



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of January 10, 2022**

**MEM-015-22** Committee Seeks **Digital Director**: The Democratic Staff of the House Committee on Budget is seeking an experienced and motivated Digital Director to join the Communications team.

The individual selected will have strong writing skills and the ability to translate complex issues and topics for audiences across platforms and medias. This position is based in Washington, D.C. and will work closely with the Communications Director and help manage a Digital Press Secretary.

Responsibilities include developing and honing a proactive digital strategy, crafting engaging content for all social media channels, creating social media toolkits for the caucus as needed, developing graphics and videos, tracking social media analytics, streaming live events, managing the committee's website and social media pages, and working with the Communications team to identify new ways to engage with press and digital audiences. The position may require work outside standard office hours.

This is not an entry level position. Qualified candidates will have at least 3 years of digital experience, excellent writing skills, a keen attention to details, proficiency in graphic design, an ability to leverage social media and news trends to take advantage of opportunities for social engagement, and a passion for thinking creatively about how to translate complex ideas into compelling visuals.

Applicants should also have experience with Adobe programs (Photoshop, Illustrator, LightRoom, Premiere Pro, Audition, and After Effects) and a working knowledge of HTML. Ability to work well with others, manage competing priorities, and turn around high-quality products under tight deadlines are a must.

The starting salary for this position is \$70,000 but is commensurate with experience. Candidates with diverse backgrounds are strongly encouraged to apply.

Interested applicants should submit a cover letter describing their fit for the role, a resume, a writing sample, and three digital work products to Budget-[Democrat.Jobs@mail.house.gov](mailto:Democrat.Jobs@mail.house.gov) with “Digital Director” in the subject line. No calls or walk-ins please.

**MEM-013-22** Congresswoman Jahana Hayes (CT-05) seeks a **Scheduler** for her Washington, DC office.

Primary responsibilities include managing the Member’s daily and long-term schedule in DC and in the district; evaluating and responding to all incoming meeting and event requests; booking travel; coordinating logistics for events; communicating key information regarding the schedule to staff; working closely with the Member and Chief of Staff to ensure smooth daily operations; and other administrative duties as assigned. The ideal candidate will be detail-oriented, able to multi-task, and have a positive attitude.

This is not an entry level position and previous scheduling experience is preferred. Connecticut ties are a plus, but not required. Minority candidates are strongly encouraged to apply.

Interested parties should email a cover letter, resume, and two references in a single PDF to [ct05jobs@mail.house.gov](mailto:ct05jobs@mail.house.gov) with the following subject line: Full name – Scheduler. No phone calls or walk-ins, please.

**MEM-011-22** Republican Natural Resource and Judiciary Member office seeking a **Communications Director** to develop and lead a communications plan and manage all media operations for the Member’s outreach and legislative items.

This includes but is not limited to pitching and booking local and national media. Grow strong local and national press relations. Formulate talking points and speeches. Create daily social media content, statements, press releases, media advisories, radio ad scripts, op-eds, and the newsletter. Maintain updates to Member’s website. Generate and oversee a communications budget strategy that consists of digital ads, radio ads, mass mailers and telephone town halls.

The ideal candidate is detail-oriented, hands-on, a strong writer, a team player, and can work under tight and simultaneously competing deadlines.

Interested applicants should email a cover letter and resume to: [ResumesOR@mail.house.gov](mailto:ResumesOR@mail.house.gov)

**MEM-009-22** Congresswoman Katie Porter (CA-45) seeks a creative and hard-working **Legislative Director** to coordinate and oversee the office's legislative agenda, advise the Member on legislative activities and lead our legislative team.

Qualified candidates must have a demonstrated ability to manage and mentor staff, think strategically, work collaboratively, and have experience in formulating strategic plans for advancing legislation. Extensive knowledge of House legislative processes and procedures, excellent organization and communication skills, and the ability to work under pressure and meet deadlines is required.

This position is based in Washington, DC with occasional required travel to the district and reports to the Chief of Staff. This is not an entry-level position, JD preferred.

