



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of November 29, 2021**

**MEM-546-21** **Constituent Liaison:** Senior Democratic Member of Congress seeks an energetic, organized, creative, self-starter to join the District Office of her very active and visible constituent services staff.

Constituent Services staff assists the Member in responding to constituent issues and problems with federal agencies, staying on top of everyday events in the Member's district, and keeping the community connected to the Member's work. In addition, constituent services staff also help with neighborhood events.

Candidate must be able to work with patience and skill in resolving the problems of constituents and handle multiple tasks and issues effectively while making sure agencies respond in a timely manner and assuring our office responds to constituent requests and concerns while meeting deadlines. A successful candidate will be able to work independently and think outside the box about various constituent issues and community events. Prior community or casework experience is helpful.

The ideal candidate will have significant experience interacting with the public, excellent writing and communication skills and a working knowledge or strong interest in the District of Columbia and its local government. Candidate must possess a bachelor's degree and be, or be willing to become, a resident of the District of Columbia.

Interested applicants should send a cover letter, resume, two writing samples and references to: [dc00.nortonresume@mail.house.gov](mailto:dc00.nortonresume@mail.house.gov).

This position is open until filled. Salary: based on skill and experience level.

**MEM-545-21** Congressman Ken Buck, the Ranking Member of House Antitrust Subcommittee and Senior member of the Judiciary Committee seeks an experienced **Chief Counsel** to oversee the Big Tech investigation.

Responsibilities include working with the Chief of Staff and Legislative Director to develop legislative strategies and advance the Congressman's priorities through Judiciary Committee hearings and oversight; researching and writing legal memoranda and briefs; conducting executive and judicial branch oversight and investigations; developing and composing oversight letters; developing and drafting legislation; working with communications staff; and meeting with stakeholders.

Candidates must be exceptionally strong writers, detail-oriented, able to work under tight deadlines, and able to handle multiple projects at once. Previous Hill experience is strongly advised.

Please submit a resume to: [co04.resumes@gmail.com](mailto:co04.resumes@gmail.com)

**MEM-544-21** Bay Area Democrat seeks a highly organized and dedicated **scheduler** for Washington DC office. Scheduler will manage all aspects of the Member's daily and long-term schedule in DC and in the district. This individual will work closely with the member, DC and district staff.

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

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

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

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

**MEM-543-21** Congressman Jim Clyburn, Chairman of the House Select Subcommittee on the Coronavirus Crisis, seeks a **Digital Director/Press Secretary** to lead the Majority staff's digital strategy and support all aspects of the committee's press operations.

The ideal candidate will have extensive experience in graphic design and developing social media content, as well as impeccable writing skills and experience drafting and editing press releases, op-eds, and talking points.

Responsibilities include developing all social media content and actively managing the committee's social media platforms and website; developing graphical content for committee reports and visual aids for hearings and other events; video filming and editing and photography; and working with the house recording studio to manage livestreams for hearings and other events. Additional responsibilities including working with the Communications Director to draft press releases and other materials, compiling and maintaining press lists, responding to media inquiries, and coordinating interviews and press events.

Candidates with diverse backgrounds and experiences are strongly encouraged to apply. The successful candidates must have superior attention to detail, work well under pressure, be self-motivated and willing to be responsive outside of normal business hours, and enjoy working on a team. Several years of congressional or other political experience are preferred.

Please send a resume, cover letter, digital portfolio and one short writing sample to [SSCCJobs@mail.house.gov](mailto:SSCCJobs@mail.house.gov), with "Digital Director/Press Secretary" in the subject line.

**MEM-542-21** Congressman David Trone (MD06) is seeking a high-energy, highly-organized, and detail-oriented **District Staff Member** for his offices in Western Maryland.

