



U.S. House of Representatives

CAO

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MEMBER AND COMMITTEE VACANCY LISTING

Week of June 3, 2024

MEM-216-24 Press Secretary – Congressman Henry Cuellar (TX-28)
The Office of Congressman Henry Cuellar seeks a Press Secretary for 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:

- Drafting press releases, statements, and talking points;
- Booking interviews with national and local press outlets;
- Creating and posting social media posts;
- Developing and implementing a communications plan; and
- Managing the Member's website.

The Press Secretary is expected to advance press events and staff the Member as needed. The Press Secretary will work in close collaboration with legislative and district staff as appropriate.

Candidates with Texas ties are preferred and Spanish proficiency is highly desired but not required.

Salary and title commensurate with experience. This office is an equal opportunity employer. Candidates with diverse backgrounds are encouraged to apply.

To Apply: Interested candidates should email a resume, cover letter, writing sample, and 2-3 references to Patrick.OConnor2@mail.house.gov with "Press Secretary Application: Last Name" in the subject line."

MEM-215-24 A conservative Indiana Member of Congress has an immediate need to hire a **Staff Assistant** role for the Washington, D.C. office.

Interested candidates are encouraged to email a resume, cover letter, and references to ConservativeRep@mail.house.gov. Please use 'Staff Assistant' in the subject line, and, in the body of the email, please indicate where you found this job description.

Expectations:

The Staff Assistant will be expected to manage the front desk during office hours, handle Capitol and White House tour requests, fulfill flag requests, support the district office with administrative office needs, and assist the D.C. office staff with work as assigned. Staff Assistants often provide the first impression of the office to constituents, guests, and other groups. The experiences gained in the Staff Assistant role provide a solid foundation to advance into positions of increasing responsibility.

Preferred Qualifications (not a comprehensive list)

- Indiana ties preferred
- Great interpersonal skills
- Highly organized
- Multitasker
- Good writer
- Proficient at Microsoft suite

MEM-214-24 **Staff Assistant** – District Office
Office of Congressman Max Miller
SUMMARY:

The Staff Assistant greets visitors, answers the telephone, and answers constituent requests for general information, tours, and other inquiries. This position also monitors delivery and pickup of materials, maintains the front office, and assists with various administrative and legislative duties and project execution.

ESSENTIAL JOB FUNCTIONS:

- *Answers and screens telephone calls for the Congressman and other staff members;
- *Greet and screens visitors;
- *Assists persons who have appointments with the Congressman or other staff members and works closely with the District Director to ensure that the Congressman's and staff's appointments are on time;

- *Responds to constituent requests for flags, tours and other information;
- *Maintains literature regarding the district and House offices for distribution to visitors;
- *Signs for deliveries and forwards all materials delivered to the office to appropriate staff in a timely manner;
- *Orders all office supplies and maintains office equipment;
- *Assists with receptionist duties as needed;
- *Maintains the office answering machine or voicemail;
- *Ensures that requests for assistance are directed to the appropriate staff member in a timely manner;
- *Documents visitor opinions, including full name, address, and all relevant information;
- *Performs general typing and administrative assignments;
- *Sends, receives, and distributes materials via the facsimile machine;
- *Maintains a good working relationship with the Congressman, staff and constituents;
- *Assists with event planning and logistics at the director of the District Director and/or appropriate staff;
- *Performs other duties as assigned.

EDUCATION (OR EQUIVALENT EXPERIENCE):

- *Bachelor's degree or equivalent combination of education and experience preferred;
- *Previous office experience is preferred;
- *Previous experience working for a Member of Congress, elected official, or government agency preferred;

SKILLS AND KNOWLEDGE REQUIRED:

- *Ability to use and troubleshoot photocopier, facsimile machine, telephone, and other office equipment;
- *Excellent organizational and proofreading skills;
- *Ability to perform essential job functions above;
- *Professional telephone manner;
- *Temperament to communicate with a variety of personalities in a tactful, pleasant and professional manner;
- *Ability to work cooperatively and courteously with others;
- *Knowledge of office policies, practices, and procedures;
- *Knowledge of office computer applications; and
- *Proficiency in word processing.

WORKING CONDITIONS:

- *Work is mainly performed in an office environment;
- *Ability to work in a small work station without an expectation of privacy.

Applicant Instructions:

All interested candidates are encouraged to submit a cover letter and resume no later than June 21, 2024 to Raymond.Paoletta@mail.house.gov

Notice:

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-213-24 Field Representative – District Office

Office of Congressman Max Miller

SUMMARY:

The Field Representative monitors and updates the Member and District Director on district and local issues, and serves as a liaison to the federal, state, and local governments, as well as different agencies on behalf of the Member. The Field Representative works with the District Director and appropriate staff members to ensure effective communication with local governments, agencies, and constituents in their assigned region and the district as a whole.

