



U.S. House of Representatives

CAO

CHIEF ADMINISTRATIVE OFFICER

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MEMBER AND COMMITTEE VACANCY LISTING

Week of January 22, 2024

MEM-033-24 SUMMARY:

Rep. Jill Tokuda is seeking an experienced and self-motivated **Communications Director** for a congressional district that spans every island in the State of Hawaii.

The position would manage the office's press and communications operations including developing and executing a communications plan. Previous Hill or political communications experience is preferred, but not required. The ideal candidate would possess strong writing skills, the ability to operate in a fast-paced environment under tight deadlines and be able to collaborate with both the DC and district teams.

ESSENTIAL JOB FUNCTIONS:

- Develops, leads, and executes a communications plan for the office.
- Handles interview requests and proactively pitches to media.
- Prepares and staffs the Congresswoman for events and interviews.
- Drafts press releases, talking points, speeches, newsletters, mailers, and op-eds.
- Manages the Communications Aide in the District Office.

Candidates must be able to work a flexible schedule, including occasional nights and weekends. Interested candidates should email their cover letter and résumé in one attachment to hawaii02jobs@gmail.com.

MEM-032-24 Congresswoman Susie Lee (NV-03) seeks an experienced **Legislative Director** to join her office in Washington, D.C. In close collaboration with the Member, Chief of Staff, and her communications and district teams, the Legislative Director will oversee the Member's policy agenda, particularly through her work on the House Appropriations and Natural Resources Committees and manage her legislative team. This position reports to the Chief of Staff and works closely with the COS in formulating the Member's legislative strategy while uplifting the legislative team in their work.

Candidate should have a strong track record of managing, training, and supervising a team in a fast-paced environment, translating authorizing and appropriations priorities into successful outcomes, and developing strong relationships with on- and off-Hill stakeholders. Sound policy judgement and firm grasp of committee, floor, and other House procedures are musts.

Candidate should have strong verbal and written communication skills fit to keep the Member and full team consistently briefed. Candidate must be driven, creative, good-humored, skilled at receiving and delivering feedback, and committed to furthering a team-first, collaborative work environment. Candidate will also oversee the office's constituent correspondence program. Nevada ties are a plus, as is experience with immigration, defense, foreign affairs, education, and judiciary issues.

Candidates of diverse backgrounds are encouraged to apply. The office 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.

To apply, send in a single PDF a resume, cover letter, and three references (including name, current title and organization, phone number, email, and relationship to the reference) to nv03resumes@gmail.com, with the following subject line: "Full Name – Legislative Director."

MEM-030-24 Senior Democratic House Member seeks a **Scheduler/Executive Assistant** or Director of Operations for the Washington office. The successful candidate will manage all aspects of the Member's daily and long-term schedule in D.C. and in the District.

The ideal candidate should be well-organized, detail-oriented, self-motivated, and able to work effectively in a fast-paced office. Prior scheduling experience on the Hill or comparable work environment is preferred.

Responsibilities include tracking, evaluating, and responding to invitations and scheduling requests; coordinating travel for the Member; assisting with

budgeting; vouchering invoices for payment; and some office management, including front office staff and other junior staff, depending on experience.

Applicants should send their resume and cover letter to operations2024@yahoo.com

Salary and job title are commensurate with experience.

MEM-029-24 Staff Assistant

Congressman Mike Flood (NE-01) seeks a Staff Assistant to join his Washington, DC office.

The primary responsibility of the staff assistant is to serve as support staff for the operations team to maintain the regular daily functions and operations of the Washington, DC office. This could include answering telephones, greeting visitors to the office, assisting with appointments, scheduling constituent tours, answering constituent requests for general information, giving tours of the Capitol, monitoring deliveries, maintaining the front office, and assisting with other various administrative duties.

Typical responsibilities may include, but are not limited to:

- Answering and screening telephone calls for the Member and other staff members.
- Greeting and screening visitors.
- Assisting individuals who have appointments with the Member or other staff members.
- Maintaining handout literature regarding the state and Congress.
- Signing for deliveries and forwarding deliveries to appropriate staff members.
- Assisting the Operations Director with procurement of office equipment and materials.
- Maintaining the office answering machine and tracking voicemails.
- Ensuring that requests for assistance are directed to appropriate staff members.
- Maintaining the reception room.
- Maintaining the office guest book.
- Maintaining a list of frequently requested contacts.
- Recording visitors' opinions, names, addresses, and other relevant information.
- Helping to log mail.
- Maintaining and delivering a daily call log to the Member and other staff members.
- Fulfilling constituent's flag request order in a timely manner.
- Tracking achievements from constituents and sending out weekly Certificates of Recognition.
- Coordinating tours of the U.S. Capitol, White House, FBI Headquarters, and additional federal buildings for constituents.
- Assisting the Operations Director with oversight and coordination of the

internship program.

- Performing general typing and administrative assignments.

