



U.S. House of Representatives

CAO

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MEMBER AND COMMITTEE VACANCY LISTING

Week of February 7, 2022

MEM-056-22 Rep. Dina Titus seeks an organized and detail-oriented **Staff Assistant** for her Washington, D.C. office. Primary responsibilities include managing the front office, answering and logging telephone calls, managing constituent requests for flags and tours, assisting with constituent correspondence, recruiting and managing interns, supporting legislative and communications staff, and other administrative duties.

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

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

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

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

The Committee's Advice and Education counsels are responsible for providing a high volume of ethics advice, education, and training to Members of Congress and their staff through frequent telephone calls, in-person meetings, and written work product. This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity.

Candidates must possess outstanding analytical and written and oral communication skills, as well as the sound judgment necessary to evaluate the sensitive matters that arise before the Committee. Experience in one or more of the following areas is desirable: government ethics; ethics counseling and training; and criminal law. The salary range for this position is \$126,614 and \$134,782.

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

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

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

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

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

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

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

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

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

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

MEM-051-22 The Office of Congressman Seth Moulton (MA-06) is seeking a **Special Assistant and Driver** for their Washington DC Office.

SUMMARY:

The primary function of the special assistant/driver is to ensure the Member arrives at scheduled events in a timely manner with the briefing and background material that he needs to be successful. In addition to reporting to the Scheduler, this position will work closely with the Member and the Communications Department.

Duties include driving the Member to meetings, smoothly communicating the Member's movements with the team, briefing the Member on the purpose and goal of each meeting, communicating priorities to the Member for the use of his time between meetings, staffing assistance for the Communications Department, and additional duties as required.

Please send a resume and cover letter to ma06.resumes@mail.house.gov by February 12th. This position is based in Washington, DC.

EDUCATION/EXPERIENCE:

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

SKILLS AND KNOWLEDGE REQUIRED:

- Car and driver's license in good standing
- Superb organizational skills

- Ability to prioritize and execute numerous tasks
- Ability to be flexible and find creative solutions to problems
- Ability to foresee scheduling conflicts and remedy them before they are an issue
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner

MEM-050-22 The Office of Representative McEachin (VA04) seeks a motivated, creative, self-starter to join the district staff as a **District Representative** in the Richmond, VA office.

Responsibilities include responding to constituent inquiries, managing constituent casework with federal agencies, working with the legislative team to address constituent concerns, and district outreach to include staffing the Congressman, representing the office, listening to district stakeholders, and updating the community at district events. The primary casework focus for this position will be Veteran's Affairs and the Department of Defense; the staff member will also manage the Congressman's Service Academy nomination process and outreach to Fort Lee.

Ideal candidates will be motivated self-starters with strong interpersonal, customer service, time-management, and organizational skills and have significant experience interacting with the public. Additionally, successful candidates will have a positive, solution-driven personality, demonstrate excellent oral and written communication skills, and show keen attention to detail and an ability to multitask effectively in a fast-paced environment. Virginia ties and military experience/exposure are not necessary but are a plus.

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

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

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

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

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

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

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

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

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

Sample Duties

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

through direct outreach, events, social media, etc.; corresponding outreach to federal, state, local agencies; and potential legislation.

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

Requirements

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MEM-044-22 **Committee Seeks Press Secretary or Deputy Communications Director:** The Democratic Staff of the House Committee on Budget is seeking an experienced and motivated communicator to serve as Press Secretary/Deputy Communications Director.

The starting salary for this senior press position is \$70,000 but salary and title are both commensurate with experience.

The individual selected will have strong writing skills, a keen attention to detail, and the ability to translate complex issues and topics for different audiences across platforms and medias. This position is based in Washington, D.C. and will work closely with the Communications Director with potential opportunities to manage others.

Responsibilities include developing and honing a proactive press strategy;

pitching, prepping, and staffing the Chairman; drafting press releases and written content; assist with creating talking points and toolkits for the caucus; maintaining and updating the press list; tracking media; and working with the Communications team to identify new ways to engage with press and digital audiences. The position may require work outside standard office hours.

This is not an entry level position. Candidates for this national press position must have 3 – 5 years of experience, including working with reporters and on-the-record, experience staffing a principal, and strong writing skills. Ability to work well with others, willingness to take initiative, manage competing priorities, and turn around high-quality products under tight deadlines are a must.

The office is an equal opportunity employer with a team that highly values mentorship and professional development. Candidates with diverse backgrounds, women, people of color, and LGBTQ+ candidates are strongly encouraged to apply.

Interested applicants should submit a cover letter describing their fit for the role, a resume, and three writing samples to Budget-Democrat.Jobs@mail.house.gov with “HBC Communications Candidate” in the subject line. Application deadline is Friday, February 11, 2022.