ESSENTIAL JOB FUNCTIONS:

- Acts as the representative for the Member within his or her area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies;
- Informs the Member and the District Director of all happenings in his or her assigned issue areas by screening district media sources and interacting with constituents;
- Acts as a liaison to local, state and federal officials and other persons or groups to form effective relationships for the Member;
- Acts as a liaison to and notifies the appropriate media when the Member will be in the liaison's area and works with the Member's Scheduler and Press Secretary to ensure appropriate media participation;
- Assesses casework for problems requiring legislative action and makes recommendations to the District Director and Director of Constituent Services;
- Monitors scheduled district meetings for the Member with constituents;
- Screens and refers cases, when appropriate, to other district offices;
- Assists with the handling of office matters such as logging incoming and outgoing correspondence, handling visitors, telephone calls, and computer operations;
- Logs in incoming and outgoing mail and incoming telephone calls relating to casework;
- Prepares periodic reports for the District Director on pending cases and district activities in his or her assigned issue areas;
- Continually screens active cases and acts as liaison with constituents to ensure that their cases are handled in a responsive manner;

- Maintains a good working relationship with the Member, staff, and constituents;
- Performs other duties as assigned.

EDUCATION (OR EQUIVILANT EXPERIENCE):

- Bachelor's degree or equivalent combination of education and experience preferred
- Familiarity with the district and/or state is preferred
- Experience developing a community relations strategy for a Member of Congress, elected official or government agency is preferred

SKILLS AND KNOWLEDGE REQUIRED:

- Meets attendance requirements as established by the office;
- Accepts performance based criticism and directions;
- Strong oral and written communication skills;
- Works well under pressure and handles stress;
- Works a flexible schedule including some nights and weekends; and
- Thorough knowledge of legislative process and of House organization and procedures;
- Thorough knowledge of local, state and federal agencies and departments;
- Knowledge of all issues and events in the district in which the Member is involved;
- Professional telephone matter;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Ability to perform the essential job functions above;
- Ability to work cooperatively and courteously with others;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;
- Knowledge of office policies, practices, and procedures;
- Knowledge of office computer applications; and
- Proficiency in word processing.

WORKING CONDITIONS:

- Field duties require work during regular office hours and some nights and weekends. Additionally, employee must be able to travel locally in and around the district and hold a valid driver's license.
- Employee must be able to work in a moderately noisy and crowded work environment without an expectation of privacy.

Applicant Instructions:

All interested candidates are encouraged to submit a cover letter and resume no later than June 21, 2024 to Raymond.Paoletta@mail.house.gov

Notice:

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-212-24 STAFF ASSISTANT: The office of Congressman Jim Himes seeks a motivated and highly organized staff assistant to serve in the Washington, DC, office.

The staff assistant will be responsible for greeting visitors and answering phone calls; managing all White House and Capitol Tour requests, along with constituent flag purchases and delivery; co-supervising the internship program; assisting in processing and drafting constituent mail; compiling press clips; generally offering administrative and technical support to the office; and other duties as assigned.

Applicants should be outgoing, strong multi-taskers, extremely organized, clear communicators and dedicated to providing effective and prompt service to any and all people who contact the office. Hill experience preferred; knowledge of Intranet Quorum, crisp writing skills, ability to drive the member when needed, Connecticut ties and Spanish fluency are all plusses.

This 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. Qualified applicants should send a resume, cover letter, and BRIEF one page writing sample to CT04.Jobs@mail.house.gov with the subject line "Staff Assistant – [Last name]" by 5pm on Friday, June 14th.

MEM-211-24 Staff Assistant / Legislative Correspondent / Driver (Rep. Jayapal)

The Office of U.S. Representative Pramila Jayapal (WA-07) seeks a highly organized, passionate, team-oriented Staff Assistant/Legislative Correspondent/Driver for the Representative's Washington, D.C. office.

Responsibilities include but are not limited to:

- Executing a robust correspondence program to quickly address constituent requests, concerns, and questions;
- Driving the Congresswoman to and from events during regular office hours and when needed, after hours;
- Managing front office operations, greeting visitors and organizing tours and other constituent services;
- Supporting the Chief of Staff and Deputy Chief of Staff with personnel, technology, and financial management duties;
- Providing administrative support across the D.C. and District offices, as well as the Congressional Progressive Caucus;
- Managing the Washington, D.C. internship and fellows program; and
- Other special projects as required.