The requirements for this position are:

- Position is based in the Washington, DC official office. Regular, predictable, and punctual attendance required for the performance of duties.
- Ability to communicate effectively with the Member and office staff, Members and representatives from other offices, constituents, outside organizations, and others.
- Work is public-facing and requires frequent interaction with Members of Congress and congressional community and the public, including constituents, in a prompt, courteous and tactful manner.
- Work is performed in a front office workstation or other commonly traveled areas of the office, meaning that there should be little expectation of privacy.
- Work occasionally requires extended and unscheduled hours.
- Must be able 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.

To apply, please email your resume, cover letter, and a writing sample to FloodHiring@mail.house.gov.

MEM-028-24 Special Projects & Grant Coordinator – Anchorage, AK

Representative Mary Peltola seeks a Grant Coordinator for her state office. Responsibilities include but are not limited to: maintaining lists of current federal grant opportunities, researching federal, state and/or private grant opportunities for constituents, and drafting letters of support.

This position will require frequent traveling to remote areas of the state. This is not an entry level position and previous grant researching and writing experience is highly desired. The office is open to a remote position for the right candidate.

Interested applicants should email a PDF version of their 1-page resume and cover letter to akresumes@mail.house.gov your first initial and last name and the position title in the subject line (ex: A. Smith Caseworker Application). In the body of the email please include your current title and place of employment. In all employment decisions, the office will give preference to candidates with ties to Alaska.

MEM-027-24 Caseworker/Field Representative – Fairbanks, AK

Representative Peltola seeks a caseworker for her Anchorage District Office. A caseworker acts as a liaison with federal, state, and local agencies for constituents and the Member. Other core responsibilities include answering communications

and making recommendations to the District Director on problems requiring legislative action.

Applicants should have strong verbal and written communication skills, a careful attention to detail, and an ability to navigate bureaucracy with independent judgement and discretion. A knowledge of Alaskan issues and current events will be critical.

Interested applicants should email a PDF version of their 1-page resume and cover letter to akresumes@mail.house.gov your first initial and last name and the position title in the subject line (ex: A. Smith Caseworker Application). In the body of the email please include your current title and place of employment. In all employment decisions, the office will give preference to candidates with ties to Alaska.

MEM-026-24 Community Relations Manager
(District Office)
Office of Congresswoman Jill Tokuda

SUMMARY:

Rep. Jill Tokuda is looking for an enthusiastic and highly motivated individual to join her district staff in her Honolulu Office. This position would manage several congressional programs and projects to a successful execution. Responsibilities would also include acting as a liaison to federal, state, and local governments; conducting community outreach; and attending engagements on behalf of the Member. The ideal candidate would have strong writing skills and the ability to write quickly and effectively, as well as the ability to multi-task and plan long-term projects to completion. Attention to detail and the ability to work in a fast-paced environment is required.

ESSENTIAL JOB FUNCTIONS:

- Oversees the execution of congressional programs and other special projects.
- Oversees schedule of regularly attended community meetings and ensures follow up is conducted.
- Prepares various written material including correspondence, congratulatory messages, and internal background memoranda for the Member.
- Engages in community outreach and constituent relations.
- Staffs or represents the Member at events and meetings on Oahu, and other islands as needed, including taking notes and conducting follow up.

Candidates must be able to work a flexible schedule, including occasional nights and weekends. Interested candidates are requested to submit a cover letter and resume to Kendra.Oishi@mail.house.gov.

MEM-025-24 Representative Jim Costa (CA-21), a senior member of the House Agriculture Committee and member of the House Foreign Affairs Committee, seeks a friendly, organized, and detail-oriented **Staff Assistant/Legislative Correspondent** to manage the front office and constituent mail program in his Washington D.C. Office.

RESPONSIBILITIES:

- Manage the front office including answering phones, monitoring voicemails, greeting guests, and other administrative tasks.
- Oversee Washington DC internship program.
- Coordinate tour and flag requests; including leading Capitol tours.
- Liaise with Technology Support and other service contractors.
- Serve as the Emergency Coordinator, including reporting threats and emergency coordination.
- Sort, track, and process incoming mail, while overseeing the drafting of letters and ensuring timely, accurate responses through our constituent correspondence system, Intranet Quorum (IQ).
- Assist the communications and legislative staff with other duties as assigned.

CANDIDATE REQUIREMENTS: Ideal candidates must be detail-oriented professionals with excellent verbal and written communication skills, and strong interpersonal and organizational skills who can thrive in a fast-paced environment. Candidates must have a proficient understanding of technology and commit to a flexible working schedule. Candidates with California Central Valley ties and/or previous experience working in a House or Senate office are preferred. Spanish fluency and experience with IQ are a plus.

SALARY AND BENEFITS: The Office of Rep. Jim Costa offers a competitive salary and package of benefits (health insurance, retirement match, student loan repayment program, and more).

Women, people of color, LGBTQIA+ individuals, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. The Office of Rep. Jim Costa is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment.

All interested candidates must submit a resume, cover letter, and TWO short writing samples (memo, speech, constituent letter, or related) in a single PDF to resume@mail.house.gov and use “CA-21 Staff Assistant/Legislative Correspondent” in the subject line. No phone calls, e-mails, or walk-ins – applications must be submitted by 11:59 P.M. (ET) on Sunday, January 28, 2024.

