



U.S. House of Representatives

**CAO**

CHIEF ADMINISTRATIVE OFFICER

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**MEMBER AND COMMITTEE VACANCY LISTING**

**Week of August 14, 2023**

**MEM-436-23** Senior Republican Member of Congress seeks a dependable and energetic **staff assistant** for the Washington, D.C. office.

Primary responsibilities include answering phones, processing mail, meeting and greeting visitors to the office, processing flag and tour requests, and supporting staff with a variety of tasks, including driving the Member to appointments.

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

Send resumes to [Renee.Gamela@mail.house.gov](mailto:Renee.Gamela@mail.house.gov) with the subject line: PA Staff Assistant. No calls or walk-ins please.

**MEM-435-23** The Office of Congresswoman Barbara Lee - a senior progressive appropriator and member of House leadership - seeks an experienced, highly-motivated **Senior Legislative Assistant**.

The Senior LA will be responsible for handling the following issues areas and caucuses, with some flexibility: LHHSED Approps Subcommittee and issues (Health, Labor, Education), Ag Approps Subcommittee and issues, CAPAC

Health Task Force, Health Equity and Accountability Act, HIV Caucus, CBC Domestic Health Task Force, Sickle Cell Caucus, Poverty Task Force

The Senior Legislative Assistant will be responsible for jumping in to handle Farm Bill priorities amid ongoing negotiations and will ideally overlap with the outgoing Sr. Legislative Assistant for 1-2 weeks in late August/early September.

Responsibilities will include drafting and advancing legislative proposals, preparing the Member for hearings and markups, meeting with stakeholders and constituents, providing vote recommendations, and performing additional tasks as assigned.

The best-qualified candidates will have experience in health policy and ideally additional issue areas, Hill experience, strong writing and analytical skills, and the ability to operate with grace and humor in a fast-paced environment. Other advantages include experience in an Appropriator office, ties to California, and advanced education. This is not an entry-level position.

Starting salary is \$85,000 for Senior Legislative Assistants; prior experience as a Legislative Assistant is required for the Senior title.

Applicants should email a cover letter, resume, one writing sample, and three references to [Lee.resumes@mail.house.gov](mailto:Lee.resumes@mail.house.gov) with “Sr. Legislative Assistant – [Last Name]” as the subject line.

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

**MEM-434-23 Communications Director** Opening – Congresswoman Lois Frankel (FL-22) is hiring a Communications Director to lead, manage, and execute a fast-paced and proactive communications operation.

Qualified candidates should possess strong writing and editing skills, high proficiency with social media platforms, creativity, an understanding of local and national issues, experience communicating with local and national press, and experience managing press events. The Communications Director will work closely with the Member and staff and manage a Press Secretary. Occasional travel to the District will be necessary.

This is not an entry-level position.

Salary range is \$85,000 - \$95,000 depending on experience, and includes health insurance, student loan repayment, and other competitive benefits. Please complete the google form at [tinyurl.com/FL22CD](https://tinyurl.com/FL22CD) Monday, August 28th at 5:00 PM. Applications will be reviewed on a rolling basis.

**MEM-433-23** Rep. Josh Gottheimer seeks qualified candidates for the position of **Scheduler** in his DC office.

Ideal candidates will have:

- Experience in a Congressional office, on a political campaign, or in another fast-paced administrative environment, with a strong preference for past Congressional experience.
- Excellent attention to detail, and strong organizational skills.
- Sound judgment.
- Strong communication skills.
- The ability to anticipate challenges and proactively offer solutions.
- The ability to thrive in a fast-paced environment.
- The ability to work flexible hours including weekends and evenings.

Responsibilities include:

- Maintaining the Member's daily and long-term District schedule.
- Supporting the operations team across DC and District needs.
- Working with a variety of stakeholders to balance the Member's time between commitments.
- Working with the scheduling team to evaluate incoming requests and invitations.
- Working with the operations team to ensure that briefing materials are provided for each event and meeting.
- Coordinating travel arrangements.
- Assisting with office management responsibilities, and performing other duties as required.

This office is an equal opportunity employer. Women, people of color, and LGBTQ candidates are strongly encouraged to apply. Please send a resume and cover letter with "Scheduler - Last Name" as the subject line to [NJ5Jobs@mail.house.gov](mailto:NJ5Jobs@mail.house.gov).

**MEM-431-23** Congresswoman Bonamici seeks a highly organized and detailed-oriented **scheduler** for her Washington, D.C. office.

