees and on the House floor;
- to meet with constituents and advocacy groups on behalf of the Member.

#### **QUALIFICATIONS:**

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

To apply, please send resumes to [housegopemployment@gmail.com](mailto:housegopemployment@gmail.com) with position noted in subject line.

## MEM-139-25

### **Press Assistant/Press Secretary, Rep. Tony Gonzales (TX-23)**

The Office of Congressman Tony Gonzales seeks a **Press Secretary or Press Assistant** in his Washington, D.C. office (title and pay commensurate with experience). Applicants must have exceptional writing skills, attention to detail, and an ability to manage competing demands and deadlines.

#### **CORE RESPONSIBILITIES:**

- Managing the Congressman's digital media.
- Coordinating the creation of print and digital advertisements;
- Creating and posting social media posts;
- Producing graphics and editing photos and videos;
- Drafting press releases and weekly newsletters;
- Compiling daily press clips; and
- Managing the Member's website.



## QUALIFICATIONS:

Candidates with Texas ties are preferred.

This is not an entry-level position; at least 1-2 years of full-time, post-graduation professional experience in press and digital communications or a related field is required (internships do not count toward this requirement).

To apply, please send resumes to [housegopemployment@gmail.com](mailto:housegopemployment@gmail.com) with position noted in subject line.

## MEM-138-25

### FINANCIAL DISCLOSURE COUNSEL U.S. HOUSE OF REPRESENTATIVES COMMITTEE ON ETHICS

Financial Disclosure Counsel (Washington, DC) -- The Committee on Ethics seeks an attorney for the position of **Counsel** in the Financial Disclosure office. The Committee's financial disclosure counsel is responsible for reviewing and certifying a large volume of Financial Disclosure Reports, providing legal advice on financial disclosure related matters, providing education and training to Members of Congress and their staff through frequent telephone calls, in-person meetings, and written work product. This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity.

Candidates must possess outstanding analytical and written and oral communication skills, as well as the sound judgment necessary to evaluate sensitive matters that arise before the Committee. Experience in one or more of the following areas is desirable: government ethics, ethics counseling, accounting, auditing, investment management, taxation, corporate finance, and securities law. The salary range for this position is \$136,780 and \$145,604 per annum. Please email resume, cover letter, and short writing sample to [ethicsjobs@mail.house.gov](mailto:ethicsjobs@mail.house.gov). Please include the phrase "FD Counsel" in the subject line.

## MEM-135-25

### DC-Based Scheduler and Office Manager

The Office of Representative Sharice Davids (KS-03) is seeking a **DC- based Scheduler/Office Manager** to coordinate the Representative's schedule and manage overall operations in the DC office.



Candidates must have exceptional organizational skills, attention to detail, and an ability to manage competing demands and deadlines. Candidates must handle conflicting requests, anticipate the needs of the Member, and exercise sound and efficient judgment when scheduling meetings, events, and travel. Candidate must have strong communication skills. Capitol Hill or other relevant administrative, operations, or scheduling experience is strongly preferred. Kansas ties are a plus.

Responsibilities include, but are not limited to:

- Maintaining and managing the Member's daily and long-term DC and district schedule, including coordinating with District staff.
- Responding to all incoming meeting and scheduling requests.
- Coordinating closely with appropriate legislative or communications staff to ensure efficient delivery of the Member's briefing materials.
- Coordinating travel and booking flight, train, and lodging reservations for the Member and staff as needed
- Communicating key information and scheduling changes to the Member, staff, and effected stakeholders in a timely and efficient manner
- Coordinating with Caucus, Leadership, and Committee staff to efficiently coordinate the Member's schedule while the House is in session
- Provide operational support to the office, including time-off requests, office supply needs, tech management, and other duties, to ensure staff is supported.
- Work closely with Chief of Staff and Financial Admin to ensure compliance with annual budget.
- The position requires flexible, non-traditional working hours and availability by phone as needed.

#### EDUCATION/EXPERIENCE:

Bachelor's Degree preferred. Capitol Hill or other relevant administrative, operations, or scheduling experience is strongly preferred. Kansas ties are a plus.

Qualified candidates should submit a resume, cover letter, and three references to [ks03.jobs@mail.house.gov](mailto:ks03.jobs@mail.house.gov) with the subject line "Full Name – DC Office Scheduler". Applications will be processed on a rolling basis.

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, age,



disability, military status, marital or parental status. Women, people of color, and other members of underrepresented communities are strongly encouraged to apply.

### MEM-134-25

The House Committee on Energy and Commerce Democratic Staff (minority) seeks an enthusiastic, motivated, and highly organized **Staff Assistant** for fast-paced committee office.

Responsibilities include tasks associated with a front office such as receptionist duties, answering phones, greeting visitors, ensuring that office and meeting rooms are kept in order, supporting staff in preparations for committee events such as hearings, markups, meetings, and events, training and supervising interns, handling and sorting incoming mail, maintaining both digital and paper records and files, maintaining office supplies and mastering basic equipment operations, assisting other staff with research, work product, web content, special projects, and other duties as assigned.

Qualified applicants must possess excellent written and oral communication skills, attention to detail, professionalism, exceptional time management skills, and an ability to work collaboratively.

Our office deeply values the diversity of our employees and encourages candidates from diverse backgrounds to apply. Hill experience preferred but not required.

Please submit a cover letter, resume, references, and a short writing sample to [ecdjobs@mail.house.gov](mailto:ecdjobs@mail.house.gov) with the subject line “Staff Assistant Application 2025.” No phone calls or walk-ins please.