Interested parties should email a resume, cover letter, and references to [ResumesCA45@mail.house.gov](mailto:ResumesCA45@mail.house.gov)

#### KEY JOB RESPONSIBILITIES

- Manage and support legislative team
- Monitor House floor and Committee activity, including overseeing committee questioning
- Serve as primary legislative liaison to House Leadership offices and CPC
- Manage legislative portfolio for the Congresswoman that includes campaign finance, financial services, housing, consumer protection, antitrust, privacy, technology, small business, and taxes
- Provide the Congresswoman with vote recommendations and manage all voting decisions and voting processes
- Identify and pursue legislative opportunities for the Congresswoman, including sponsoring or co-sponsoring bills and drafting and co-signing letters
- Draft constituent correspondence, oversight letters, op-eds, talking points, legislation, and other written material related to issue area portfolio
- Communicate with the district staff to help them amplify legislative work locally
- Support the District Office in writing speeches and memos for in-district events
- Review and approve legislative correspondence written by the Legislative Correspondent and Staff Assistant
- Project manage projects and events, including in district and in issue portfolio
- Ability to work irregular hours and weekends, as needed, to accommodate the legislative calendar
- Other duties as assigned by the Chief of Staff

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. Women, veterans, people of color, and LGBTQAI+ candidates are strongly encouraged to apply.

**MEM-008-22** The Office of Congresswoman Sara Jacobs (CA-53) is looking for a detail-oriented, efficient, and ambitious **Staff Assistant** for the Washington, D.C. office.

The primary responsibilities are driving and staffing the Congresswoman. Other responsibilities include managing the front office – answering phones, greeting visitors (when we are able), conducting and organizing tours (when we are able), and supervising interns – as well as assisting the Director of Scheduling and Operations with daily tasks, assisting with the office mail program, and other administrative duties as assigned.

Ideal candidates will have good judgment, common sense, a good sense of humor, and solid writing skills. They will be able to anticipate the needs of the principal and problem-solve on their feet. They will also be calm under pressure and around elected officials.

This is not a 9-5 job; some nights and weekends will be required. Ties to San Diego and bilingual skills are preferred; a valid driver's license, daily access to a vehicle, and a good driving record are required.

Interested candidates should send a cover letter and resume with "Jacobs - Staff Assistant" in the subject line to [SaraJacobs.Resumes@mail.house.gov](mailto:SaraJacobs.Resumes@mail.house.gov) by 5pm ET on Wednesday, January 12, 2022. Priority will be given to earlier applications.

The Office of Congresswoman Jacobs 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-006-22** Congressman Dan Kildee seeks a full-time **Staff Assistant** in his Washington, D.C. office.

Responsibilities include managing the front office, greeting visitors, processing tour and flag requests, filtering incoming mail and social media messages, answering telephone calls and other constituent requests, supervising and coordinating the internship program, assisting the Chief of Staff in their official responsibilities, and other duties as assigned.

Candidates must have strong written and verbal communication skills, a self-starting personality, a desire to continually learn, and an eagerness to work in a collaborative office environment. Applicants should be detail-oriented and possess strong organizational skills. Michigan ties are a plus.

Please send a resume and cover letter to [Michigan05jobs@gmail.com](mailto:Michigan05jobs@gmail.com) with the subject line "Staff Assistant Application." Please no walk-ins or phone calls. This office is an equal opportunity employer and encourages all qualified candidates to apply.

**MEM-005-22** Senior Democrat on the House Appropriations Committee is looking for an experienced **LEGISLATIVE DIRECTOR/ECONOMIC POLICY ADVISOR** to handle the day-to-day management of the Member's legislative portfolio as well as issues including agriculture, appropriations, energy, financial services, small business, taxation, telecommunication, and transportation.

Excellent knowledge of the legislative process and at least five years of Hill experience in a policy-making role is required. Law degree preferred. Ideal applicants also should be creative, proactive, and self-motivated; possess outstanding writing, verbal, and interpersonal skills; and have the ability to operate effectively under pressure and work well as part of a team.