The ideal candidate will be:

- Willing and able to work long and often irregular hours;
- Passionate about public service and committed to progressive values;
- An expert with spreadsheets, numbers, and forms, with strong attention to detail;
- Excellent writing and verbal communication skills;
- A licensed driver with a clean driving record and a four-door car in good condition;
- Poised, no-drama, and level-headed, with a sense of humor; and
- Eager to learn, grow, and thrive in a dynamic and high-paced environment.

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 in their application: resume, cover letter, and references. Please send applications to jobs.pramila@mail.house.gov with “Staff Assistant” in the subject line. No calls or drop-ins please.

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.

MEM-210-24 Job Opportunity in the Office of Rep. Mike Flood (NE-1) Position: **Legislative Assistant**

The primary responsibilities of the Legislative Assistant are to develop and plan legislative initiatives, advise the Member on legislative issues within his/her area of professional expertise, and take meetings with interested parties who have an interest in those issues.

The Legislative Assistant will also monitor all legislative and policy developments within their assigned issue area and report to the Legislative Director on those developments. The Legislative Assistant’s portfolio covers a broad array of issues, primarily covering healthcare, homeland security, immigration, judiciary and veterans’ issues.

The Legislative Assistant reports to the Legislative Director. Typical responsibilities may include, but are not limited to:

- Working with the Member and staff to formulate positions on assigned legislative and oversight issues, including technical analysis of pending legislation.
- Analyzing legislative developments on specific issues, recommending strategies and tactics on bills and amendments, and maintaining up-to-date status reports on all legislation relating to specific issues.
- Advising and assisting the Member during House floor debate, including

preparing floor statements, talking points, and rebuttals to opposing arguments.

- Drafting and marking up bills and amendments relating to specific issues.
- Obtaining and distributing documents and legislative materials requested by members of the public and interest groups.
- Acting as a liaison with Committees, House and Senate staff, government agencies, and outside groups.
- Performing special projects assigned by Legislative Director.
- In conjunction with the Legislative Director, approve responses to constituent correspondence in regards to the Member's policy positions or legislative activity.

The requirements for this position are:

- Position is based in the Washington, DC official office. Regular, predictable attendance at the office required for performance of duties.
- Ability to communicate effectively with the Member and staff, members of the public, representatives from other offices, and outside organizations.
- Ability to represent the Member in person, including speaking on behalf of the Member and participating in legislative strategy and policy discussions.
- Work is public-facing and requires frequent interaction with the Member and staff, Member of Congress and their staffs, Committees, government agencies, and outside groups.
- Ability to work effectively with other members of the legislative team.
- Ability to work long and unpredictable hours, sometimes on weekends and holidays under special circumstances, as needed.
- Travels as necessary for performance of duties.
- Ability to prioritize and perform duties under pressure in a fast-paced environment.
- Regularly use typical office equipment, software programs, and methods of communication, including, for example, a computer, email, telephone, smartphone, photocopier, fax machine, etc.

Individuals interested in applying for this position should send their resume to FloodHiring@mail.house.gov

MEM-209-24 Rep. Robert C. "Bobby" Scott is seeking a **Staff Assistant/Legislative Correspondent** to join his Washington D.C. office.

This role is responsible for managing the front office operations, managing the constituent mail program, and other administrative and legislative duties as assigned. Candidates should have excellent organizational, writing, and communication skills. Starting salary: \$50,000.00.

Essential Job Functions:

- Manages front office operations including greeting and screening visitors, answering and screening telephone calls for the Member and staff, screens and manages mail, and responds to constituent requests for information
- Trains interns to answer phones, greet visitors, and use the Intranet Quorum (IQ) system
- Processes incoming mail and drafts both form letters, individual responses to mail, and identifies casework
- Coordinates with the Communications Director and Legislative Director on ideas for new letters, e-Newsletters, and provides information as needed
- Handle legislative portfolio as assigned by the Legislative Director
- Performs other duties as assigned

Applicants with ties to the 3rd Congressional District of Virginia are strongly encouraged to apply. Hill experience and proficiency in Intranet Quorum (IQ) also preferred. This is a full-time position with benefits including the Student Loan Repayment Program.

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

Please email a cover letter, resumé, and one brief writing sample in a single PDF to jobs.va03@mail.house.gov - with subject line [Full Name - SA/LC].

MEM-208-24 Congresswoman Sara Jacobs (CA-51) – a member of the Bipartisan Task Force on Artificial Intelligence and author of the My Body, My Data Act – is seeking a **Legislative Assistant** to cover artificial intelligence, emerging technologies, and privacy, among other domestic policy portfolios.

Responsibilities will include tracking, developing, and drafting legislation; liaising with stakeholders and constituents; assisting the communications team on external-facing materials; and briefing and staffing Congresswoman Jacobs for relevant meetings and events.