MEM-024-24 The Office of U.S. Rep. Jonathan L. Jackson has an immediate need to hire an experienced full-time **Communications Director** in the Washington, D.C., office to lead a fast-paced and highly engaged press operation.

Background:

The Office of U.S. Representative Jonathan L. Jackson (D-IL-01) has an immediate need to hire an experienced full-time Communications Director in the Washington, D.C., office to lead a fast-paced and highly engaged press operation. Interested candidates are encouraged to submit a cover letter, a writing sample, a list of three references, and a resume by Friday, January 26, 2024. Once the application period closes, the office will contact the best qualified candidates to begin our interview process.

Job Expectations:

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.

Salary Level/Range: Commensurate with Experience

Job Duties:

- 1.Reports to Chief of Staff and Deputy Chief of Staff;
- 2.Develops and implements media and communications strategy for the Member;
- 3.Tracks current legislative and non-legislative issues about which the Member may be questioned;
- 4.Evaluates current events and media reports in the district and the nation for their impact on the Member;
- 5.Provides ideas and advice on the effect in the media of the Member's actions and legislative activities;
- 6.Writes remarks and speeches for the Member; and
- 7.Performs other duties as assigned.

Requirements:

- 8.Bachelor's or master's degree;
- 9.2-5 years of Capitol Hill experience (this is NOT an entry-level position);
- 10.Strong writing, editing, and proofreading skills;
- 11.Strong relationships with reporters and ability to regularly pitch stories;
- 12.Understanding of print, digital, and broadcast media;
- 13.Knowledge of current issues and events in which the Member is involved;
- 14.Understanding of House franking rules; and
- 15.Ability to work well under pressure and to work cooperatively and courteously with others.

All interested candidates are encouraged to submit a cover letter, a writing sample, a list of three references, and a resume by Friday, January 26, 2024, to LaTreshia Hamilton at LaTreshia.Hamilton01@mail.house.gov. Incomplete applications will not be considered.

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-023-24 Congressman Gabe Amo (RI-01) seeks an experienced **Legislative Assistant** to join his office in Washington, D.C.

The primary policy areas of responsibility for this position will include issues related to the House Committee on Foreign Affairs, including Defense, Immigration, and Veterans. Additional policy areas may be assigned based on the strengths, interests, and experiences of the candidate and needs of the office. This position reports to the Legislative Director and will work in close collaboration with the Member, Chief of Staff, and communications and district staff.

The individual will prepare and staff the Member for meetings, committee activity, and related events. The individual is expected to represent the Member in meetings with constituents, local and national stakeholder organizations, and administration officials. The individual will track legislation, monitor relevant committee and floor activity, track news events, and make recommendations in the assigned legislative areas. The individual will build support for the Member's legislative agenda through developing and implementing new initiatives and be primarily responsible for drafting legislation, letters, remarks, and other written material related to policy portfolio.

The office is seeking an individual who is driven, creative, and committed to working in a collaborative work environment. Qualified candidates should have knowledge of the legislative process and demonstrate an ability to take initiative. Hill experience is strongly preferred. This is not an entry-level position.

Candidates of diverse backgrounds are encouraged to apply. Rhode Island ties are a plus. The office 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.

To apply, send in a single PDF with a resume, cover letter, and brief writing sample, and three references (including name, current title and organization, phone number, email, and relationship to the reference) to RI01AmoJobs@gmail.com, with the following subject line: "Full Name – Legislative Assistant."

MEM-019-24 The Office of Congresswoman Kathy Manning is seeking a **Press Assistant**. Ideal candidates are highly motivated and detail-oriented with some previous experience in communications, social media, and drafting short remarks.

Candidates should possess strong writing skills, work well in a team environment, and be able to handle multiple assignments simultaneously. This position will report to the Communications Director. Responsibilities include assisting the Communications Director; maintaining news and video clips; assisting with press event logistics; and drafting newsletters, memos, social media posts, and remarks for the Congresswoman. The position also includes general offices tasks such as greeting visitors, answering phones as needed, and other duties as assigned.

This job requires the ability to execute multiple competing priorities in a fast-paced environment. It also offers the opportunity to work with a cohesive team with future growth potential in an office that values maintaining a positive environment for all members of staff. Previous work and/or internships on Capitol Hill and North Carolina ties are a plus.

This is a full-time position with some evening and weekend work as needed. Salary is commensurate with experience. Among other benefits, the position offers health insurance, retirement benefits with an employer match, paid sick leave and annual leave, transit or parking benefits, and access to the Student Loan Repayment Program.

The office is an equal opportunity employer. All applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, or national origin.

Candidates should submit a cover letter, a one-page resume, two references, and a writing sample to NC.Resumes@mail.house.gov by January 24th. Please use "Press Assistant" in the subject line, and do not reach out to the office directly.

MEM-018-24 The Office of Congressman Vern Buchanan (FL District 16) is looking for a dynamic **Staff Assistant/Constituent Services** candidate for its Hillsborough County District Office. The position is responsible for managing the front desk during office hours, handling constituent case work assignments, occasionally attending events, and assisting the area manager with special projects.