Please send your resume, cover letter, and brief writing sample (no more than two pages) to [ga02.resume@mail.house.gov](mailto:ga02.resume@mail.house.gov). Deadline for application is COB Friday, January 14, 2021. This is NOT an entry-level position.

**MEM-004-22** Representative Nanette Diaz Barragán (CA-44) seeks highly-motivated, detail-oriented **staff assistant** with excellent written and oral communication skills for DC office.

Primary responsibility is driving the member. Other responsibilities include; general reception duty, handling tour and flag requests, processing constituent correspondence, addressing constituent matters, assist in managing interns, and assisting the Member and staff in all functions of the office.

A valid driver's license, daily access to an automobile and a good driving record are a necessity. Previous Hill experience as an intern or staff assistant preferred but not necessary.

Southern California ties and Spanish fluency are a plus.

Interested candidates should send a cover letter, resume and two references with "Staff Assistant" in the subject line to [CA44Resumes@mail.house.gov](mailto: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-003-22** Representative Nanette Diaz Barragán (CA-44) is seeking a talented and highly motivated individual to assume the role of **Press Secretary|Digital Director**.

The person chosen for the position will work closely with the Communications Director to develop and execute the Congresswoman's long-term communications plan. They will be charged with overseeing the communications schedule, managing the Member's digital media accounts, and working with local and national reporters.

The Press Secretary|Digital Director will be responsible for a wide range of critical functions, including developing original social media content, designing graphics, editing and posting videos, maintaining the office's website, and managing media lists. Additionally, they will assist the Communications Director with drafting news releases, advisories, talking points, op-eds and other materials.

Qualified applicants must have strong writing, editing, proofreading skills and be proficient in photography, video recording and editing. They must be detail-oriented, news savvy and able to work in a fast-paced, demanding work setting -- a sense of humor and ability to be a team player is a must. Spanish fluency preferred.

This is not an entry-level position. Previous experience in press or relevant social media experience is required. Experience with Adobe Creative Cloud Products are a plus. Southern California|Los Angeles ties are a plus.

Successful applicants will need to demonstrate their writing ability by completing a writing and editing test.

To apply, please send a resume, cover letter including salary requirements, and two writing samples with "Press Secretary" in the subject line to [CA44Resumes@mail.house.gov](mailto:CA44Resumes@mail.house.gov).

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**MEM-002-22** Representative Nanette Diaz Barragán (CA-44) seeks a highly talented and motivated individual to serve as a **Legislative Assistant|CHC Liaison** in Washington, DC House office - with the primary responsibilities of handling the Member's immigration, foreign affairs, military, and criminal justice, Homeland Security Committee work, and serve as Member's liaison to the Congressional Hispanic Caucus (CHC). Candidates must have a proven record of proposing legislation, developing amendments, and leading on letters.

Primary responsibilities include:

- Drafting legislation and amendments and advancing them through various legislative vehicles;
- Preparing hearing binders and questions for witnesses for Homeland Security Committee hearings;
- Drafting talking points, vote recommendations and other materials;
- Monitoring and analyzing legislative developments, committee proceedings, news stories and other relevant info; and
- Representing the Member in meetings with constituents and stakeholders.

Candidates must have an ability to work under pressure and meet deadlines in a fast-paced work environment. Strong organizational and time management skills, excellent written and verbal communication skills, and a keen attention to detail are required.

Spanish language skills preferred. Southern California ties a plus.

Interested candidates should send a cover letter, resume and two references with “Legislative Assistant” in the subject line to [CA44Resumes@mail.house.gov](mailto:CA44Resumes@mail.house.gov).

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**MEM-001-22** Representative Nanette Diaz Barragán (CA-44) seeks an experienced **Communications Director** to lead a fast-paced and highly engaged press operation. Applicants must be creative, dynamic, proactive, and energetic.

The Communications Director will serve as the spokesperson and primary communications advisor to the Member. They will be responsible for developing and executing an aggressive strategic communications plan, including social media, that encompasses local, national, and specialty media outlets.