Main responsibilities will include organizing and tracking invitations, speaking engagements, and scheduling requests for the Member and staff, booking travel reservations, reserving briefing rooms, managing White House tour requests using TourTrackr, drafting correspondence for member, and coordinating closely with district office team.

Additionally, the scheduler will work closely with the chief of staff to ensure smooth overall D.C. office/staff operations. Ideal candidates will remain flexible and calm under pressure, have excellent written and verbal communications skills, strong interpersonal skills, and must be able to navigate competing demands while anticipating the Member's needs.

This position will include driving the member in D.C. in the member's car, a valid driver's license is required. Some non-traditional hours are needed when booking last-minute travel. Women, people of color, LGBTQIA+ individuals, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. Oregon ties are a plus. Annual salary range: \$55-\$58K + annual bonus, commuter/parking benefits, health insurance benefits, student loan reimbursement.

Please email resume and cover letter to [Rachael.Bornstein@mail.house.gov](mailto:Rachael.Bornstein@mail.house.gov).

**MEM-430-23 PA-12 Legislative Director**

Congresswoman Summer Lee (D-Pittsburgh) has an immediate need to hire and experienced Legislative Director in the Washington D.C. office in a full-time capacity. Interested candidates are encouraged to submit a resume and cover letter by 8/22. The office will contact the best qualified candidates to begin our interview process on a rolling basis.

**Job Expectations:**

The Legislative Director plays an essential leadership role in the office by working closely with the Chief of Staff in assisting with the formulation of the Member's policy and legislative strategy. The Legislative Director will maintain status reports on all legislation affecting the district and legislation in which the Member is a principal sponsor or cosponsor. The Legislative Director may also manage and oversee the performance of the legislative team (e.g., legislative assistant, legislative correspondent). Congresswoman Lee currently sits on the House Committee on Oversight and Accountability and the House Committee on Science, Space, and Technology and has a long-term interest to join the House Judiciary Committee and the House Committee on Energy and Commerce.

**Salary Level/Range:**

Commensurate with Experience

**Job Duties:**

- Advises the Member on all legislative policy areas
- Assists in the development of policy positions and legislative initiatives
- Maintains up-to-date status reports on all legislation affecting the district, legislation in which the member is a principal sponsor, or legislation which the Member is a cosponsor
- Monitors and reports floor action to the Member and the Chief of Staff
- Manages and supervises the Member's legislative staff
- Coordinates responses to all legislative mail

**Requirements:**

- Experience researching public policy and preparing legislative recommendations for a Member of Congress required
- Deep understanding of House floor and committee procedures

- Strong written and verbal communication skills
- Politically savvy and able to navigate challenging situations
- Experience collaborating and forming partnerships to advance legislative agendas
- Comfortable making swift decisions and advising a Member of Congress on important issues
- Able to manage a team of staff members and accomplish desired outcomes
- Strong time management and organization skills

Preferences:

- Bachelor's degree in government, political science, public policy, or related field
- A demonstrated interest in public service

Applicant Instructions:

All interested candidates are encouraged to submit a cover letter and resume by 8/22 to [Wasi.Mohamed@mail.house.gov](mailto:Wasi.Mohamed@mail.house.gov). Please add PA-12 Legislative Director to the subject line.

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-425-23 Scheduler/Director of Operations** Opening -- Congresswoman Lois Frankel (FL-22) seeks an organized and proactive administrative professional to serve in a scheduling and operations role in the Washington, DC office.

Title and salary will depend on experience and qualifications. This position will manage the front office, maintain the Member's daily and long-term schedule, coordinate all official travel, drive the Member when in session, and be the operational liaison for the office, working closely with the Chief of Staff and the Member.

Essential strengths of ideal candidates include strong communication abilities, attention to detail, discretion, excellent constituent service skills, and the ability to execute multiple competing priorities in a fast-paced environment. Applicant must have access to a reliable vehicle. Previous Hill and scheduling experience is preferred.

Women, people of color, LGBTQ+ people, and members of other minority or marginalized groups are strongly encouraged to apply. We are an equal opportunity employer and do not discriminate against candidates on the basis of race, ethnicity, religion, sex, gender, sexual orientation, gender identity, disability status, or veteran status.

Salary range is \$65,000 - \$85,000 depending on experience, and includes health insurance, student loan repayment, and other competitive benefits. To apply, please complete the google form at [tinyurl.com/FL22Scheduler](https://tinyurl.com/FL22Scheduler) by Monday, August 21<sup>st</sup> at 5:00 PM. Applications will be reviewed on a rolling basis.

**MEM-424-23** Congresswoman Susie Lee (NV-03) seeks an experienced **Legislative Assistant** to join her Washington, D.C.-based legislative team.