Essential Duties:

- *Greet constituents and visitors to provide a welcoming environment and positive first impression.
- *Answers and directs incoming calls, voicemails, and constituent inquiries to appropriate staff.
- *Handles constituent casework assignments to include meetings with constituents, contacting agencies, researching cases, and case resolution.
- *Occasionally attending events and/or meeting within the district, representing the Office
- *Completes special projects as assigned by Area Manager.
- *Orders all office supplies to maintain office equipment.

Professional Skills

- Attention to Detail
 - Ability to multitask
 - Initiative
 - Planning and Coordination
 - Research and Analysis
- Communication and Social Skills
- Interpersonal Skills
 - Teamwork
 - Verbal Communication
 - Written Communication

Leadership Skills

- Coalition Building
 - Decision Making
 - Influencing and Advising
 - Managing Others
- Specialized Skills
- House Knowledge
 - Legislative Knowledge
 - Political Acumen

Preferred Education and Experience Preferred Education

*Bachelor's degree or equivalent combination of education and experience preferred. Preferred Experience

- *Prior constituent service or customer relationship management is preferred
- *Demonstrated interest in public service is preferred

Physical Requirements and Work Environment

The office is in Brandon, Florida. The work involves carrying light items such as books, papers, and small office equipment. The incumbent must be able to meet minimum physical requirements (e.g., lifting, bending, crouching, standing, etc.). Physical Requirements and work environment are subject to reasonable accommodations.

What We Offer:

- *Competitive salary and benefits package.
- *Opportunities for professional growth and development.
- *A supportive and collaborative work environment.
- *The chance to make a significant impact to the constituents in District 16.

How to Apply

Send your resume and a cover letter detailing your relevant experience to MarDee.Buchman@mail.house.gov. No phone calls please. Deadline to submit resumes is February 2, 2024.

MEM-013-24 Congresswoman Michelle Steel’s District Office has an immediate need to hire a full-time **Field Representative/Caseworker**. We are looking for an enthusiastic and motivated individual to join our high-energy team in Cypress, CA.

Basic Functions:

Under the supervision of the Chief of Staff and the District Director, the Field Representative/ Caseworker acts as the representative for the Member. Field 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.

Duties:

- *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
- *Maintain up-to-date files on all cases and categories of information
- *Continually manage active cases and serve as a liaison with constituents to ensure that cases are handled in a timely and appropriate manner

Requirements:

- *Political savvy 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

Position Qualifications/Education:

Bachelor’s degree or related job experience is required. A demonstrated interest in public service and familiarity with Orange and Los Angeles Counties is preferred.

Salary and Application Deadline:

Salary starts at \$50,000 per year. Salary commensurate with experience. Applications will be accepted until the position is filled.

Submit a cover letter and resume to Stephanie Hu, District Director, Office of Congresswoman Steel, 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-012-24 The Office of Congresswoman Pramila Jayapal (WA-07) is seeking a **Legislative Counsel** to lead the office's Judiciary portfolio.

The Congresswoman is a Member of the House Judiciary Committee and the Ranking Member on the Subcommittee on Immigration Integrity, Security and Enforcement. This position will lead on all issues within the jurisdiction of the Judiciary Committee (except Immigration), which include but are not limited to: antitrust, courts, criminal justice, elections, protection of civil rights and civil liberties, and intellectual property.

Responsibilities include but are not limited to:

- Preparing and staffing the Congresswoman for committee hearings and markups including proposing strategic approaches, drafting remarks and questions, preparing amendments and talking points;
- Advancing current and new legislative initiatives including idea generation, building support, legislative drafting and producing accompanying materials, such as speeches, policy memos, and factsheets;
- Developing expertise in new issue areas as they arise;
- Representing the Congresswoman's priorities with external stakeholders;
- Building and maintaining relationships with external and internal stakeholders including advocacy organizations; academics; fellow Congressional and Committee offices; and
- Carrying out additional duties as required.

Job Requirements:

- Passionate about public service and committed to progressive values;
- Excellent writing and time management skills;
- Ability to digest new content with a political and ideological lens that is appropriate for the office;
- Previous Hill experience strongly preferred;
- Poised, level-headed, flexible, collaborative, team oriented; and
- Eager to learn, grow, and thrive in a dynamic and high-paced environment.

The Office of Congresswoman Pramila Jayapal is an equal opportunity employer. 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. Prior Hill experience is strongly preferred. Position location is Washington, DC.

Candidates should submit their resume, cover letter, two writing samples, and references in PDF format to jobs.pramila@mail.house.gov with "Legislative Counsel": [Applicant's First and Last Name] in the subject line. No calls or drop-ins please.

MEM-011-24 STAFF ASSISTANT

Rep. Jake Auchincloss has an immediate need to hire a Staff Assistant for the Washington, DC office in a full-time capacity. The Staff Assistant will be expected to drive the Member to and from official activities, manage the front desk during office hours, handle all tour requests, fulfill flag requests, support the district office with administrative office needs, and assist the DC office staff with work as assigned. Staff Assistants often provide the first impression of the office to constituents, guests, and other VIPs.