The Communications Director will oversee day-to-day press operations, including coordinating and managing the press team; responding to media inquiries; booking the Member for interviews; pitching news opportunities to media outlets; planning press conferences and in-district events; managing the Member’s social media accounts and official website; editing/drafting speeches, talking points, floor statements, press releases, op-eds, and e-newsletters; and creating and distributing e-newsletters and franked mailings.

They are also responsible for working with the Member, Chief of Staff, Legislative Director, and District Director to develop and coordinate core messaging. The Communications Director is responsible for maintaining the Congresswoman’s voice across all communications materials, with an emphasis on clarity, relatability, authenticity, and connecting the Congresswoman’s values



and advocacy to a diverse constituent base.

This is NOT an entry level position. Candidates must have previous press-related experience either on or off Capitol Hill. They must be highly organized, proficient in multi-tasking, have strong political judgment and instincts, and possess superior writing, editing, and proofreading skills.

- Los Angeles Metro|Southern California ties are a plus.
- Fluency in Spanish is a plus.
- Experience with video editing and graphic design are a plus.
- Experience with national media contacts both print and digital, as well as with radio/TV bookers and producers is a plus.

Additionally, the Communications Director must be willing to work extended hours and oftentimes under time constraints, while maintaining a positive attitude.

Salary is commensurate with experience.

Candidate should submit a resume, cover letter including salary requirements, and two writing samples with the subject line “Communications Director” to [CA44Resumes@mail.house.gov](mailto: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-596-21** Senior Midwest Democratic Member seeks a **military legislative assistant** to manage the member’s defense, homeland security, foreign affairs, and other issue areas as assigned.

Responsibilities include developing and planning legislative initiatives, monitoring legislative developments in-portfolio, managing appropriations requests, implementing a robust foreign affairs caucus presence, staffing committee hearings and markups, drafting cosponsor and vote recommendations, writing policy memos and talking points, working directly with stakeholders and constituents, and other duties as necessary.

This is not an entry-level position, at least 3 years of Hill experience is required. Experience in appropriations is highly preferred. Ohio connections a plus.

Candidates must have excellent written and verbal communication skills, be a self-starter, and work well as part of a collaborative team in a fast-paced office.



Interested applicants should e-mail 1) a resume, 2) a cover letter, and 3) a 1-2 page writing sample to [midwestern.resume@mail.house.gov](mailto:midwestern.resume@mail.house.gov) with the subject “Kaptur MLA”.

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. Women, veterans, people of color, and LGBTQ+ candidates are strongly encouraged to apply.

**MEM-595-21** The Office of Congressman Steven Horsford (NV-04), member of the Committees on Ways and Means, Armed Services, and Budget seeks highly motivated, experienced **Legislative Assistant**.

The Legislative Assistance will implement Member’s legislative agenda within the Ways and Means Health, Social Security and WorkFam Subcommittees, as well as manage a legislative portfolio including but not limited to immigration, and labor.

Responsibilities include, but are not limited to:

- Drafting and analyzing legislation
- conducting research;
- drafting policy memo, talking points, and remarks;
- meeting with constituents and stakeholders; and staffing hearings

The ideal candidate must have:

- Strong interpersonal skills with the ability to communicate effectively with people from diverse racial, ethnic, socioeconomic, and gender backgrounds
- Strong analytical writing skills and oral communication skills
- Ambitious, collaborative, self-starting, creative, thorough and inquisitive
- Strong organizational skills and ability to manage multiple priorities at once
- Ability to work well independently and as a member of a highly integrated and diverse team.

This is not an entry-level position; Hill experience is strongly preferred, but not required, Nevada ties are preferred. Women, people of color, LGBTQ+ individuals, people with disabilities and members of other underrepresented communities are strongly encouraged to apply. Individuals who can fluently read and write Spanish, Mandarin, Tagalog, or other languages beside English are strongly encouraged to apply.

Applicants should send a resume, writing sample to [NV04Resume@mail.house.gov](mailto:NV04Resume@mail.house.gov) with “NV-04 Legislative Assistant \_Last name, First name” in the subject line.

## **MEM-594-21    Job Announcement: **Field Representative****

Southern California Republican Member of the House

Are you looking for an exciting and fast-paced career in public service? A Southern California Republican 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.

