



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

House Vacancy Announcement and Placement Service (HVAPS)

B-235 Longworth House Office Building

Washington, D.C. 20515

202-226-5836

Vacancy Bulletins are available for pick-up in
in the CAO Human Resources Office - Ford HOB 102
To Subscribe or Unsubscribe to the Vacancy Listserv visit:

<http://www.house.gov/content/jobs/>

Job Line: 202-226-4504

MEMBER AND COMMITTEE VACANCY LISTING

Week of February 14, 2022

MEM-066-22 California Democratic Congressman seeks a seeks a collaborative and creative **Digital Media Manager** to join his Washington, D.C., office to lead his digital media strategy.

This position is responsible for but not limited to: developing a weekly social media plan, creating and editing digital content, video production and scriptwriting.

Qualified applicants should have experience in photography, graphic design (using Canva / Adobe Creative Suite), as well as a keen understanding of social media platforms and a desire to think outside the box. This position entails opportunity to travel to the district to manage livestreaming, filming, and photographing events.

While the individual's primary responsibilities would center on digital efforts, they would assist in other day-to-day operations as a member of an active press office, including drafting of e-newsletters, press releases, and other written materials. Ability to work well with others, manage competing priorities, and turn around high-quality products under tight deadlines are a must. Some evening and weekend work will be required.

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or

expression, or sexual orientation. We strongly value the diversity of our employees and encourage candidates from diverse backgrounds to apply, including women, people of color, and members of the LGBTQIA community.

Interested applicants should submit a cover letter, resume and three digital work product samples to CAHouseJob@mail.house.gov with “Digital Media Manager” in the subject line.

MEM-065-22 The House Judiciary Committee Democratic Staff seeks a **Parliamentarian** to advise the Chairman during Judiciary Committee proceedings.

Responsibilities include assisting in all aspects of preparation for Committee hearings and markups; staffing hearings and serving as a resource to all Members of the Committee; ensuring all legislative materials for markups and floor consideration are properly prepared and comply with House rules and procedures; and working closely with the Chief Clerk to ensure all notice deadlines and reporting requirements are met.

Qualified candidates must have a detailed understanding of House rules and procedures; excellent written and oral communication skills; exceptional organizational skills; a proven ability to perform under pressure; and sound judgment.

The Judiciary Committee is committed to, and benefits from, a diverse staff, and candidates of all backgrounds are encouraged to apply.

Qualified candidates should submit a cover letter, resume and writing sample to Job.Jdem@mail.house.gov. Please no walk-ins or phone calls.

MEM-064-22 Congresswoman Marilyn Strickland (WA-10) seeks an organized, creative, team-oriented, strong writer **Communications/Grants Coordinator** for her DISTRICT offices in Washington state.

The Communications Assistant responsibilities include writing remarks for virtual and in-person events, writing speeches for recorded remarks, briefing memos, accompanying the Member and staff at key events to support communications (press events and/or taking photographs for social media), drafting newsletter, and helping to plan townhalls and assisting the communications team in with the Member’s communications operation.

Strong writing and editing skills are required. This role will spend about fifty percent of its time supporting communications and fifty percent of its time coordinating the Grants program.

The Congresswoman's District offices maintains and tracks upcoming federal grants available for constituents and stakeholders to apply as well as tracks who are awarded grants within Washington's 10th Congressional District.

Responsibilities include liaising with local and state government, local businesses and community-based organizations, federal agency grant administrators, and internal staff, maintaining and regularly updating the grants tracker, flagging for the team when new grants are available, and providing additional office support as needed.

Candidates should have excellent oral and written communication skills, interpersonal skills, great attention to detail, strong time management skills, and a desire to work collaboratively. Washington State ties are a plus.

Applicants should submit a cover letter, resume, three references, two comms/press writing samples, to WA10Resumes@gmail.com using "Communications/Grants Coordinator-[LAST NAME]" in the subject line.

The office is an equal opportunity employer; we do not discriminate based on race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity or expression. We strongly value the diversity of our employees and encourage candidates from diverse backgrounds to apply.

MEM-058-22 "Congresswoman Marilyn Strickland (WA-10) seeks an organized, creative, team-oriented **Staff Assistant/Press Assistant** with strong writing skills and a passion for digital media in her Washington, DC office.

Staff Assistant responsibilities include managing the front office, coordinating tour and flag requests, overseeing the DC internship/fellowship program, drafting greeting letters, and providing additional office support as needed.