The ideal candidate should have excellent attention to detail, a strong work ethic and exceptional written communication skills, an eagerness to learn and grow within the office, and a desire to be part of a highly-collaborative, high-achieving team. The position is full time with a salary of \$55,000 and federal benefits, including student loan repayment program (if eligible) and transit or parking benefits.

Job Duties:

- Drives the Member to and from official activities
- Provides a welcoming environment and positive first impression of the office to constituents, visitors, and other VIPs
- Handles incoming calls with poise, professionalism, and promptness
- Captures input from constituents on policy matters for the Member office's consideration and response
- Works closely with the Member's Director of Operations to ensure appointments are on time
- Organizes and manages tasks for constituents to include flag requests, providing tours of the Capitol, and arranging visits to other national landmarks
- And other duties as assigned

Requirements:

- Access to a car and a license in good standing with the DMV of their state of residence
- Exceptional communication skills for verbal and written correspondence
- Effective teamwork skills and the ability to support the needs of multiple team members and leaders in the office required
- Professional demeanor and an upbeat disposition while interacting with visitors, staff members, and stakeholders in a fast-paced, highly dynamic environment required
- Time management skills including the ability to prioritize, and track work status required
- Attention to detail
- Willingness to learn

Preferences:

- Prior constituent service or customer relationship management preferred
- A demonstrated interest in public service

To apply:

All interested candidates are encouraged to submit a resume, cover letter, writing sample, and references to AuchinclossJobs@mail.house.gov with the subject line “Staff Assistant- [applicant’s last name]”. Applications will be considered on a rolling basis.

Our office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including marital or parental status), national origin, age, disability, gender identity, sexual orientation, or any other characteristic protected by applicable law. Our office encourages candidates of diverse backgrounds to apply.

MEM-009-24 Rep. French Hill, Vice Chairman of the House Financial Services Committee and Chairman of the Subcommittee on Digital Assets and Financial Technology, seeks to fill the role of Financial Services **Fellow**.

From the Member’s personal office, the Fellow will assist the Senior Policy Advisor on committee work as well as substantive financial services issues including policy related to: financial institutions; digital assets; financial technology; capital markets; housing; and insurance. The Fellow’s day-to-day activities will include: attending and reporting on hearings; monitoring legislation and regulatory proposals; drafting official and constituent correspondence; and drafting meeting materials.

During the fellowship, the Fellow will gain an in-depth understanding of how Capitol Hill operates, as well as the major policy issues in financial services.

Ideal candidates will be excellent writers, able to work in a fast-paced environment, and able to exercise good judgment. A background in finance, whether from the private sector, government, or education, is strongly preferred but not required.

This is a paid fellowship. Interested candidates should send their resume to ar02.applications@mail.house.gov with “Financial Services Fellow” in the subject line.

MEM-007-24 **STAFF ASSISTANT/DRIVER:** Sr. Florida Democrat seeks a Staff Assistant/Driver in Washington, D.C. office.

Responsibilities include transporting the Member (including evenings), answering phones, processing mail, welcoming office visitors, processing flag requests, logging constituent mail, assisting with scheduling/operations and working with legislative staff on other duties as assigned.

Successful candidates will have professional experience and familiarity working

in a legislative environment. Additional experience including professional writing, customer service, time-management, and organizational skills are required. A positive, solution-oriented personality who has an ability to multitask effectively in a fast-paced environment is ideal.

South Florida/Florida ties are required and prior work in a Congressional or Senate office is a major plus.

A car and a good driving record are required for this position.

Interested parties should e-mail a cover letter and resume to FL25Resume@mail.house.gov with the subject line "SA/DRIVER." Please save cover letter and resume in a single file (pdf preferred) and name the file "Last name, First name."

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 or expression.

MEM-005-24 The office of Congressman Pat Ryan (NY-18) is hiring a **Legislative Director**. The role will report to the Chief of Staff and be based in Washington D.C. Rep. Ryan serves on T&I and HASC.

Job Responsibilities:

- Implementing the legislative priorities of the Member and developing innovative policy solutions to deliver for core constituencies throughout the district.
- Managing a legislative team, including, but not limited to, day-to-day project management, goal-setting and tracking, fostering professional development, and overseeing legislative personnel hiring.
- Advising the Member on legislative matters, including vote recommendations, cosponsorship requests, and bill introductions.
- Providing status reports on all legislation affecting the district in order to keep the full team up-to-date on office priorities, goals, and accomplishments.
- Working alongside the communications team to disseminate timely and accurate information to constituents regarding legislative activity within the House.
- Oversee the Office's correspondence program
- Collaborating with the Chief of Staff & District Director to identify legislative solutions and outreach opportunities to address constituents' casework concerns.

Experience and Skills Required

- Successful and impactful experience as a Senior Staffer or Legislative Staffer in a battleground House Congressional office.
- Strong understanding of Committee, floor, and other House procedures
- Strong written and verbal communication skills.
- Exceptional time management and organizational skills.
- Staff management experience.
- Ability to build and maintain strong partner relationships, including with

constituency organizations, advocacy groups, colleagues, as well as caucus, committee, and leadership staff.