**PRIMARY RESPONSIBILITIES:**

- Staffer will work out of the Hagerstown and Cumberland District Offices.
- Serve as the official representative for the Member in the Western Maryland community.
- Act as liaison with federal, district, and local government agencies, political officials, and other community organizations to form effective relationships for the Member.
- Monitor and update the Member and District Director on local issues of importance.
- Staff and provide logistical support for district meetings and events for the Member.
- Assess local and casework related issues for problems requiring possible legislative action; make recommendations to the District Director.
- Answer correspondence and verbal communications with constituents in a timely manner.

- Provide casework assistance to constituents in a timely and efficient manner; proactively follow up on all open cases until a resolution is reached.

#### QUALIFICATIONS:

- Thoroughness and careful attention to detail.
- Ability to work well under pressure while juggling multiple tasks with competing priorities.
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities.
- Availability to work long hours, including nights and weekends, if needed.
- Ability to work cooperatively and courteously with others.
- Strong oral and written communication skills.
- Thorough knowledge of the legislative process.
- Knowledge of all issues and events in the district in which the Member is involved.
- Maryland ties are a plus.

To apply, please email a resume and cover letter to [md06.jobs@gmail.com](mailto:md06.jobs@gmail.com) with “District Staff” in the subject line. No phone calls or walk-ins.

**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-538-21** Congressman Ami Bera, M.D. seeks a **Legislative Assistant** to lead the Member's health care portfolio, as well as other issues as assigned.

The position manages work leading and contributing to multiple caucuses, priority legislation and efforts, and working closely with bipartisan stakeholders both on and off the Hill. Successful candidates will have strong oral and written communication skills, and demonstrated experience advancing a legislative agenda, working with diverse coalitions, and representing Members of Congress in front of stakeholders and constituents. Professional health policy experience and Hill familiarity is preferred.

The ideal candidate will be able to thrive in a fast paced environment; excel at proactively identifying, prioritizing, and executing strategic opportunities to influence health policy; work well both independently and collaboratively; and have a sense of humor.

Interested applicants should send a resume and cover letter in one PDF to [ca07jobs@gmail.com](mailto:ca07jobs@gmail.com). Please no calls or drop-ins.

**MEM-537-21** Congressman Ruben Gallego (AZ-07) seeks an enthusiastic, people-oriented, and dependable professional to serve as a **Field Representative/ Caseworker** in his Phoenix District Office.

Responsibilities include but are not limited to: establishing and maintaining relationships with local organizations, businesses and community leaders on behalf of the Congressman; monitoring District and local issues; acting as liaison to federal agencies; handling casework; managing special projects; and assisting with events and other activities as assigned.

Travel throughout the district is required, thus the candidate must have a valid driver's license, reliable transportation and appropriate automobile insurance. The Field Representative / Caseworker must be a dedicated, hard-working, team player. Prior experience in government, the nonprofit sector, community or grassroots organizing is preferred.

Applicants should have a service-oriented attitude, strong organizational skills, proficiency at prioritizing and managing multiple projects at one time. Applicants must demonstrate a capacity to work both independently and as part of a team, as well as possess strong written and oral communications skills. A working knowledge of Arizona's 7th Congressional District is preferred.

This office is an equal opportunity employer. We do 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.

Interested applicants should send a resume, cover letter, and a list of three references to: [monica.sandschafer@mail.house.gov](mailto:monica.sandschafer@mail.house.gov).

**MEM-536-21** Congressman Ruben Gallego (AZ-07) seeks a **Staff Assistant** in his Phoenix District Office. This is a full-time position located in Phoenix, AZ.

The Staff Assistant greets visitors, answers the telephone, and responds to constituent requests for general information. The Staff Assistant plays a central role in the day-to-day operations of the District Office by monitoring delivery and pickup of materials, maintaining front-of-house systems, and assisting with administrative and other duties as assigned.

The Staff Assistant supports the Constituent Services team's correspondence with federal agencies and constituents. In addition, the Staff Assistant works with the Outreach Director to maintain and expand Member presence in the District.