Press Assistant responsibilities include daily press clips, drafting social media content, creating graphics, writing remarks and memos, managing the press intern, and assisting the Press Secretary and Digital Director with the Member's communications operation.

Candidates should have excellent oral and written communication skills, great attention to detail, strong time management skills, and a desire to work collaboratively. Washington State ties are a plus.

Applicants should submit a cover letter, resume, three references, a writing sample, and two digital samples to WA10Resumes@gmail.com using "Staff Assistant/Press Assistant-[LAST NAME]" in the subject line.

The office is an equal opportunity employer; we do not discriminate based on race, sex, color, age, religion, disability, national origin, uniformed status, sexual

orientation, or gender identity or expression. We strongly value the diversity of our employees and encourage candidates from diverse backgrounds to apply.”

MEM-056-22 Rep. Dina Titus seeks an organized and detail-oriented **Staff Assistant** for her Washington, D.C. office.

Primary responsibilities include managing the front office, answering and logging telephone calls, managing constituent requests for flags and tours, assisting with constituent correspondence, recruiting and managing interns, supporting legislative and communications staff, and other administrative duties.

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

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

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

MEM-055-22 Advice and Education Counsel (Washington, DC) -- The Committee on Ethics seeks an attorney for the position of **counsel** in the Office of Advice and Education.

The Committee’s Advice and Education counsels are responsible for providing a high volume of ethics advice, 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 the sensitive matters that arise before the Committee. Experience in one or more of the following areas is desirable: government ethics; ethics counseling and training; and criminal law. The salary range for this position is \$126,614 and \$134,782.

Please email resume, cover letter, and short writing sample to ethicsjobs@mail.house.gov. Please include the phrase “A&E Counsel” in the subject line.

MEM-053-22 Representative Emanuel Cleaver (MO-05) is looking for a **Legislative Correspondent / Staff Assistant** for the Washington D.C. office.

Primary responsibilities include collecting and organizing constituent mail, drafting response letters, managing the front office, answering and logging telephone calls, managing constituent requests for flags and tours, recruiting and managing interns, supporting legislative and communications staff, and other administrative duties.

Ideal candidates will be motivated self-starters with excellent oral, written, and interpersonal communication skills, strong organizational skills, demonstrate an ability to think quickly when troubleshooting, and maintain a positive demeanor in a busy environment. Capitol Hill or other relevant experience is preferred. Missouri ties are a plus.

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

Please submit a cover letter, resume, and writing sample to midwest.jobs@mail.house.gov and list “LC/SA” in the subject line by February 18th with applications considered on a rolling basis.

MEM-052-22 Representative Emanuel Cleaver (MO-05) seeks a **Legislative Assistant** who will be responsible for a portfolio that includes education, criminal justice, voting rights/elections, civil rights, military/veterans, and other issues.

Responsibilities include but are not limited to drafting and analyzing legislation, providing policy memos and vote recommendations, advising the Member on policy issues, and representing the Congressman in meetings with constituents and outside groups. The position also requires strong organizational and time management skills, excellent written and verbal communication, and keen attention to detail.

This is not an entry level position, and an ideal candidate would have at least 2 years of Hill or comparable policy experience. Missouri ties are a plus. The office is an equal opportunity employer and encourages diverse candidates, women, and LGBTQ+ candidates to apply.

Please submit a cover letter, resume, and one writing sample to midwest.jobs@mail.house.gov and include “Legislative Assistant” in the subject line by February 18th with applications considered on a rolling basis.

MEM-050-22 The Office of Representative McEachin (VA04) seeks a motivated, creative, self-starter to join the district staff as a **District Representative** in the Richmond, 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 Congressman, representing the office, listening to district stakeholders, and updating the community at district events. The primary casework focus for this position will be Veteran’s Affairs and the Department of Defense; the staff member will also manage the Congressman’s Service Academy nomination process and outreach to Fort Lee.

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. Virginia ties and military experience/exposure are not necessary but are a plus.

Please submit a resume and references to McEachin.Jobs@mail.house.gov with “District Representative” in the subject line. Applications will be reviewed on a rolling basis.

Representative McEachin’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.

MEM-049-22 California Democrat seeks a **Legislative Assistant** who will be responsible for a portfolio that includes health care, economy and labor, immigration, and other issues.

Responsibilities include but are not limited to drafting and analyzing legislation, preparing memos and remarks, and representing the Congressman in meetings with constituents and outside groups. The position also requires strong organizational and time management skills, excellent written and verbal communication, and keen attention to detail.