- Preferred: Experience working in a district office or for a battleground member.
- Preferred: Staff management experience.
- Integrity, compassion, sound judgment, and a commitment to Democratic values.

The pay range for a Legislative Director is \$90,000-\$110,000.

The 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. Candidates of diverse backgrounds are strongly encouraged to apply.

To apply, please send your resume, cover letter, and three references to ny18resumes@mail.house.gov with the job title in the subject line and your full name (e.g.: "Legislative Director - Jed Bartlet). The deadline to apply is COB 1/31/24 and applicants will be evaluated on a rolling basis.

MEM-004-24 Congresswoman Susan Wild, a member of the House Foreign Affairs Committee and House Education and the Workforce Committee, seeks an experienced **Legislative Assistant** to join her team.

The policy portfolio and areas of responsibility for this position are fluid, reflecting the strengths, interests, and experiences of the candidate. Primary responsibilities include closely tracking legislation and making vote recommendations, regularly meeting with constituent and stakeholder groups, and actively implementing legislative initiatives consistent with the Congresswoman's policy goals.

This position reports to the Legislative Director and Deputy Chief of Staff and will include extensive work with the Congresswoman and the rest of her team. Qualified candidates should have knowledge of the legislative process and demonstrate an ability to take initiative. Hill experience is strongly preferred.

Duties include, but are not limited to:

- 1.Preparing and staffing Member for meetings, committee hearings and markups, floor votes, and related events;
- 2.Representing Member in meetings with constituents and both national- and local-level advocacy groups, think thanks, and other groups relevant to policy portfolio;
- 3.Tracking legislation and other developments in assigned issue area(s), monitor relevant committee and floor activity, track developing local/international news events, make recommendations for votes, cosponsorships and letters for Member to sign;
- 4.Building and maintaining positive relationships with congressional staff, district

and national stakeholders, advocacy organizations, Executive Branch officials, and other key stakeholders relevant to policy portfolio;

5. Building support for Member's policy priorities and developing/implementing ideas for new initiatives (legislation, letters, events, press, etc.) including a strong emphasis on bipartisanship;

6. Drafting legislation, letters, floor/committee remarks, talking points, press related materials, and other written material related to policy portfolio; and

7. Other duties as assigned by senior staff.

The Office of Representative Susan Wild is an equal opportunity employer, committed to developing an organization that is reflective of and attentive to the needs of the diverse community we serve. The office does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability.

To apply, please submit a cover letter, resume, and writing sample to RepWildJobs@gmail.com with "Legislative Assistant" in the subject line. Applications will be considered on a rolling basis.

MEM-003-24 Congresswoman Susan Wild, a member of the House Foreign Affairs Committee and House Education and the Workforce Committee, seeks an experienced **Communications Director** to join her team.

This position reports to the Deputy Chief of Staff and Chief of Staff and will include extensive work with the Congresswoman and the rest of her team. Qualified candidates should have extensive experience pitching earned media and with all forms of traditional media.

Duties include, but are not limited to:

- Designing and executing an aggressive communications plan that highlights Rep. Wild's work in-district;
- Constantly driving an aggressive earned media plan;
- Working with legislative staff and others to prepare the congresswoman's remarks for public and private events;
- Prepare briefing materials for the congresswoman and lead sessions to prepare her for press appearances;
- Overseeing and approving all digital communications and social media content; and
- Overseeing a Press Assistant and managing and collaborating with a constituent communications consultant;

The Office of Representative Susan Wild is an equal opportunity employer, committed to developing an organization that is reflective of and attentive to the needs of the diverse community we serve. The office does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability.

To apply, please submit a cover letter, resume, and writing sample to RepWildJobs@gmail.com with “Communications Director” in the subject line.

Applications will be considered on a rolling basis.

MEM-001-24 Congressman Gabe Amo (RI-01) seeks a **Press Secretary** to join his office in Rhode Island.

The Press Secretary will be responsible for drafting press releases, statements, talking points, booking interviews with national and local press outlets, pitching stories, responding to reporter inquiries, creating and posting social media posts, compiling news clips, managing the Member’s website, assisting with the constituent outreach program, and other duties as assigned.

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

Candidates should have previous communications experience, possess exceptional writing skills, have proficiency in photo and video editing and graphic design tools, and be organized. Candidates should be detail-oriented and highly motivated to serve on an active team. Ideal candidates will have experience working in a fast-paced environment and are prepared to implement a communications plan.

Candidates of diverse backgrounds are encouraged to apply. Rhode Island ties are a plus. The office 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.

To apply, send in a single PDF with a resume, cover letter, and brief writing sample, and three references (including name, current title and organization, phone number, email, and relationship to the reference) to RI01AmoJobs@gmail.com, with the following subject line: “Full Name – Press Secretary.”