### **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 comfort 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 schedule, including nights and weekends
- Constituent service oriented; patient empathetic, with a 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 starts at \$3,500 per month. Salary commensurate with experience. Applications will be accepted until position is filled.

Submit a cover letter and resume to  
Stephanie Hu, District Director  
[Stephanie.Hu@mail.house.gov](mailto: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.

**MEM-591-21** Congresswoman Diana DeGette (D-CO) seeks a **Deputy Communications Director/Digital Director** with extensive digital experience to be based in her Washington, D.C. office.

The position reports directly to the Communications Director and is responsible for assisting in all aspects of the press shop's day-to-day responsibilities – including, but not limited to: compiling daily news clips, drafting speeches, talking points, op-eds, news releases and weekly newsletters, and pitching events to members of the media. The position is also responsible for managing the Congresswoman's various social media accounts, developing creative new content to enhance her social media presence, including graphics and videos, and maintaining her website.

This is not an entry-level position, prior experience is required (2+ years of experience working with various digital platforms, maintaining websites, and managing social media accounts for a political candidate or elected official is preferred). Colorado ties are a plus.

Qualified candidates should submit a cover letter, resume and two writing samples to [DeGette.Employment@mail.house.gov](mailto:DeGette.Employment@mail.house.gov). Please put "Deputy Communications Director/Digital Director" in the subject line. Deadline to apply is: January 20.

**MEM-586-21** The House Committee on Energy and Commerce Oversight and Investigations Subcommittee is seeking a mid-level **Professional Staff or 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 care, public health, 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. An advanced degree is preferred but not required, as experience within the areas of the Committee's jurisdiction may be equally relevant. Salary is commensurate with experience in the \$80K–\$90K range.

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](mailto:ecdjobs@mail.house.gov) with the subject line, “E&C OI Professional Staff/Counsel.”

**MEM-583-21** Congresswoman Jahana Hayes (CT-05) seeks a **Staff Assistant** for her Washington, DC office.

Responsibilities include welcoming office visitors, answering telephone calls, coordinating flag and tour requests, sorting and processing constituent correspondence, and other administrative duties as assigned. The ideal candidate will be detail-oriented, able to multi-task and have a positive attitude.

Connecticut ties are a plus, but not required. Minority candidates are strongly encouraged to apply.

Interested parties should email a cover letter, resume, writing sample and two references in a single PDF to [ct05jobs@mail.house.gov](mailto:ct05jobs@mail.house.gov) with the following subject line: Full name – Staff Assistant. No phone calls or walk-ins, please.

**MEM-582-21** The U.S. House Committee on Veterans' Affairs (Republican Staff) is looking to hire a new **Staff Assistant/ Full Committee Legislative Coordinator**.

The front office Staff Assistant and Legislative Coordinator would report directly to the Full Committee Deputy Staff Director and should have excellent oral and communication skills, strong organizational skills, attention to detail, a positive attitude and ability to work cooperatively and courteously with others, and a sense of humor.

Qualified candidates please send résumés only to the following e-mail address: [VAR.Resumes@mail.house.gov](mailto:VAR.Resumes@mail.house.gov) with “HVAC Republican Staff Assistant” in the subject line. No calls or walk-ins.

Your résumé will be reviewed to determine if you are among the most qualified candidates. If you are one of the top candidates, you will be contacted for an interview.

- MEM-578-21** Conservative Colorado member seeks **Press Secretary** to work under Communications Director for fast-paced office with strong social media presence. Skills in graphic design and digital media strongly preferred.

Email [co04.resumes@gmail.com](mailto:co04.resumes@gmail.com) with a resume.

- MEM-577-21** Conservative Colorado member seeks **Deputy Chief/Counsel** for judiciary committee portfolio with an emphasis on tech and antitrust issues. Law degree strongly preferred but not required. Comfort with a fast-paced, intense work environment a must.

Email [co04.resumes@gmail.com](mailto:co04.resumes@gmail.com) with a resume.