No calls or walk-ins please.

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

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

Candidates must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills. Please send a resume and cover letter to SSCCJobs@mail.house.gov, with “Communications Director” in the subject line.

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

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

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

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

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

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

NO WALK-INS OR PHONE CALLS.

MEM-039-22 The House Committee on Education and Labor (Democratic staff) seeks a **Professional Staff** member responsible for higher education.

Candidates should have familiarity with federal higher education policy and must demonstrate a proficiency in programs authorized in the Higher Education Act. Applicants should have two to four years of higher education policy or research experience or two years of higher education policy or research experience and an advanced degree.

This position is writing intensive and requires the ideal candidate to have exceptional writing, communication, and organizational skills. Must demonstrate the ability to successfully manage multiple projects under deadlines; display a collaborative disposition; and a commitment to social justice and expanding economic opportunity.

Responsibilities will include leading a discrete number of higher education issue areas; researching, reviewing, and drafting legislation; providing technical

assistance to Member offices; preparing written materials including talking points, letters, memos, and legislative analyses; tracking regulatory developments, floor activity, and the related activities of other committees; supporting the execution of committee proceedings and events related to higher education; and coordinating with the oversight and communications teams in support of the Committee's agenda.

Salary range is between \$65,000 and \$80,000, commensurate with experience. To apply, applicants must submit a cover letter, resume and two short writing samples demonstrating a proficiency in policy analysis to E&L.Jobs@mail.house.gov with "Higher Ed Professional Staff" in the subject line. Please apply no later than February 11.

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

MEM-038-22 The House Committee on Education and Labor (Democratic staff) seeks a **Labor Policy Director** to lead a team in advancing a progressive labor rights agenda covering labor and employment law, health and safety, workforce development, retirement security, economic policy, and employment-based civil rights protections.

The successful candidate will have experience managing a team, familiarity with the range of labor issues within the jurisdiction of the committee and possess hands-on experience in drafting and enacting legislation. The candidate will have at least 5 years of Congressional experience, in-depth knowledge on labor and employment law and policy, and strong communication skills.

To apply, applicants must submit a cover letter, resume, and two short writing samples demonstrating a proficiency in policy analysis to E&L.Jobs@mail.house.gov with "Labor Policy Director" in the subject line. Please apply no later than February 11.

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

MEM-037-22 The House Committee on Education and Labor (Democratic staff) seeks a **Workforce Development Professional Staff** to join a team working on workforce development legislation, including the Workforce Innovation and Opportunity Act, the National Apprenticeship Act, and other federal workforce development programs.

The candidate must have two years or more of experience working on the implementation and/or oversight of federal workforce development programs. Congressional experience is welcomed but not necessary. This is not an entry level position.

To apply, applicants must submit a cover letter, resume, and two short writing samples demonstrating a proficiency in policy analysis to E&L.Jobs@mail.house.gov with "Workforce Development Professional Staff" in the subject line. Please apply no later than February 11.

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

MEM-036-22 The House Committee on Education and Labor (Democratic staff) seeks a **Labor Counsel** to lead the Committee's efforts on legislation and regulatory issues related to federal wage and hour laws.

The work scope includes issues associated with the Fair Labor Standards Act (FLSA) including minimum wage, overtime, subminimum wages (such as tip, youth and disability), child labor, and misclassification, as well as prevailing wage laws, including the Service Contract Act and the Davis Bacon Act.

Responsibilities may include guestworker programs, the Migrant and Seasonal Agricultural Workers Protection Act, and the Family and Medical Leave Act. The candidate must have a J.D., three or more years of experience working in the executive, judicial or legislative branch on wage and hour legal and/or policy issues. Congressional experience is welcomed but not necessary. This is not an entry level position.

To apply, applicants must submit a cover letter, resume, and two short writing samples demonstrating a proficiency in policy analysis to E&L.Jobs@mail.house.gov with "Labor Counsel" in the subject line. Please apply no later than February 11.

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

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

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

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

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

No calls or drop-ins.

MEM-031-22 Senior Republican Member seeking a talented and highly motivated individual to assume the role of **Communications Director**. The Communications Director will serve as the spokesperson and primary communications advisor to the Member. They will be responsible for developing and executing an aggressive strategic communications plan, including social media, that encompasses local, national, and specialty media outlets.

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

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

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

Candidate should submit a resume, cover letter including salary requirements, and two writing samples with the subject line "Communication's Director" to Suzanne.scruggs@mail.house.gov

The office is an equal opportunity employer and does not discriminate on the

basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

MEM-028-22 California House Democrat seeks a **Staff Assistant** for the Washington D.C. office. Ideal candidate will be a motivated self-starter with outstanding customer service, excellent time-management, and strong organizational skills.