MEM-636-23 **Chief of Staff**

Congressman Glenn Ivey (MD-04) seeks a seasoned and empathetic manager of staff and leader of his strategic vision based in the Washington, D.C., office with a background in matters before the House Homeland Security and Judiciary Committees, preferably with a knowledge base in oversight and investigations. Candidates with J.D. degrees are strongly encouraged to apply but not required and familiarity with the district is preferred.

The ideal candidate has extensive experience in Congress or the federal government; developed and implemented an overarching strategy for an organization or Member before; strong written and verbal communication skills; interest in cultivating a warm, supportive, and productive work environment; comfort balancing responsibilities and competing deadlines; a cool and level-headed demeanor in fast-paced environments; political savvy and knowledge of Hill culture; good judgment and strong decision-making skills; and expertise in developing and maintaining relationships with constituents and community leaders.

Responsibilities include formulating policy positions; overseeing the office's legislative, constituent, correspondence, and media-relations strategies; handling all recruiting and hiring efforts, the establishment of office policies and procedures, and supervision of senior staff; serving as the Member's chief advisor; developing and implementing all policy objectives, strategies, and operating plans; representing the Member with House leadership and committee staff; and managing the office budget and personnel activities.

Working for this freshman office represents an opportunity to build something dynamic and enduring from the ground up, particularly for a Member of Congress who is a great communicator and cares deeply about the well-being and professional development of his staff.

Please submit a cover letter, resumé, two-to-three references, and a writing sample to md04resumes@gmail.com with the subject line: "Full Name – Chief of Staff." We will accept applications until the position is filled.

Candidates of diverse backgrounds are encouraged to apply, and this office is an equal-opportunity employer that 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-546-23 Member Services Director, Congressional Black Caucus (CBC)

The Congressional Black Caucus (CBC) seeks a Member Services Director who is exceptionally motivated, dynamic, strategic, and detail-oriented to engage with CBC Member offices and outside partners to advance a robust member services portfolio.

The Member Services Director will be expected to proactively build strong relationships across CBC Member offices and develop strategic opportunities for Member engagement advancing shared priorities. The individual will also be expected to coordinate with CBC staff to field and respond to inquiries and requests for support from Member offices and respond to and share external opportunities for Member engagement as they arise.

The Member Services Director is also responsible for assisting in overseeing all aspects of caucus operations, logistics, designated administrative responsibilities and to support caucus leadership.

The Member Services Director responsibilities will include:

- Conducting regular outreach to Member offices to build relationships with staff, share opportunities for Member or staff participation in events, messaging, and other efforts, and identify new ideas for collaboration with Member offices
- Sharing resources with Member offices and working with CBC, congressional, and external staff to develop high-quality materials for Member office use
- Drafting regular newsletters for Member offices with relevant updates and opportunities, as well as for external audiences to uplift Member engagement on CBC issues
- Developing a network of external partners working on issues relevant to the CBC and Member offices
- Maintaining staff contact information and distribution lists
- Provides orientation and training for new staff;
- Assists departing employees with necessary administrative procedures (i.e., returning keys, House I.D. cards, and other office property; obtaining forwarding addresses, work files, and records);
- Supervises the mail operations and the administrative files and personnel records;
- Assists staff in scheduling House or Capitol rooms for outside group functions;
- Organize and facilitate meetings and other strategic convenings to support institutional
- change, policies, and programmatic work;
- Oversees operations for CBC including organizing weekly meetings and events
- Provides logistical support for all programming
- Works with the CBC personal office staffs and coordinates with the CBC Schedulers to implement the Caucus' priorities
- Builds and maintains databases of internal and external stakeholders

Qualified candidates must have an understanding of CBC policy priorities and familiarity working with the African American community. Outstanding writing and communication skills, sound political judgment, and the ability to work closely and collaboratively with multiple Member offices and key stakeholders are essential. Top candidates should also be detail-oriented and possess the ability to multi-task, work well in a fast-paced setting, and act as a team player.

Candidates should have a demonstrated understanding of House and Senate legislative processes.

To apply, please send a cover letter, resume to vincent.evans@mail.house.gov. No walk-ins or calls please.

MEM-508-23 Congresswoman Shontel Brown (OH-11) seeks an exceptional, experienced **Press Secretary/Digital Director** (PS/DD) to join a dynamic, fast paced team, working out of the Washington, DC office.

Working with the Communications Director, located in the District, the PS/DD will develop, coordinate, and implement digital and traditional media and communication strategies that highlight the Member's work and advance her robust online/digital presence. Other primary responsibilities include but are not limited to developing, editing, and producing graphics, videography, and other creative tools to enhance messaging; fielding press requests from local and national media; producing the Member's newsletters; drafting releases and advisories, speeches , and talking points.

The successful candidate will have a creative and strategic approach to visual and graphic design, excellent oral and written communications skills, an ability to handle multiple assignments on tight deadlines, a desire to hone the Member's voice, a strong collaborative approach to cross functional teaming, and a good sense of humor. They will also have a working knowledge of the legislative process, procedures, and organization of the House, with a proven ability to build strong, collaborative relationships while working in a crisis-oriented environment and handling stress appropriately. Ohio ties are a plus, but not required, but proven effective digital and videography experience is required.