Ideal candidates will have great interpersonal skills, strong organizational skills, experience in a professional office setting, and a working knowledge of Arizona's 7th Congressional District. The Staff Assistant will interact daily and directly with the public, so experience in customer service is desired.

This office is an equal opportunity employer. We do 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.

Interested applicants should send a resume, cover letter, and a list of three references to: [monica.sandschafer@mail.house.gov](mailto:monica.sandschafer@mail.house.gov).

**MEM-528-21** **Staff Assistant** – Senior Republican Congressman

Senior Republican Member of Congress seeks a dependable and energetic staff assistant for the Washington, D.C. office. Primary responsibilities include answering phones, processing mail, meeting and greeting visitors to the office,

processing flag and tour requests, and supporting staff with a variety of tasks, including driving the member to appointments.

Ideal candidates must have excellent organizational, time management and problem solving skills. Must be comfortable working in a fast-paced environment both independently and as part of a team. Pennsylvania ties and a sense of humor are preferred, but not required.

Candidates must have an impeccable driving record and their own vehicle. Please resumes to [Lindsay.Reusser@mail.house.gov](mailto:Lindsay.Reusser@mail.house.gov) with the subject line: PA Staff Assistant. No calls please.

**MEM-525-21** Congressman Sean Patrick Maloney (NY-18) seeks an experienced and creative **Digital Director** to join an active communications team and manage all digital communications for his official office.

This role will work closely with the Communications Director to develop and execute the Congressman's long-term communications plan. The Digital Director will be responsible for developing a long-term digital strategy and plan for the office, managing and updating the official website, developing daily content for all social media platforms, creating regular content for all social media platforms including compelling videos, graphics, and other shareable visuals, expanding the e-newsletter program, and analyzing online engagement for future optimization.

Applicants should be innovative, hard-working, detail-oriented, creative, strong writers, and team players who can work closely with other members of the communications and policy teams and an active mentor for junior staffers. Applicants must also have a deep understanding of digital tools and experience with graphic design, video production, and photography.

This is not an entry-level position. Previous Capitol Hill, campaign, or digital agency experience strongly preferred. Ties to New York are preferred but not required.

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. Please email a cover letter, resume, and a portfolio of past digital work to [ny18applications@gmail.com](mailto:ny18applications@gmail.com)

**MEM-516-21** The Committee on Oversight and Government Reform is the principal investigative body for the U.S. House of Representatives. Chairwoman Carolyn Maloney (D-NY) seeks to fill a **Senior Counsel** position on the Democratic staff.

Several years of investigative or litigation experience is required. Health care sector experience or policy background is strongly preferred. Responsibilities include depositions, transcribed interviews, briefings, and managing



congressional investigations and hearings. 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 [oversightjobs@mail.house.gov](mailto:oversightjobs@mail.house.gov), with “Senior Counsel” in the subject line. Please attach the resume and cover letter with the file name using the following format: “LastName.FirstName.Resume” and “LastName.FirstName.Cover Letter.”

No unsolicited calls, emails, or drop-ins, please.

**MEM-515-21 Staff Assistant /District Field Representative** – The district office of Congressman Frank Pallone, Jr. seeks a hard-working, organized individual to serve as a Staff Assistant & District Field Representative.

This position primarily entails constituent casework and member staffing responsibilities including driving the member of Congress to and from events and meetings. Other responsibilities include meeting with local community officials, representing the Congressman at community and governmental events, special projects, as well as general office work.

Candidates should possess excellent verbal and written communication skills, and must enjoy working with the public. Prior experience in government, the non-profit sector, community and grassroots organizing is preferred. Applicant must have a valid driver license and full access to a vehicle. This position is based in New Jersey.

To apply, please send a resume, cover letter, writing sample, and references by email to [NJ06.Jobs@mail.house.gov](mailto:NJ06.Jobs@mail.house.gov)

**MEM-507-21 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. Salary commensurate with experience.

Please email resume, cover letter, and short writing sample to [ethicsjobs@mail.house.gov](mailto:ethicsjobs@mail.house.gov). Please include the phrase "A&E Counsel" in the subject line.