Ideal candidates will enjoy challenging conventional wisdom; possess excellent research, writing, and communication skills; work well under pressure; be able to manage and prioritize competing assignments; and collaborate with the full legislative team and colleagues in the Washington, D.C. and San Diego offices.

This is not an entry-level position and will often require working outside of traditional work hours. Qualified candidates should send their resume and cover letter combined into one pdf to: SaraJacobs.Resumes@mail.house.gov with the subject line “Legislative Assistant” by Friday, June 7 at 6pm ET.

The Office of Congresswoman Sara Jacobs is an equal opportunity employer that does not discriminate on the basis of race, ethnicity, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status. People of color, women, LGBTQ+ individuals, and military veterans are strongly encouraged to apply.

The base salary for this role is \$70,000, though the final salary, title, and portfolio will be commensurate with experience.

MEM-207-24 A conservative Midwest Member of Congress has an immediate need to hire an experienced full-time **Legislative Director** in the Washington, D.C. office.

Interested candidates are encouraged to email their resume, cover letter, and references to ConservativeRep@mail.house.gov. Please use 'Legislative Director' as the subject line, and in the body of the email, please indicate where you found this job description.

Responsibilities:

This Legislative Director plays an essential leadership role in the office. This position works closely with the Chief of Staff in assisting with the formulation of the Member's policy and legislative strategy. The Legislative Director will also work with the Communications Director to ensure that the Member's legislative strategy is incorporated into the office's communications plan. Additionally, the Legislative Director may also manage and oversee the performance of the legislative team.

Preferred Qualifications (not a comprehensive list)

- Prior Legislative Director Experience
- Capitol Hill experience
- Great writer
- Management Experience
- Proficient at Microsoft suite
- Detail oriented
- Multitasker

MEM-206-24 The Office of Congressman Jimmy Panetta (CA-19) seeks candidates for an open **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 to with “Director of Operations” as the subject line to CA19.Jobs@mail.house.gov.

MEM-205-24 SUMMARY:

Representative Seth Moulton seeks a **Special Assistant** in DC. The primary function of the Special Assistant is to ensure the Member arrives at all engagements in a timely manner and with the briefing and background materials needed to be successful.

Duties include executing a briefing memo process, briefing the Member on the purpose and goal of each meeting, communicating the Member’s movements with the team, managing personal and official correspondence, tracking important relationships, facilitating media appearances, and additional assistance to the Scheduler and Member as necessary. Access to a vehicle and willingness to work nights and non-traditional hours is required. The ideal candidate is detail-oriented, able to manage multiple competing tasks and solve problems with professionalism and discretion.

EDUCATION/EXPERIENCE:

A bachelor’s degree is preferred. Experience on Capitol Hill, and/or other work experience is beneficial.

SKILLS AND KNOWLEDGE REQUIRED:

- *Superb organizational skills
- *Ability to find creative solutions to problems
- *Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner

TO APPLY:

Please provide a resume and cover letter to ma06.resumes@mail.house.gov, with the subject line “Special Assistant” by June 5, 2024

MEM-204-24 The Office of Congresswoman Terri A. Sewell (AL-07) is seeking a creative and motivated **Grants Coordinator** to manage and grow the office’s grants program.

This position is based in Alabama’s 7th Congressional District.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Serving as the representative for the Congresswoman on grant-related matters, including answering correspondence, occasionally speaking at events, and meeting with constituents and stakeholders about grant opportunities.
- Tracking federal, state, and philanthropic grant awards to the district and keeping stakeholders apprised of new grant opportunities and resources.

- Drafting and submitting grant support letters on behalf of the Congresswoman.
- Logging all incoming and outgoing support letters and grant research in the office database (IQ).
- Informing the Congresswoman, District Director, and Chief of Staff of all grant-related developments by tracking funding announcements by federal agency, monitoring district media sources, and maintaining relationships with stakeholder groups and agency officials.
- Drafting and publishing the Guide to Grants, our monthly newsletter containing a comprehensive list of all current federal, state, local, and philanthropic grant announcements available to entities in the 7th District.
- Planning and orchestrating Grant Workshops on key federal grant programs for the purpose of educating and preparing entities across the district for their grant applications.
- Collaborates with the press team on creating fact sheets, press statements, and social media posts on grant opportunities and award announcements in the district.

PROFESSIONAL EXPERIENCE REQUIRED:

One to two years of grant writing, grants administration, non-profit, government, or legislative experience preferred. Previous experience working for an elected official, university, or nonprofit is a plus.

SKILLS AND KNOWLEDGE REQUIRED:

- Strong written and oral communication skills. Ability to think strategically and creatively.
- Knowledge of the grants process and an ability to help organizations with grant procurement.
- Demonstrated ability to maintain stakeholder lists and disseminate information efficiently and effectively.
- Ability to work collaboratively with others and communicate with a variety of personalities in a professional manner.
- Willingness to work evenings, weekends, and irregular hours.
- Ability to accept performance-based constructive criticism and direction.