This is not an entry level position and an ideal candidate would have at least 2 years of Hill or comparable policy experience. The office is an equal opportunity

employer and encourages people of color, women, and LGBTQ+ candidates to apply.

Please submit a cover letter, resume, two references, and one writing sample to CAHouseJob@mail.house.gov and include “Legislative Assistant” in the subject line.

MEM-048-22 Representative Nanette Diaz Barragán (CA-44) seeks a **Chief Operations Director** who will work under the guidance of the Member, the Chief of Staff, and partner with the District Director to help determine and execute the overall strategies of the office. This includes, but is not limited to, media relations strategies, and collaborating with District staff on important outreach and communication efforts.

In addition, the Chief Operations Director will provide leadership and guidance to structure the office to provide outstanding constituent relations. The Chief Operations Director will also assist with recruiting and hiring efforts, the establishment of office policies and procedures, and perform other critical functions to support administrative operations.

Finally, they will supervise and oversee various operational components related to the duties of the Communications Director, Scheduler and District Director; and during the Chief of Staff’s absence, the entire Team. Travel to the District is required.

Sample Duties

- Assist Chief of Staff and District Director with staff management, including but not limited to elevated personnel issues/staff conflict
- Under direction of Chief of Staff, assist in draft MRA budget proposals for franking/events for Chief and Member approval.
- Under direction of Chief of Staff and District Director, onboard new staff and off board outgoing staff – assist staff with understanding staff health and retirement benefits; ensure staff ID is secured; office equipment is provided and returned as needed. Oversee timely and proper staff and Member submissions and reimbursements.
- Under direction of Chief of Staff, plan staff retreats and ensure goals derived from strategic planning session are relevant and actively implemented.
- Negotiate, finalize, and process district office leases.
- Review Staff Handbook periodically. Solicit staff and Member feedback to suggest updates to office policies. Ensure all language is in compliance with House Rules, Standards and Federal Leave Law.
- Work with Chief of Staff, District Director, Legislative Director, and Communications Director to identify district legislative priorities and develop and implement action plans for the office to engage constituents on the issue(s) through direct outreach, events, social media, etc.; corresponding outreach to federal, state, local agencies; and potential legislation.

- Participate in both district and DC office department meetings, e.g., casework, communications, outreach, and legislation and ensure meeting discussions throughout offices accurately identify existing challenges and discuss time sensitive and relevant office and Member goals. Inform counterpart offices and departments of new developments from other team members as needed.
- Assist Chief of Staff and Member with staff evaluations and decision on bonuses.

Requirements

- Prior experience working in the US Congress and/or Federal government preferred
- Experience developing and implementing a strategy for an organization or Member office
- Build productive working relationships and serve as a leader for staff in the Member office
- Strong written and verbal communication skills
- Able to positively influence and advise staff on policy decisions, legislative initiatives, and office management
- Comfortable balancing multiple responsibilities and competing deadlines
- Politically savvy and has experience navigating the culture at the House of Representatives
- Strong decision-making and strategic thinking skills

Candidates should submit a resume, cover letter including salary requirements, and two writing samples with the subject line “Operations Director” to CA44Resumes@mail.house.gov.

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

MEM-046-22 LEGISLATIVE AIDE — Rep. Jim Costa (CA-16) seeks a Legislative Aide in his Washington, DC office. The Legislative Aide will handle a diverse portfolio of issues including Health Care, Education, Labor, Housing, and Immigration, among others.

Responsibilities will include drafting legislation, monitoring legislative priorities both on and off committees of jurisdiction, taking meetings and building relationships with constituent groups, providing vote recommendations, advising the Member on policy issues, and performing other tasks as required.

Candidates should have prior Capitol Hill or relevant policy experience, be highly motivated, detail-oriented professionals with strong organizational and time-management skills, as well as positive attitudes, and pride in work. Applicants

with ties to California's 16th Congressional District are strongly encouraged to apply. Spanish fluency is a plus.

Please e-mail cover letter, resume, and a short writing sample in a single PDF to resume@mail.house.gov with "Legislative Aide" in the subject line.

Absolutely no phone calls, e-mails, or walk-ins. The Office of Representative Costa is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment.

MEM-045-22 **Legislative Assistant** – Senior Democrat is seeking a highly energetic, motivated and organized lawyer with strong interpersonal, legal and writing skills.

The ideal candidate will be able to manage multiple tasks and work well under pressure. The Legislative Assistant works with the Chief Counsel/Legislative Director and with the Chief of Staff to develop and implement the Member's legislative strategy in his/her issue areas; prepares materials for hearings; drafts legislation, amendments; assists with press releases; and conducts research. The ability to write well under tight deadlines is essential.