**MEM-506-21** Financial Disclosure **Counsel** (Washington, DC) -- The Committee on Ethics seeks an attorney for the position of counsel in the Financial Disclosure office.

The Committee's financial disclosure counsel are responsible for reviewing financial statements and providing legal advice on a high volume of financial disclosure issues, 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, accounting, auditing, investment management, taxation, corporate finance, and securities law. Salary commensurate with experience.

Please email resume, cover letter, and short writing sample to [ethicsjobs@mail.house.gov](mailto:ethicsjobs@mail.house.gov). Please include the phrase "FD Counsel" in the subject line.

**MEM-505-21** Position Available:

**Staff Assistant/Intern Coordinator**

Office/Location:

U.S. House of Representatives, Glen Ellyn, IL

Salary Level:

\$37,000

Proposed Starting Date:  
Immediate

Position Summary:

The District Office Staff Assistant shall be responsible for managing the district office administrative functions. They shall manage incoming constituent communications, organize, and maintain correspondence and outreach material and handle all Congressional greeting requests. The Staff Assistant shall report directly to the District Director.

Specific duties include but are not limited to:

- Answers and logs incoming phone calls, conducts casework intake, and greets office visitors
- Manages and tracks all incoming and outgoing mail to include timely submission of monthly reports
- Manages district written outreach efforts by drafting and preparing certificates and letters
- Identifies event and correspondence opportunities
- Maintains organized filing system of newsletters, brochures, and reports
- Manages office supply requisitions and inventory lists
- Staffs the Congressman and serves as staff representative for the Congressman at meetings and events.
- Supervises the District Office intern program to include recruitment, training, and management
- Assists with planning, organizing, and executing district outreach efforts.
- Plans, organizes, and leads execution of the Congressional Art Competition.

Position Qualifications:

- Bachelor's degree (B.A.) in Political Science, Public Relations, Communications, or relevant studies preferred but not required.
- Strong oral and written communication skills
- Highly organized with strict attention to detail
- Congressional Office or similar experience preferred but not required
- Microsoft Office Suite, Outlook, or similar experience preferred

Representative Casten's Office is an affirmative action/equal opportunity employer dedicated to building a community of excellence, equity, and diversity. It welcomes applications from women, underrepresented minorities, individuals with disabilities, protected veterans, sexual minority groups and other candidates who will lead and contribute to the diversification and enrichment of ideas and perspectives.

To apply please submit a cover letter, resume, and a short statement of no more than 300 words about why you're a good fit for this role to [Constituent.ServicesIL06@mail.house.gov](mailto:Constituent.ServicesIL06@mail.house.gov)

Subject Line: District Staff Assistant

**MEM-503-21    Legislative Aide/Professional Staff Member**

The House Judiciary Committee's Subcommittee on Courts, Intellectual Property, and the Internet (Majority) seeks a Legislative Aide/Professional Staff Member to handle clerking responsibilities; provide support to Subcommittee Counsels on legislative, procedural, and policy matters; and complete administrative tasks.

Duties include:

- Preparing and circulating official notices and materials, maintaining official hearing records, and staffing Subcommittee hearings and markups.
- Preparing for hearings and markups by assisting Subcommittee Counsels with written materials for Members, vetting and preparing witnesses, and coordinating with Subcommittee Member offices on hearing and markup logistics.
- Providing support to Subcommittee Counsels and Democratic Member offices on legislative and policy matters related to the Subcommittee's jurisdiction, as well as procedural issues relating to Committee business.
- Assisting with Subcommittee investigations and other oversight activities, including by maintaining and analyzing document productions provided by government and nongovernmental entities.
- Providing administrative assistance to the Subcommittee, including answering phone calls, managing incoming and outgoing correspondence, and logging and tracking bills referred to the Subcommittee.