Salary dependent on relevant experience. The office is an equal opportunity employer. Candidates from diverse backgrounds are encouraged to apply.

To apply, email a PDF copy of your resume, two writing samples (500 words or less), and three professional references to AL07.Resumes@mail.house.gov with “Full Name - Grants Coordinator” in the subject line.

MEM-202-24 Office: Congressman Kevin Kiley
 Webpage: <https://kiley.house.gov/>
 Classification: **Caseworker** Location: Rocklin, CA

Congressman Kevin Kiley's District Office has an immediate need to hire one full- time Caseworker. We are looking for a highly motivated and organized individual to join our high-energy team.

Basic Functions and Duties:

Working closely with the District Director and District Representatives, the Caseworker acts as a liaison to federal government entities and agencies on behalf of the Member's constituents. The Caseworker is responsible for assessing casework for problems requiring legislative action and/or Congressional oversight.

The Caseworker will:

- *Serve as a liaison with federal government for individual constituent concerns.
- *Maintain constituent casework in assigned areas of expertise.
- *Monitor and update the Member and District Director on casework trends.
- *Prepare and manage incoming and outgoing casework in assigned areas of expertise.
- *Maintain accurate and complete files on all assigned casework matters.
- *Monitor, screen, and refer cases, when appropriate, to other government entities.

Requirements:

- *Strong written and verbal communication skills.
- *Computer software skills, Microsoft Office, Outlook, Google Drive, Constituent Management Systems.
- *Ability to multi-task, manage time effectively, and adapt to changing priorities.
- *Constituent service oriented; patient, empathetic, and desire to help constituents.
- *Ability to work well with a team to effectively and creatively solve problems for constituents.

Position Qualifications/Education:

Bachelor's degree or related job experience is required. A demonstrated interest in public service and familiarity with Congressional District 3 is preferred.

Salary and Application Deadline:

Salary range is \$45,000-\$51,000. Salary commensurate with experience.

Applications will be accepted until positions are filled.

Submit a resume to:

Chelyssa Horvat

District Director, Office of Congressman Kevin Kiley 916-724-2575

Chelyssa.Horvat@mail.house.gov

MEM-201-24 Congresswoman Chellie Pingree is seeking a **Communications Director** to oversee all media activities for her office.

This includes developing and implementing the Congresswoman's communications strategy and serving as the official spokesperson. The ideal candidate will have excellent writing skills, proficiency with all major social media platforms, familiarity with video editing and graphics programs, and the ability to work well under pressure in a collaborative team environment. The expected salary range for the position is \$90,000- \$100,000 and the position can be based in Portland, ME or Washington, D.C.

The Office of Congresswoman Chellie Pingree is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. Interested applicants should send a pdf of their resume and cover letter to Pingree.resume@mail.house.gov

MEM-200-24 A conservative Midwest Member of Congress has an immediate need to hire an experienced full-time **Legislative Assistant** with a background in agriculture in the Washington, D.C. office.

Interested candidates are encouraged to email their resume, cover letter, and references to ConservativeRep@mail.house.gov. Please use 'Legislative Assistant' as the subject line, and in the body of the email, please indicate where you found this job description.

Responsibilities:

This Legislative Assistant will serve as the Member's primary expert on agriculture issues, as well as some other issue areas which will be assigned at the time of employment. This position will work closely with the Legislative Director and Chief of Staff to develop and execute a coordinated legislative strategy for the Member. This position also prepares the Member for Committee hearings and markups and attends meetings with constituents, visitors, and other groups.

Preferred Qualifications (not a comprehensive list)

- Agriculture background
- Capitol Hill experience
- Great writer
- Proficient at Microsoft suite
- Detail oriented
- Multitasker

MEM-199-24 A conservative Midwest Member of Congress has an immediate need to hire an experienced media relations professional to serve as the office's Communications Director. This full-time position is based in the Washington, D.C., office.

Interested candidates are encouraged to email their resume, two to three writing samples, and references to ConservativeRep@mail.house.gov. Please use

‘Communications Director’ as the subject line, and in the body of the email, please indicate where you found this job description.

Responsibilities:

The Communications Director serves as the Member’s primary communications and media strategist. They work closely with the Chief of Staff, Legislative Director, and District Director to develop and execute a coordinated plan to inform the media on issues that are important to the Member and oversee day-to-day press operations.

Preferred Qualifications (not a comprehensive list)

- Excellent writer
- Organized multitasker
- Capitol Hill experience
- Digital experience (Adobe suite/Canva)
- Digital townhall experience
- Experience booking national TV/Radio interviews

MEM-198-24 District Scheduler – The district office of Congressman Frank Pallone, Jr. seeks a hard-working, highly organized individual to serve as district scheduler for the Member of Congress.