Candidate must be able to handle multiple tasks and issues effectively while meeting deadlines. A successful candidate will be a results-oriented, problem solving lawyer and motivated self-starter who can think outside the box. Prior Hill, law firm or similar experience is preferred but not always required.

Candidate must possess a law degree and be, or be willing to become, a resident of the District of Columbia. Salary based on skill and experience level.

Interested applicants should send a cover letter, resume, references and two writing samples to DC00.NortonResume@mail.house.gov.

MEM-042-22 Congressman James E. Clyburn, Chairman of the House Select Subcommittee on the Coronavirus Crisis, seeks a **Communications Director** to lead the Majority staff's press operations. The ideal candidate will be a communications professional with extensive experience working with media, as well as impeccable writing skills and experience drafting and editing press releases, op-eds, and talking points.

Responsibilities include developing and implementing the Select Subcommittee's communications strategy across digital and traditional media, drafting press releases and other materials, responding to media inquiries, coordinating interviews and press events, and preparing the Chairman for these events. Candidates with diverse backgrounds and experiences are strongly encouraged to apply.

Candidates must have superior attention to detail, work well under pressure, be

self-motivated, and possess excellent written and oral communication skills. Please send a resume and cover letter to SSCCJobs@mail.house.gov, with “Communications Director” in the subject line.

MEM-040-22 New York City Democrat seeks a **Director of Outreach and Community Engagement** for their district office.

Responsibilities include building strategic relationships with community leaders and constituent groups, executing various outreach activities, and recruiting volunteers for events and outreach programs in the district.

Duties also include coordinating initiatives designed to promote the office and services to the community, managing an outreach and organizing plan for the team, and any other assigned duties. Candidates should possess excellent organization, leadership, teamwork, and management skills, as well as verbal and written communication skills.

The Director of Outreach and Community Engagement will report to the District Director. Ties to Brooklyn, a proven management record, and a minimum of three years of related experience are required. This position is based in the local Brooklyn, NY office. This is a permanent, full-time position and a senior-level position in a fast-paced office that frequently requires some non-traditional work hours.

Fluency in other language other than English (Creole, Arabic, Russian) highly preferred. Qualified applicants should send a cover letter, and resume to ResumeNY@mail.house.gov.

Please place DIRECTOR OF OUTREACH AND COMMUNITY ENGAGEMENT in the subject line.

NO WALK-INS OR PHONE CALLS.

MEM-033-22 Chairman of the Foreign Affairs Subcommittee on the Western Hemisphere, Civilian Security, Migration, and International Economic Policy is seeking a **Temporary Staff Associate** (with an end-date of July 2022) to handle day to day administration, subcommittee event coordination, intern management, conduct policy research, draft press and social media statements, and other tasks as assigned.

Spanish proficiency preferred. The Staff Associate will serve as a subcommittee staffer coordinating hearings and assisting with preparing legislative documents. Successful candidates will be enthusiastic, professional, hard-working, and detail-oriented, with strong writing and communication skills and able to work in a fast-paced environment.

Candidates must hold a bachelor's degree and demonstrate clear interest in U.S. policy toward Latin America and the Western Hemisphere more broadly. Previous Hill experience is preferred but not required. Previous relevant work experience is preferred.

Qualified candidates should send resume and cover letter to WHEMjobs@gmail.com with the subject line "Temporary Staff Associate."

No calls or drop-ins.

MEM-031-22 Senior Republican Member seeking a talented and highly motivated individual to assume the role of **Communications Director**. 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, 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.

They are also responsible for working with the Member, Chief of Staff, Legislative Director, and District Director to develop and coordinate core messaging.

This is NOT an entry level position. Candidates must have previous press-related experience either on or off Capitol Hill (2 years+). They must be highly organized, proficient in multi-tasking, have strong political judgment and instincts, and possess superior writing, editing, and proofreading skills. Salary is commensurate with experience.

Candidate should submit a resume, cover letter including salary requirements, and two writing samples with the subject line "Communication's Director" to Suzanne.scruggs@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-028-22 California House Democrat seeks a **Staff Assistant** for the Washington D.C. office. Ideal candidate will be a motivated self-starter with outstanding customer service, excellent time-management, and strong organizational skills.

Primary responsibilities include: managing the front office including answering and logging telephone calls; recruiting and managing interns; managing constituent requests for flags and tours; supporting legislative and communications staff; assisting with constituent mail responses and other administrative duties.