Candidates must be highly organized, detail-oriented, and capable of thriving in a fast-paced and rapidly changing environment. Candidates should have prior Hill experience, ideally with a Congressional Committee. Previous courts or intellectual property policy experience is a plus, but not required.

The Committee strives to ensure that our staff reflects the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply. The Committee does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

Please send a resume and cover letter to [JDEM.job@mail.house.gov](mailto:JDEM.job@mail.house.gov) and include "Legislative Aide – Courts/IP" in the subject line.

**MEM-501-21** The House Judiciary Subcommittee on Antitrust, Commercial, and Administrative Law seeks a hard-working lawyer with significant legal experience to serve as **counsel**.

Responsibilities include: serving as a resource for Democratic Members of the Subcommittee on matters of law and policy; drafting legislation; coordinating hearings and witnesses; drafting statements, memos, and briefing materials; and providing guidance to offices both on and off the Subcommittee on matters of antitrust law.

A strong background in antitrust is required. Exceptional writing skills, sound

political judgment, and the ability to work closely and collaboratively with other congressional offices and advocacy organizations are also strongly preferred.

The Committee strives to ensure that our staff represents the diversity of the country's population; candidates from minority backgrounds are strongly encouraged to apply. The Committee does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

Qualified candidates should submit a resume, cover letter, and writing sample to [JDEM.Job@mail.house.gov](mailto:JDEM.Job@mail.house.gov). Please include "Antitrust Counsel" in the subject line.

**MEM-497-21** Title: **Research Assistant**, Subcommittee on Health, House Committee on Veterans' Affairs, Republican Staff

Reports to: Republican Staff Director, Subcommittee on Health  
Provides administrative support to Subcommittee staff and assists with duties as assigned.

Core Responsibilities:

- Provide administrative assistance to the Subcommittee on Health, to include answering the telephone and responding to caller inquiries; reviewing incoming mail and preparation of correspondence; maintaining subcommittee archive, activities report, and relevant publications; assisting with full Committee hearings on matters within subcommittee jurisdiction; maintaining the Subcommittee's outstanding deliverable requests made to the Department of Veterans Affairs (VA); as well as, assisting with other administrative duties as assigned.
- Provide legislative assistance to the Subcommittee on Health, to include determining and tracking the status of pending legislation; reviewing the Congressional Record, Federal Register, House Calendar, and other publications for matters of interest to subcommittee Members and staff; participating in staff-level negotiations, to include knowledge of background information on legislation being considered; assisting Subcommittee staff in organization of, and preparation for, hearings, to include determination of Minority agenda, briefing of witnesses and Members, and development of questions; conducting meetings with VA, veteran service organizations or other scheduled parties; and, drafting remarks for Ranking Member and suggested questions for hearing.
- Provide research support to the Subcommittee on Health, to include preparation of memorandums for the full Committee and Subcommittee Ranking Members on matters under the jurisdiction of the Subcommittee and research preparation of hearings by reviewing previous hearing transcripts, relevant statutes, and VA policy.
- Responsible for all other duties assigned by the full Committee Ranking Member, Staff Director, or Deputy Staff Director; and assist other Committee staff, as needed.

Minimum Qualifications:

- Bachelor of Arts or Science, and
- Work, internship, or other experience in a professional environment.

Required Skills:

- Strong writing skills
- Proficiency in Microsoft Office
- Organizational skills
- Problem solving
- Strong verbal communication
- Team oriented
- Ability to work well under pressure
- Attention to detail

Benefits:

Employees may be eligible for the following benefits:

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

Other Information:

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

How to Apply:

Qualified candidates please send cover letter, résumé, and writing sample to the following e-mail address: [VAR.Resumes@mail.house.gov](mailto:VAR.Resumes@mail.house.gov) with “HVAC Health Republican Research Assistant” in the subject line. No calls or walk-ins, please.