This position primarily entails planning and managing the Congressman’s daily and long-term schedule in the district, organizing the Member’s daily briefing materials, tracking and responding to meeting requests and invitations, and coordinating with district, DC, and Committee staff.

Other responsibilities include community outreach, writing constituent letters of recognition, drafting congressional records and citations, representing the Congressman at community and governmental events, special projects, as well as various administrative duties.

Candidates should possess excellent interpersonal, verbal, and written communication skills, great attention to detail, and the ability to prioritize and multi-task, and must exercise discretion and enjoy working with the public. Prior experience with office scheduling in government, the non-profit sector or community and grassroots organizing is preferred. This position is based in Long Branch, NJ. Applicants must have a valid driver’s license.

To apply, please send a resume, cover letter, writing sample, and references by email to NJ06.Jobs@mail.house.gov

MEM-196-24 The House Committee on Education and the Workforce (Democratic Staff) seeks an **Oversight Counsel** to manage oversight and investigations.

Responsibilities include serving as a resource on matters of law and policy; assisting with official Committee meetings; conducting and monitoring existing investigations, including doing intake and review of documents; taking depositions; conducting interviews; and preparing reports on committee investigations.

Applicants must have a J.D. and at least 1-3 years of experience conducting investigations. Experience in policy areas in the committee's jurisdiction is not a requirement, but is preferred. The salary range is \$85K - \$110K, commensurate with education and experience.

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

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

MEM-194-24 Outreach Assistant – North Counties (Whatcom, Skagit, and San Juan Counties)
U.S. Rep. Rick Larsen
Bellingham Office

Summary:

The Outreach Assistant – North Counties (Whatcom, Skagit, and San Juan Counties) position serves as one of Rep. Larsen's community liaisons to the counties in the northern portion of Washington's Second Congressional District. This position was created following the 2020 Census redistricting process, which expanded the district to include all of Whatcom and Skagit counties.

As part of our district outreach team, the primary role of this position is to coordinate issues involving the federal government with officials from federal, state and local governments, as well as constituents, businesses, organized labor and other organizations. The Outreach Assistant – North Counties staffer is expected to develop relationships with our district stakeholders to learn the details of projects and policy concerns and to respond to their interests in federal policy development.

In addition to covering the northern geographic areas of the district, this position also emphasizes policy issues relating to flood mitigation and response, agriculture, environmental protection, and the U.S.-Canada border, among others. Furthermore, this position will track federal grant opportunities and help share this information with district stakeholders.

The Outreach Assistant – North Counties position is based in Rep. Larsen's Bellingham, WA office and reports directly to the District Director under the

supervision of the Community Liaison for Whatcom, Skagit and San Juan counties. Together, the district staff works in harmony with the staff in Washington, D.C., and all staff members report to the Chief of Staff.

Essential job functions include:

- Serve as an official representative for Rep. Larsen at meetings, forums and public events
- Build and maintain relationships with constituents, businesses, labor, non-profit organizations, federal agencies, local government, and other stakeholders in WA-02's north counties
- Travel regularly throughout the district to monitor local issues, projects and activities
- Work with Washington D.C.-based staff on federal policy development and interpretation for local stakeholders
- Plan Rep. Larsen's district schedule and coordinate related events
- Communicate with constituents, including answering phone calls, emails, and mail
- Track federal grant and funding opportunities for district communities and stakeholders

Required skills and knowledge:

- Strong understanding of Whatcom and Skagit counties and experience with outreach activities working with government, cultural communities, the business community, organized labor and local stakeholder groups
- Ability to exercise discretion and independent thinking while working as part of a team on sensitive projects and issues
- Strong writing ability
- Flexibility to work nights and weekends
- Valid driver's license and vehicle
- Comfort discussing issues with groups both small and large, including public speaking

This position provides an opportunity to be part of a hard-working, cohesive, and dynamic team with a common mission of making a difference in the lives of others. The ideal candidate is a bilingual English and Spanish speaker, self-motivated, great at multi-tasking, has great interpersonal skills with a teamwork-oriented attitude, and a strong desire to help people.

This is a full-time position with federal benefits such as health care, the Federal Employees Retirement System, Student Loan Repayment Program, vacation/annual leave, paid sick and parental leave, and others.

The annual salary for this position depends on relevant experience and ranges from \$45,000 - \$55,000.

This office is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability. We are committed to building and maintaining an organization that reflects the needs and diverse community we serve.