This is not an entry level position. The ideal candidate will have at least three years of Hill and/or other communications experience in a policy or constituent services environment with an emphasis on professional digital media, videography, and general communications proficiency beyond the intern level. The salary is flexible and dependent upon proven experience and expertise.

Applicants should submit a cover letter, resume, two writing and one creative samples to Ohio11Resumes@mail.house.gov with the subject line "Press Secretary – Last Name, First Initial." No drop-ins, direct emails to staff or phone calls, please. The position is open until filled, but applications will be screened as they are received.

MEM-468-23 The Office of Congressional Ethics (OCE), an independent, non-partisan investigative entity established by the United States House of Representatives, seeks one attorney with 5-10 years of experience to serve as **Investigative Counsel**.

The Investigative Counsel reports to the Staff Director and Chief Counsel and will be responsible for conducting sensitive inquiries into allegations of possible violations of federal law and ethical standards of conduct by current Members, Officers and Staff of the House of Representatives and advising the Staff Director and Chief Counsel on legal and policy matters.

The OCE is seeking attorneys interested in the OCE's work supporting ethics and transparency within the House of Representatives. The Investigative Counsel would join a small, Washington, DC-based, investigative team, and would be eligible to apply for hybrid work accommodations combining in-person core days and remote work.

Core Responsibilities:

- Review information received by OCE, discern possible violations, and identify facts requiring further investigation
- Plan, organize and conduct investigations regarding allegations and advise the Staff Director and Chief Counsel regarding appropriate evaluation of cases
- Advise the Staff Director and Chief Counsel on legal issues in matters under investigation and on broader legal and policy issues involved in the operations of OCE
- Draft lengthy and detailed memoranda, reports, and referrals for Board consideration and potential public release

Qualifications:

- Demonstrated ability to conduct and direct complex legal research and present the results in a clear, precise and persuasive manner
- Thoroughness and careful attention to detail
- Strong oral and written communication skills
- Strong legal judgment and demonstrated professional integrity
- Experience auditing large sets of data or evidence and providing detailed analysis
- Desirable but not required:
 - *Investigative experience with high-profile and sensitive matters;
 - *Experience with investigations involving public officials;
 - *Experience with campaign finance or ethics law;
 - *Experience conducting interviews or depositions;
 - *Experience writing public reports or legal documents; and
 - *Advanced proficiency in development and use of electronic databases, and other computer skills including knowledge of current information technology tools related to investigations
- Ability to:
 - *work independently or as part of an investigative team;
 - *manage multiple tasks and projects;
 - *work well under pressure and tight time deadlines; and
 - *exercise discretion and independent judgment

Duties:

- Developing investigative strategies and implementing investigative plans
- Reviewing evidence and data in order to analyze, develop, and provide detailed written and oral reports of findings
- Identifying information to substantiate or disprove allegations and assess the likely sources of that information

- Collecting and reviewing documents, electronic media, and physical evidence
- Interviewing witnesses and subjects
- Performing other duties as assigned

Requirements:

- Ability to pass Security Background Investigation to obtain Top Secret clearance
- Graduation from an ABA accredited law school and active bar membership

Applicant Instructions:

Please send cover letter, short writing sample, and resume (electronic submissions preferred) to:

Omar S. Ashmawy
Staff Director and Chief Counsel
Office of Congressional Ethics
United States House of Representatives
P.O. Box 895
Washington, DC 20515-0895
OCEJOB@mail.house.gov

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.

MEM-354-23 Policy Director, Congressional Black Caucus (CBC)

The Congressional Black Caucus (CBC) seeks a Policy Director to manage the Caucus’ policy agenda, including crafting and executing effective legislative strategies to advance Caucus policy priorities, representing the Caucus as point of contact on all policy engagements, working with Members’ staff to advance legislative proposals, developing materials to support the goals and mission of the Caucus, and promoting the Caucus both internally within the House of Representatives and externally to the public. The Policy

Director's responsibilities will include:

- In conjunction with Members, developing Caucus' policy priorities and strategic objectives
- Executing Caucus' policy agenda through nuanced understanding of community stances
- Working collaboratively with the Executive Director and other Caucus staff to advance CBC's work internally on Capitol Hill and through deep engagement with stakeholder entities to push CBC priorities forward
- Collaborating with CBC Member office staff to further Caucus policy objectives and managing communication with CBC policy councils
- Collaborating with communications staff to convey legislative positions and wins into external messaging through statements, social media, and press engagement
- Organizing policy-focused events for Caucus members and external stakeholder participation

Qualified candidates must have an understanding of CBC policy priorities and familiarity working with the African American community.

Outstanding writing and communication skills, sound political judgment, and the ability to work closely and collaboratively with multiple Member offices and key stakeholders are essential. Top candidates should also be detail-oriented and possess the ability to multi-task, work well in a fast-paced setting, and act as a team player.

This is not an entry-level position and candidates should have a demonstrated understanding of House and Senate legislative processes.

To apply, please send a cover letter, resume, and writing sample to vincent.evans@mail.house.gov. No walk-ins or calls please.