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

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

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

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

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

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

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

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

This is not an entry-level position. Previous Capitol Hill operational and/or scheduling experience is required, 3+ years of experience a plus. Ohio ties preferred. No phone calls, emails, or drop-bys. Please submit cover letter, and resume to Midwestern.Resume@mail.house.gov.

MEM-021-22 The Office of Representative Tom Suozzi (NY-03 is looking for a **Legislative Correspondent/Legislative Aide** to assist both our constituent mail program and with the Member's legislative program in the Washington, D.C. office.

Candidates should possess previous Hill experience, a working knowledge of the legislative process, and excellent communication and organization skills. The successful candidate should be detail oriented, have strong writing and editing skills, and be able to manage and prioritize a variety of assignments at one time.

Duties include managing the constituent correspondence program, assisting with other communication projects, tracking legislation, and assisting staff with legislative needs.

This is not an entry-level position. New York State ties, especially to Long Island, are a plus. This is a one-year position. The office of Rep. Suozzi is an equal opportunity employer and is committed to a diverse and inclusive workforce.

Please email a cover letter, resume, and short writing sample to NY03resumes@mail.house.gov

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

An ideal candidate will:

- Possess strong written and oral communications skills and the ability to multitask while thriving in a fast-paced setting under tight deadlines;
- Have experience working directly with local and national reporters, bookers, and other members of the media to proactively pitch stories and respond to inquiries;
- Think strategically and creatively while designing, implementing, and evaluating both short and long-term communications plans in addition to leading rapid response efforts;
- Have a proven track record of writing in the voice of a principal (op-eds, speeches, statements, messaging, talking points, digital content, etc.) and explaining policy issues in ways that people can easily understand;
- Know how to operate directly with a principal and collaboratively across

departments while demonstrating experience managing a team;

- Understand the digital media landscape and current digital trends, with experience overseeing a digital program;
- Have a strong record of advocating for progressive values;
- Be willing to staff the Congresswoman for press, and work weekends and irregular hours.

Responsibilities include but are not limited to:

- Developing and executing the office's communications strategy for Capitol Hill and Seattle, including national and local press, messaging, writing, events, and digital;
- Working directly with the Congresswoman to prepare and staff her for interviews, speeches, press conferences, public events, roundtables, and other opportunities;
- Building and sustaining strong relationships with local and national reporters (including Capitol Hill reporters, local reporters, and issue-specific reporters at national outlets), editors, columnists, producers, bookers, and advocacy groups;
- Proactively and strategically engaging in media outreach, including pitching reporters while also fielding and responding to press inquiries at the local and national levels;
- Serving as the spokesperson (on the record, on background, and off the record) for the Congresswoman;
- Drafting written materials including press statements, quotes, speeches, remarks, op-eds, press releases and advisories, and talking points;
- Designing creative plans to effectively roll out legislation, letters, and other policy initiatives that include press components, and events;
- Overseeing a robust, aggressive, engaging, and data-driven online communications program;
- Supervising and partnering with the Digital Manager, who manages all digital and online content, to maintain strategic messaging across official channels while collaborating with Progressive Caucus staff;
- Working collaboratively with the District Office to ensure a consistently strong local/state media presence while collaborating with the legislative team on a daily basis.

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

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

Qualified candidates should include the following in their application:

- Résumé
- Cover letter

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

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

MEM-018-22 U.S. Representative Jimmy Panetta seeks a **Legislative Assistant** to lead the Member’s work on health care, immigration, housing, transportation, social security, social justice, criminal justice, equality, and government and postal reform issues. The position manages priority legislation and requires working closely with diverse coalitions of stakeholders and advocates located in the district on California’s central coast.

Applicants should have experience in formulating legislation and planning the pathway for the legislation to become law. Other duties include drafting talking points, memos, and recommendations on legislation and floor proceedings, representing the Member before stakeholders, federal agencies and constituents, travel to the district, and frequent outreach and involvement with constituents.

This is not an entry-level position. Qualified applicants have at least two years of experience in a congressional office or in a position primarily involved in legislative and policy affairs. The position also requires strong interpersonal communication skills, the ability to manage multiple assignments and deadlines simultaneously, and a will to work across the aisle to advance bipartisan initiatives.

Successful applicants must have superior written, verbal, research, analytical and problem-solving skills. Candidates must be able to perform under pressure and possess a strong work ethic, a commitment to public service, and an understanding of what it takes to be a part of a successful team effort.

Interested applicants should send a cover letter, resume, two writing samples of one page or less and three references with “LEGISLATIVE ASSISTANT” in the subject line to 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-017-22 The Office of Congressman Brad Sherman (CA-30) is seeking to fill a job opening for a **field deputy** position in the (Sherman Oaks) district office.