Application Process:

Interested candidates should send a resume and cover letter to ryan.casey@mail.house.gov or:

Office of U.S. Rep. Rick Larsen
C/O Ryan Casey
District Director
2930 Wetmore Avenue, Ste. 9F
Everett, WA 9820

MEM-193-24 Rep. Ryan Seeks **Military Legislative Assistant**
U.S. Representative Pat Ryan (NY-18), a Member of the House Armed Services Committee, seeks a Military Legislative Assistant in his Washington, DC office.

The ideal candidate would have direct legislative experience handling issues related to defense and national security. Responsibilities include spearheading all House Armed Services Committee work, staffing the Member, monitoring committee and floor activities, advancing legislative initiatives, representing the office at events and in meetings, and assisting with management of a Department of Defense fellow.

Ideal candidates will have strong written and oral communication skills, be highly organized, and have the ability to thrive in a fast-paced environment. This is not an entry level position. Hudson Valley ties and experience with the national security authorization process are a plus. The salary range is \$65,000 to \$80,000 commensurate with experience. Applications will be considered on a rolling basis.

To apply, please send a cover letter, resume, writing sample, and three references in a single pdf to NY18Resumes@mail.house.gov with the subject "Full Name – MLA Application."

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.

MEM-191-24 The office of Congressman Dan Goldman seeks a **Legislative Assistant** to cover a policy portfolio that will include Healthcare, Financial Services/Tax, Labor, Agriculture/Nutrition, Social Security, Tech, Vet Affairs, Small Business, and may include Criminal Justice and other issues.

Responsibilities include identifying and developing new areas for legislative action; monitoring developments in relevant legislation on the floor and within committees; briefing and staffing the member for meetings with stakeholders; helping staff the member on relevant issues at the Committee on Oversight and Accountability and the Committee on Homeland Security, meeting with stakeholders both with and without the Representative; collaborating with District staff to advocate for federal projects, local needs, and initiatives, etc.

We are proudly an office that is an equal opportunity employer. We do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, military status, sexual orientation, or gender identity or expression.

This is not an entry-level position and relevant experience is required. Special consideration will be given to candidates with ties to NY-10 and those who speak a second language so please include this information in your cover letter. The salary is \$60,000-\$68,000, commensurate with experience.

To apply please send a resume, cover letter, and short writing sample as one PDF to jobs.goldman@mail.house.gov with “Full Name – Legislative Assistant” as the subject line.

MEM-180-24 Congressman Steven Horsford’s District Office is seeking to hire a full-time **District Representative**. We are looking for an enthusiastic and motivated individual to join our high- energy team.

Job Summary:

Under the supervision of the District Director, the District Representative acts as the representative for the Member. District Representative responsibilities include strengthening relationships with key stakeholders, as well as attending engagements on behalf of the Member. Caseworker responsibilities include helping constituents resolve problems with federal agencies through written and verbal communication.

Responsibilities:

Outreach Responsibilities:

- 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.
- Organize and participate in community events, town halls, and outreach campaigns to engage constituents.

Casework Responsibilities:

- Act as the representative for the Member within his or her area of responsibility, including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies.

- Handle casework assignments and assess casework for problems requiring legislative action, making recommendations to the District Director and Chief of Staff.
- Monitor scheduled district meetings for the Member with constituents.

Communications and Professionalism:

- Maintain a good working relationship with the Member, staff, and constituents.
- Accept performance-based criticism and directions.
- Work well under pressure and handle stress.
- Work a flexible schedule including long hours, nights, and weekends.
- Perform other duties as assigned.

Requirements:

- Political knowledge and comfortable navigating complicated situations
- Strong written, verbal, analytical, and organization skills; impeccable customer service manners; 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 occasional nights, weekends and some holidays.

Benefits:

- Comprehensive health insurance coverage, including medical, dental, and vision plans.
- Paid annual and sick leave.
- Thrift Savings Plan Retirement program.
- Student Loan Repayment.
- Health and Wellness programs.
- Transit Benefits.
- House Professional Development programs.
- Employee purchasing/government discounts

Position Qualifications/Education:

Bachelor's degree or related job experience is required. A demonstrated interest in public service and familiarity with District 4 community is preferred.

Application Instructions:

This is a full-time position based in the North Las Vegas district office. Salary is competitive and commensurate with experience. Women, minorities, individuals with disabilities, and veteran are encouraged to apply.

Qualified candidates should submit a cover letter, resume, two writing samples (no longer than two pages) and three professional references to NV04Resume@mail.house.gov with "District Representative," [Last Name, First Name]" in the subject line. All submissions must be in a single PDF file.

MEM-155-24 DIGITAL DIRECTOR OR PRESS SECRETARY

Rep. Tokuda (HI-02) seeks an energetic person to join her communications team in her Washington, D.C. office. This individual will work closely with the Communications Director who works in Honolulu. Candidates must have experience in digital media and video editing and will be responsible for managing multiple digital media accounts. This position will also assist with press releases and inquiries, speeches, and mass communications.