The Legislative Assistant will help implement the Member's agenda within the Appropriations Committee and across authorizing committees and manage a portfolio including, but not limited to, health care, financial services, transportation, and infrastructure issues.

This is not an entry-level position and sound policy judgement is required. Candidate should have a strong track record of translating policy priorities into successful legislative outcomes and developing proactive relationships with on- and off-Hill stakeholders.

Candidate will be expected to frequently brief and staff the Member and demonstrate strong verbal communication skills. Candidate should also be coachable, responsive to feedback, and enjoy working in a team-first, collaborative work environment. Candidate will work directly with the Congresswoman, Chief of Staff, Legislative Director, and intra- and inter-departmental peers to advance the Congresswoman's authorizing and appropriations priorities. Nevada ties are a plus.

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, writing sample of 1,000 words or fewer, and three references (including name, current title and organization, phone number, email, and relationship to the reference) to [nv03resumes@gmail.com](mailto:nv03resumes@gmail.com) with the following subject line: "Full Name – Legislative Assistant."

**MEM-422-23** **DIGITAL DIRECTOR / PRESS SECRETARY** – Congressman Mark Pocan (WI-02), member the House Appropriations Committee, is seeking a highly motivated, detail-orientated, and energetic individual with experience in digital media strategy and video editing for a Digital Director / Press Secretary position.

Daily tasks include managing and creating a steady stream of digital content for member's social media platforms and website; graphic design; video filming and editing; daily press clips; managing in-district media relations; drafting releases, newsletters and advisories; and organizing press events. The ideal candidate will

be creative, have a strong proficiency in crafting digital content, experience coordinating with media, and be a detail-oriented team player able to handle multiple tasks at once.

Excellent writing and strong organizational skills are essential, along with the ability to be a self-starter while working in a fast-paced environment. Capitol Hill experience is a plus, but not required. A sense of humor is greatly appreciated, and the position reports to the Communications Director.

This is not an entry-level position. Qualified candidates should submit a cover letter, resume, two writing samples, and an example of previous digital media or graphic design projects to [WI02JobOpening@gmail.com](mailto:WI02JobOpening@gmail.com) with “Digital Director / Press Secretary” in the subject line. Job opening closes COB on Friday, August 25th. No phone calls, faxes, or drop-ins please.

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, national origin or citizenship status, sex, gender identity or expression, pregnancy, sexual orientation, age, disability, or military status.

**MEM-421-23    Communications Director** for Rep. Jonathan L. Jackson (D-IL-01)

**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, August 18, 2023. 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:**

- Reports to Chief of Staff and Deputy Chief of Staff;
- Develops and implements media and communications strategy for the Member;
- Tracks current legislative and non-legislative issues about which the Member may be questioned;
- Evaluates current events and media reports in the district and the nation for their impact on the Member;
- Provides ideas and advice on the effect in the media of the Member's actions and

legislative activities;

- Writes remarks and speeches for the Member; and
- Performs other duties as assigned.

Requirements:

- Bachelor's or master's degree;
- 2-5 years of Capitol Hill experience (this is NOT an entry-level position);
- Strong writing, editing, and proofreading skills;
- Strong relationships with reporters and ability to regularly pitch stories;
- Understanding of print, digital, and broadcast media;
- Knowledge of current issues and events in which the Member is involved; and
- 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, August 18, 2023, to LaTreshia Hamilton at [LaTreshia.Hamilton01@mail.house.gov](mailto: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-419-23** The Office of Congresswoman Summer Lee seeks a highly motivated **digital assistant** to support the Communications Director in all aspects of the office's fast-paced and dynamic communications operation, including executing day to day social media and rapid response, helping develop social media strategy, designing social media and digital content for the Congresswoman, and media monitoring. This role reports to the Communications Director. Progressive values, creativity, and ability to respond rapidly are a must.

**SKILLS AND KNOWLEDGE REQUIRED:**

- Strong sense of virality on social media; narrative voice
- Ability to perform rapid response based on breaking news, memes and trends
- Proven track record developing and executing multi-platform communications and digital campaigns
- Writing, editing, and proofreading - especially social media posts
- Experience creating content using Adobe Suite (Illustrator, Photoshop and Premiere or Premiere Rush) – or equivalent tools
- Strong organizational skills, and ability to manage multiple tasks at once;
- Knowledge of news cycle and current issues and events in which the Congresswoman is involved;
- Ability to work cooperatively and courteously with others.