### MEM-131-25

The Office of **Congressman Jimmy Panetta (CA-19)** seeks candidates for an open **Scheduler/Director of Operations** position. Prior experience with scheduling for a Member of Congress or scheduling for a political campaign is preferred, but scheduling for a similar organization will be considered.

Ideal candidates possess attention to detail, ability to handle a fast-paced environment, and strong communication and organizational skills. Responsibilities include maintaining Member’s daily and long-term schedule in Washington, working with stakeholders to balance the Member’s time, evaluating incoming meeting requests and invitations, coordinating domestic and international travel arrangements, and performing other administrative and operational duties.





This office is an equal opportunity employer. Please send a resume, cover letter, and references in a single PDF document with “Scheduler/Director of Operations” as the subject line to [ca19.jobs@mail.house.gov](mailto:ca19.jobs@mail.house.gov).

## MEM-130-25

Title: **Inspector General**

Office: Office of the Inspector General

Close Date: 05/14/25

Salary: \$212,000 - \$217,000

The **Inspector General** is accountable for the evaluation of internal controls and organizational structures, as well as determining the extent and quality of conformance with policies and procedures within the House. In collaboration with the Deputy Inspector General, provides executive management to the Office of Inspector General and its major areas of responsibility including the performance of Information Systems Audits, Management Advisory Services, Performance Audits, Financial Audits, Investigations, and internal OIG administration.

### **Essential Duties:**

Directs the mission and functions of the Office of Inspector General, including the supervision of approximately twenty-five (25) employees in executing the duties of the Office, which include, but are not limited to:

- 1) Providing audit, investigative, and advisory services to the House and other legislative branch entities in a manner consistent with government-wide standards including periodic audits of the financial and administrative functions of the House and other legislative branch entities.
- 2) Informing House Leadership and appropriate House Committees based as outline in House Rules concerning the results of audits, investigations, and advisory services.
- 3) Coordinating, compiling, and presenting an annual work plan for the Office of the Inspector General to the Committee on House Administration for approval.

### **How to Apply**

- 1) ALL applicants must submit a resume and cover letter on or before the closing date that presents their knowledge, experience, and education and meet the position's requirements.
- 2) Submit your resume and cover letter via email to [House.Apply@mail.house.gov](mailto:House.Apply@mail.house.gov) ONLY. Reference our vacancy announcement ID, "IG-25-04 IS-HGOV", in the Subject Line of your email.



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. Employment with the U.S. House of Representatives is at-will. All qualified candidates are encouraged to apply

## MEM-122-25

The office of Representative Maxwell Frost (D-FL) is seeking a dynamic and creative individual to join our communications team as a **Creative Director**. This is a fast-paced, progressive environment with a forward-thinking principal who is not afraid to try new things. This office prides itself on fostering a collaborative work environment where creativity, teamwork, and an outside-the-box approach are highly valued. A passion for digital strategy, visual storytelling, and innovative political communication is a must. This is not an entry-level position.

The Creative Director will work closely with and report to the Communications Director to help shape and execute the visual and digital strategy for the Representative's public-facing and internal initiatives, and offer strategic digital insight and assistance related to the Member's leadership role as part of the Democratic Policy and Communications Committee. This role will manage the day-to-day operations of the office's design work and digital content, including but not limited to graphic design, social media assets, digital video, website visuals, and email campaigns.

### Key Responsibilities:

**Digital Strategy & Creative Leadership** -- Lead the development and execution of innovative digital strategies to elevate the Representative's presence on social media, websites, email campaigns, and other digital platforms. Ensure that all creative work is aligned with the office's values and goals.

**Graphic Design & Visual Communication** -- Design high-quality graphics for digital and print materials, including social media assets, infographics, posters, digital ads, and more, all in line with the Member's existing branding and style guide. Expertise in the Adobe Creative Suite is required.

**Content Creation & Coordination** -- Collaborate with the Communications Director, Legislative and District teams, and Member to create compelling multimedia content. This includes coordinating the production of graphics, videos, and other creative content for various platforms – from ideation to creation.



Media Buys & Metrics & Evaluation -- Make strategic suggestions for paid communications campaigns on various digital platforms and assist in tracking the effectiveness of creative strategies, using data and feedback to iterate and improve future content. Monitor the performance of digital content across platforms, adjusting strategies as needed.

Artist & Influencer Relations -- Collaborate with the Communications Director help maintain and establish relationships with artists and digital thought leaders and content creators through strategic partnership opportunities aimed at advancing the Member's policy and legislative initiatives. Our office is uniquely plugged into local and national music and creative arts issues so a passion for this is a plus.

### **Qualifications:**

- At least 2-3 years of experience in creative or digital strategy, with a focus on graphic design and content creation.
- Prior experience working in political campaigns, progressive causes, or government offices is preferred.
- Advanced proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign, After Effects, Premiere Pro) and other design tools.
- Strong understanding of digital platforms and the role of design in social media, online engagement, and web communication.
- Experience with digital video production and editing.
- Ability to juggle multiple projects and work under tight deadlines in a fast-paced, team-oriented environment.
- Strong attention to detail and a keen eye for visual storytelling and design.
- Florida and Orlando ties are a plus.

### **Compensation:**

- Salary range is \$70,000 - \$90,000, commensurate with experience.
- Health, dental, and vision benefits.
- Generous paid leave, including vacation, sick days, and parental leave.
- Generous student loan repayment program.
- Retirement plan options.
- Opportunities for professional development and training.

To Apply:

Visit [repfrost.us/CreativeDirector](https://repfrost.us/CreativeDirector)