Essential Skills Include:

- Strong writing and editing skills with attention to detail
- Creative graphic production
- Ability to multi-task and work quickly under pressure
- Patience, flexibility, and a sense of humor

Candidate must also be able to work occasionally on weekends and evenings.

Interested parties should email a cover letter, resume, writing sample, sample social media posts, and two references to Hawaii02jobs@gmail.com

MEM-135-24 PRESS SECRETARY- The Office of Congresswoman Joyce Beatty (OH-03) seeks an experienced Press Secretary for her Washington, D.C. office. Candidates must be able to manage media relations, press opportunities, and messaging for a senior member of Congress. This role reports to the Communications Director. This is not an entry-level position. Candidates with established, active relationships with top-tier national media outlets and on-the-record experience will receive preferred consideration. Ohio ties are preferred, but not required.

PRIMARY RESPONSIBILITIES:

- Serve as the primary contact for media requests, pitching and securing media opportunities in top-tier national outlets, coordinating necessary preparations, messaging, and risk management.
- Advance press events and staff the Member as needed for media engagements.
- Establish and maintain relationships with Ohio media, and activate current relationships with national, and D.C.-based media.
- Draft and distribute media materials including press releases, statements, media advisories, and op-eds.
- Assist with developing social media content creation, including rapid response.
- Complete special projects.
- Develop and execute media strategy as part of the office's larger communications strategy.

Salary is competitive and commensurate with experience.

The Office of Congresswoman Beatty is an Equal Opportunity Employer who does not discriminate in employment based on race, color, religion, sex

(including pregnancy and gender identity), national origin, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. LGBTQ+, and minority candidates as well as candidates from underrepresented groups are encouraged to apply.

Please submit your resume and cover letter to oh3.jobs@mail.house.gov using the following subject header: PRESS SECRETARY: First name, Last name.

MEM-451-23 The Office of the Rep. Maxine Waters (D-CA-43) the Ranking Member of the House Committee on Financial Services (FSC), has an immediate need for an experienced policy professional and manager to be the Member's **Legislative Director/Counsel**.

The Legislative Director will focus on the Member's non-FSC policy priorities including civil rights issues. Working closely with the Chief of Staff and Communications Director the Legislative Director will aim to ensure the Member's strategic legislative vision is implemented. This is not an entry-level position. The ideal candidate will have significant previous experience working in legislative roles on Capitol Hill.

CORE RESPONSIBILITIES AND DUTIES:

- Ensures legislative staff focuses on Member's policy goals.
- Proposes policy positions and formulate legislative solutions.
- Recommends strategies and tactics on advancing Member's legislative priorities.
- Handles short-term and long-term legislative planning for the Member.
- Manages direction of legislative team.
- Monitors and reports floor action to the Member and the Chief of Staff.
- Writes and reviews legislative memos.
- Works with legislative team to develop vote recommendations.
- Coordinates responses to legislative mail.
- Communicates and strategizes with the District Director and/or district office staff on policy initiatives targeted towards constituents.
- Maintains up-to-date status reports on all legislation affecting the district, legislation sponsored by the Member, legislation on which the Member is an original, lead cosponsor, and legislation on which the Member is a cosponsor.
- Oversees activities in the office in the absence of the Chief of Staff.
- Performs other duties as assigned.

QUALIFICATIONS

- Juris Doctor degree required.
- Ability to work in face-paced environment with high-profile Member.
- Prior experience as a Legislative Director or Senior Legislative Assistant strongly preferred.
- 3 – 6 years of Capitol Hill experience strongly preferred.
- At least 2 years of management experience.

- Thorough understanding of the legislative process
- Expertise and/or experience in judiciary related issues, e.g., civil rights, women's rights, gun policy, constitutional law, etc., and foreign affairs strongly preferred.
- Strong leadership and organizational skills.
- Strong time management skills.
- Excellent oral and written communication skills.
- Managing complex, multi-stakeholder initiatives and driving collaborative processes.
- Availability to work long hours.
- Flexible and adaptable to a variety of personalities and situations.
- Familiarity with California and/or district 43 preferred but not required.

SALARY

Commensurate with experience.

Applicant Instructions:

Interested candidates should submit a resume, cover letter and at least 2 references to stephanie.moore@mail.house.gov with "Legislative Director/Counsel" in the subject line. This position will remain open until filled. Incomplete applications may not be considered.

This office is an equal opportunity employer and will consider all applicants without regard to race, color, religion, sex, marital or parental status, sexual orientation, gender identity, national origin, disability or national origin.