Ideal candidates will have relevant experience, excellent oral, written, and interpersonal skills, demonstrate the ability to think on their feet to solve problems, and maintain a positive demeanor in a busy environment.

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

Candidates with California ties are preferred but not required. Please submit a resume and cover letter in a single PDF document to ca07jobs@gmail.com with "DC Staff Assistant" in the subject line. No walk-ins or phone calls.

MEM-027-22 Senior Democratic Congresswoman seeks an experienced, organized, and detail-oriented **Scheduler/Office Manager** for their Washington, D.C. office.

Responsibilities include managing office calendars and visitor access to Member, organizing and tracking meeting and event invitations, speaking engagements, travel reservations and other requests for the Member, coordinating with district staff, and maintaining administrative demands. This individual will also manage the intern program in the office.

The Scheduler/Office Manager will work closely with other staff members, particularly senior staffers, to ensure efficient and seamless office operations. Ideal candidates are flexible, responsive, collaborative, work well under pressure and on short deadlines, and are able to balance competing demands.

Candidates must be available to assist the Member outside of regular business hours. Applicants should also have a positive attitude, excellent organizational skills, strong written and verbal communication and interpersonal skills, political instincts and an ability to thrive in a fast-paced environment.

This is not an entry-level position. Previous Capitol Hill operational and/or scheduling experience is required, 3+ years of experience a plus. Ohio ties

preferred. No phone calls, emails, or drop-bys. Please submit cover letter, and resume to Midwestern.Resume@mail.house.gov.

MEM-019-22 The Office of U.S. Representative Pramila Jayapal (WA-07), chair of the Congressional Progressive Caucus, seeks an experienced, creative, and highly motivated **Communications Director** to lead media and strategy efforts in her fast-paced Washington, D.C. and Seattle, WA offices.

An ideal candidate will:

- Possess strong written and oral communications skills and the ability to multitask while thriving in a fast-paced setting under tight deadlines;
- Have experience working directly with local and national reporters, bookers, and other members of the media to proactively pitch stories and respond to inquiries;
- Think strategically and creatively while designing, implementing, and evaluating both short and long-term communications plans in addition to leading rapid response efforts;
- Have a proven track record of writing in the voice of a principal (op-eds, speeches, statements, messaging, talking points, digital content, etc.) and explaining policy issues in ways that people can easily understand;
- Know how to operate directly with a principal and collaboratively across departments while demonstrating experience managing a team;
- Understand the digital media landscape and current digital trends, with experience overseeing a digital program;
- Have a strong record of advocating for progressive values;
- Be willing to staff the Congresswoman for press, and work weekends and irregular hours.

Responsibilities include but are not limited to:

- Developing and executing the office's communications strategy for Capitol Hill and Seattle, including national and local press, messaging, writing, events, and digital;
- Working directly with the Congresswoman to prepare and staff her for interviews, speeches, press conferences, public events, roundtables, and other opportunities;
- Building and sustaining strong relationships with local and national reporters (including Capitol Hill reporters, local reporters, and issue-specific reporters at national outlets), editors, columnists, producers, bookers, and advocacy groups;
- Proactively and strategically engaging in media outreach, including pitching reporters while also fielding and responding to press inquiries at the local and national levels;
- Serving as the spokesperson (on the record, on background, and off the record) for the Congresswoman;
- Drafting written materials including press statements, quotes, speeches, remarks, op-eds, press releases and advisories, and talking points;
- Designing creative plans to effectively roll out legislation, letters, and other policy initiatives that include press components, and events;

- Overseeing a robust, aggressive, engaging, and data-driven online communications program;
- Supervising and partnering with the Digital Manager, who manages all digital and online content, to maintain strategic messaging across official channels while collaborating with Progressive Caucus staff;
- Working collaboratively with the District Office to ensure a consistently strong local/state media presence while collaborating with the legislative team on a daily basis.

This is a senior level position. Applicants must have a proven track record of working with the press, and a minimum of two years of experience as a press secretary or communications director is required. Previous experience on campaigns (political, legislative, or issue-based) and on Capitol Hill is preferred.

Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. State and/or district ties are a plus.

Qualified candidates should include the following in their application:

- Résumé
- Cover letter
- Three writing samples including an op-ed or speech, and a statement
- Three references

Please send applications to jobs.pramila@mail.house.gov with “Communications Director” in the subject line. No calls or drop-ins please.

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

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-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. 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 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.