The responsibilities include:

- Attending and speaking at meetings and events hosted by constituents, community organizations and government agencies;

- Advising the Congressman and senior staff on policy developments and the viewpoints of stakeholders by preparing briefing materials and post-event memoranda;
- Working with staff members and community leaders to plan and participate in outreach events;
- Interacting with constituents via phone, e-mail and in-office meetings, and providing assistance with federal agencies.

Applicant should be organized, professional, highly motivated and must possess strong writing, typing and interpersonal skills. Must be able to work in a fast-paced environment and meet deadlines. Proficiency with Microsoft Office and database software preferred. Past experience in a non-profit or government field is highly regarded.

Candidate should have graduated from an accredited four-year college or university with a bachelor's degree. Applicant should expect weekend, holiday and after-hours assignments.

Salary commensurate with experience. We offer a generous student loan reimbursement package.

Please submit cover letter and resume attn: Scott Abrams to scott.abrams@mail.house.gov

No calls please.

MEM-016-22 U.S. Congressman Ed Case (Hawai'i - 01) is seeking a **Scheduler/Administrative Assistant** for his Washington, D.C. office.

Scheduling duties include but are not limited to managing all aspects of the Congressman's daily and long-term schedule in D.C., Hawai'i and elsewhere. Other duties include coordinating and implementing administrative functions of the D.C. office, including constituent mail, tours requests, inventory management and records management. Direct report is to the Chief of Staff, although the individual will work closely with the Deputy Chief of Staff and the Congressman is routinely involved in all aspects of his office operations.

Preference given to (1) prior Capitol Hill experience, (2) prior scheduling experience and (3) Hawai'i background. Applicants are asked to detail these attributes in their application package. The position also requires initiative, strong interpersonal skills, multitasking, the ability to work independently and effectively under pressure, make decisions and solve problems, orientation to detail, excellent verbal communication and writing skills, and long hours especially adjusting to changing time zones.

To apply, please send a resume, cover letter, three references and two short

writing samples to HI01resumes@gmail.com with “Scheduler/Administrative Assistant” in the subject line. Please, no phone calls, faxes or drop-ins.

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

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

The ideal candidate is detail-oriented, hands-on, a strong writer, a team player, and can work under tight and simultaneously competing deadlines. Interested applicants should email a cover letter and resume to: ResumesOR@mail.house.gov

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

Southern California Republican Member of the House

Are you looking for an exciting and fast-paced career in public service? A Southern California Republican has an immediate need to hire a full-time Field Representative. We are looking for an enthusiastic and motivated individual to join our high-energy team.

Basic Functions

The Field Representative serves an important role in the Member’s Congressional District, acting as a liaison with federal, district, and local agencies for the Member and constituents. They are responsible for strengthening community relations and assessing casework for problems requiring legislative action and/or Congressional oversight.

Duties

Under the supervision of the Chief of Staff and the District Director, the Field Representative briefs the Member in preparation for district meetings with constituents and acts as the representative for the Member by attending events and meetings. This includes public speaking and certificate presentations. The Field Representative will:

- Ensure outreach efforts align with the Member’s strategic vision and goals
- Coordinate closely with staff to ensure district priorities are reflective in legislative priorities
- Build and maintain relationships with constituents and key community leaders

- Inform the District Director and Member on up-and-coming issues in the district
- Perform constituent services and casework as assigned

Requirements

- Expertise developing and executing a community relations strategy
- Experience in maintaining relationships with constituents and community leaders
- Political savvy and comfort navigating complicated situations
- Strong written and verbal communication skills, including public speaking skills
- Ability to multi-task, manage time effectively, and adapt to changing priorities
- Candidates must be able to work a flexible schedule, including nights and weekends
- Constituent service oriented; patient empathetic, with a desire to help constituents

Position Qualifications/Education

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

Salary and Application Deadline

Salary starts at \$3,500 per month. Salary commensurate with experience. Applications will be accepted until position is filled.

Submit a cover letter and resume to

Stephanie Hu, District Director

Stephanie.Hu@mail.house.gov

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

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

Responsibilities include but are not limited to:

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

The ideal candidate will be/must have:

- Passionate about public service and committed to democratic values;
- Strong writing, communication skills and be detail-oriented;
- Have advanced experience with spreadsheets and forms,
- A poised, confident, self-starter, and team-player with a sense of humor; and
- The ability to work in a high-paced environment.
- The ability work weekends and holidays
- Have reliable transportation, auto insurance and a clean driving record
- Currently enrolled in an ungraduated degree program at a college or university or have a minimum of a bachelor's degree in the related fields of human services or social work, and a minimum of one-year relevant experience in community or human services.

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

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

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

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

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

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

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

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