What to Expect Next:

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

**MEM-490-21** California House Republican seeks **Scheduler**. This position will be responsible for providing scheduling and general office management.

Some of these duties include, but are not limited to: maintaining Member's official and unofficial schedule, collecting briefing documents from legislative staff, arranging official travel for Member and Chief of Staff, coordinating scheduling of all meetings with relevant legislative and committee staff, work with district staff to coordinate details for in-district events/meetings, ensuring Member is where he needs to be when he needs to be there, and managing all travel documents and receipts for the office's official travel. Office manager tasks will include: working collectively with finance administrator and tech support on office purchases and reimbursements, maintaining and updating office documents or supplies, as well as running the office's flag and internship programs.

The ideal candidate will have at least 1-2 years of Capitol Hill experience. Having access to a vehicle is required. E-mail your resume to [Mark.Spannagel@mail.house.gov](mailto:Mark.Spannagel@mail.house.gov) and [Haley.Slaybaugh@mail.house.gov](mailto:Haley.Slaybaugh@mail.house.gov) with "Scheduler Applicant" in the subject line.

#### **MEM-489-21 Military Legislative Assistant (MLA)**

Congressman Jimmy Panetta (CA-20) seeks a highly motivated, well organized and detail- oriented Military Legislative Assistant to support his work on the House Armed Services Committee. This position's portfolio will include foreign affairs, homeland security, intelligence and veterans' issues. Successful applicants will have House Armed Services Committee experience with a strong knowledge about the formulation of the annual National Defense Authorization Act and be advised that this is not an entry-level position.

Responsibilities include preparing and staffing the Member for committee hearings and managing the development of Member requests for the National Defense Authorization Act, representing the Member in meetings and events before stakeholders, federal agencies and constituents, working closely with the Member on legislative strategy, including advising on vote recommendations for committee and floor proceedings.

Qualified candidates will have experience in formulating legislation and planning the pathway for the legislation to become law, a strong background in legislative affairs and an understanding of what it takes and a will to work across the aisle to advance bipartisan initiatives, and excellent written, verbal, research, analytical and problem-solving skills with an ability to manage multiple assignments simultaneously.

Additionally, successful candidates will perform well under pressure, possess a strong work ethic and the capacity to produce high quality work on short deadlines, demonstrate a can-do attitude, commitment to public service and an understanding of what it takes to be a part of a successful team effort, and

communicate effectively with colleagues and superiors in a dynamic work environment.

Duties include travel to the district with constant and consistent outreach and involvement with constituents. A knowledge of and connections to the defense sector, especially military installations in California and throughout its central coast, is preferred, but not required.

Veteran applications are encouraged. Interested candidates should send a cover letter, resume, two writing samples of one page or less and three references with “MILITARY LEGISLATIVE ASSISTANT” in the subject line to [ca20.jobs@mail.house.gov](mailto:ca20.jobs@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-486-21** Progressive West Coast Democrat seeks an energetic, motivated, and organized individual with strong interpersonal skills to manage a fast-paced front office as the **Staff Assistant/Legislative Correspondent** in the Washington, D.C. office.

Responsibilities include managing a robust mail program through Intranet Quorum (IQ); answering phones; overseeing intern, flag, and tours programs; serving as Office Emergency Coordinator; and providing administrative, legislative, and technical support to the office, among other tasks as assigned.

A successful applicant should be a self-starter who thrives in a fast-paced environment, and must possess an upbeat positive attitude and the ability to work well in a team. Excellent writing, time-management, and organizational skills are essential.

Prior Hill experience is highly valued, California ties a plus. Qualified candidates should submit a cover letter, resume, and one writing sample to [CA27jobs@gmail.com](mailto:CA27jobs@gmail.com) with “Staff Assistant/Legislative Correspondent” in the subject line. No phone calls, faxes, or drop-ins please.

This office is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply.

**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.