- MEM-574-21** The House Committee on Education and Labor (Democratic staff) seeks a **Clerk/Special Assistant** to the Staff Director to support the Chief Clerk and Staff Director.

The candidate will be responsible for administrative tasks, including but not limited to, processing oversight mail, scheduling staff director's meetings, managing the hearings calendar, managing hearing correspondence, co-leading the transcript review process, preparing hearing invitations, tracking hearing submissions, and documenting member and/or staff attendance.

The qualified candidate will be extremely organized, have editing skills, be attentive to detail, be hardworking, innovative, and able to handle assigned tasks in a demanding, fast-paced office. Ideal candidates will have a bachelor's degree, 1-2 years of administrative experience, and congressional experience is preferred, but not required.

To apply, applicants must submit a cover letter and resume to [E&L.Jobs@mail.house.gov](mailto:E&L.Jobs@mail.house.gov) with "Clerk/Special Assistant to the Staff Director" in the subject line. Salary commensurate with education and experience.

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. Candidates of diverse backgrounds are strongly encouraged to apply.

**MEM-561-21** U.S. House of Representatives, Committee on Oversight and Reform,  
Subcommittee on Economic and Consumer Policy, Democratic (Majority) Staff –  
**Counsel**

The Committee on Oversight and Reform is the principal investigative body for the U.S. House of Representatives. The Subcommittee on Economic and Consumer Policy conducts investigations, writes reports, and holds hearings on a wide range of issues affecting consumers (e.g., marketing e-cigarettes to children; the presence of lead and other toxic metals in baby food).

The ideal candidate will be a strong writer with prior investigative experience and a demonstrated interest in consumer protection. Responsibilities include developing ideas for investigations, drafting document requests, reviewing documents, interviewing witnesses, writing reports, and preparing for hearings. Candidates with diverse backgrounds and experiences are strongly encouraged to apply.

Please send a resume and cover letter to [oversightjobs@mail.house.gov](mailto:oversightjobs@mail.house.gov), with “Economic and Consumer Policy” in the subject line. Please use the following formats for file names: “LastName.FirstName.Resume” and “LastName.FirstName.CoverLetter.”

**MEM-539-21** Nevada’s 4th District Democratic Member of Congress seeks a highly organized, passionate, team-oriented **Staff Assistant** for a position in our North Las Vegas, Nevada District office. Candidates must be comfortable working with the public, have excellent oral and written communication skills, problem solving abilities.

Responsibilities include but are not limited to:

- Managing the front desk, greeting visitors, processing flag requests, answering phones, conducting tours, overseeing an active mail program;
- Sorting/batching correspondence, drafting correspondence and ensuring a swift turnaround time;
- Responding to constituent mail, keeping abreast of legislative developments, and meeting with constituent groups;
- Assisting District Representatives as needed, and
- Perform all other duties as assigned and required

The ideal candidate will be/must have:

- Passionate about public service and committed to democratic values;
- Strong writing, communication skills and be detail-oriented;
- Have advanced experience with spreadsheets and forms,
- A poised, confident, self-starter, and team-player with a sense of humor; and
- The ability to work in a high-paced environment.

- The ability work weekends and holidays
- Have reliable transportation, auto insurance and a clean driving record
- Currently enrolled in an ungraduated degree program at a college or university or have a minimum of a bachelor's degree in the related fields of human services or social work, and a minimum of one-year relevant experience in community or human services.

Women, people of color, LGBTQ+ individuals, people with disabilities and members of other underrepresented communities are strongly encouraged to apply. Spanish language skills and District ties are a plus.

Qualified candidates must include a cover letter, resume, one writing sample and three professional references in a single PDF file. Email submissions to the Director of Administration, [nv04resume@mail.house.gov](mailto:nv04resume@mail.house.gov). Subject line must read " MEM-NV04-DSA-2 \_\_ last name, First name".

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

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

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

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

Please submit a cover letter, resume, writing sample, and references to [spanberger.inquiries@mail.house.gov](mailto:spanberger.inquiries@mail.house.gov) with "District Coordinator" in the subject line.

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