#### ESSENTIAL JOB FUNCTIONS:

- Support implementation of digital communications and public relations strategies for the Congresswoman;
- Compile daily press clips and stay informed about current events in the district and across the country for their impact on the Congresswoman;
- Draft social media content and other written materials, and manage all of the Congresswoman's social media accounts (twitter, Instagram, FB, Tiktok)
- Develop branding guide, create graphics, film and edit photos and videos, including clipping, captioning and branding;
- Manage the Congresswoman's website and set up robust digital archives and analytics trackers for the Congresswoman;
- Staff digital events and video recordings with the Congresswoman;
- Support with logistics for town halls, press conferences, and other public-facing engagements, both virtual and in-person;
- Remain abreast of current legislative and non-legislative issues about which the Congresswoman may be questioned;
- Support on administrative functions of the office as needed, such as constituent calls and data entry;
- Maintain a good working relationship with the Congresswoman, staff, and constituents;
- Work well under pressure, handle stress, and accept performance-based criticism and direction;
- Work flexible schedule including long hours, nights and weekends, and perform other duties as assigned.

#### WORKING EXPECTATIONS:

- Work is mainly performed in an office environment. Noise levels are usually moderate;
- COVID-19 precautions and remote work expectations can be discussed during the interview process - relatively flexible
- This role is based in Washington, D.C

COMPENSATION: commensurate with experience, along with a competitive benefits package that includes health insurance, dental, federal student loan payments (terms apply)

#### EDUCATION/EXPERIENCE:

Our office prioritizes building a diverse team committed to advocating for the residents of PA-12. 1-3 years of digital, graphic design, press, organizing, or advocacy experience is strongly recommended. Candidates from BIPOC, LGBTQ+, working class, military, and/or other underrepresented communities are strongly encouraged to apply. As a practice as an office we do not require any pre-requisite degrees. Ties to Pennsylvania preferred, but not required.

HOW TO APPLY: Please submit your resume, cover letter expanding on how your unique set of experiences suits you to excel in this role, 3 digital/creative

samples and 3 references to [SummerLeeJobs@mail.house.gov](mailto:SummerLeeJobs@mail.house.gov) with the subject line “Digital/Press Associate” Digital portfolios or websites also accepted for creative samples.

**MEM-405-23** Representative Mike Levin (CA-49) seeks a **Legislative Assistant** or **Senior Legislative Assistant** for a policy portfolio that includes energy, environment, and climate change issues. The policy portfolio includes his work on the House Natural Resources Committee, and key priorities including climate action, clean energy, spent nuclear fuel, and clean transportation. The portfolio will also include other policy issues as needed.

This legislative staffer will work with the Legislative Director and Chief of Staff to advance and execute the Congressman’s legislative agenda both on and off committee. Responsibilities include staffing the Congressman at hearings and markups; developing and analyzing legislation and policy; drafting remarks, hearing questions, talking points, and memos; maintaining strong relationships with constituent and stakeholder groups; drafting letters to stakeholders, the Administration, and other Members; and staffing the Congressman in meetings and at other events.

Candidates should have experience working on environment policy issues, strong written and verbal communications skills, a knowledge of House legislative processes, sound political judgment, and be a willing team member. State or district ties and prior legislative experience in a House or Senate office are a plus.

To apply, please send a resume, cover letter, two writing samples, and a list of three references to [ca49.applications@mail.house.gov](mailto:ca49.applications@mail.house.gov) with “Environment Legislative Assistant” in the subject line. Please send all materials in one PDF document. Incomplete applications will not be considered. Salary range is \$60,000-\$75,000, commensurate with experience.

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

**MEM-402-23** **TITLE: Communications Director**  
**REPORTS TO: Chief of Staff**

**CORE RESPONSIBILITIES:**

- to manage and coordinate communications activities, including pitching media contacts, for the Member and the office; and
- to help lead a robust franking program.

**QUALIFICATIONS:**

- at least one year of congressional experience;

- strong writing, editing, and proofreading skills;
- strong relationships with reporters and ability to regularly pitch stories;
- understanding of print, digital, and broadcast media;
- knowledge of current issues and events in which the Member is involved;
- ability to work well under pressure and to work cooperatively and courteously with others.

**DUTIES:**

- develops and implements media and communications strategy for the Member;
- tracks current legislative and non-legislative issues about which the Member may be questioned;
- evaluates current events and media reports in the district and the nation for their impact on the Member;
- provides ideas and advice on the effect in the media of the Member's actions and legislative activities;
- writes remarks for the Member; and
- performs other duties as assigned.

Applicants should send a cover letter and resume with “Communications Director” in the subject line to [resume.JeffJackson@mail.house.gov](mailto:resume.JeffJackson@mail.house.gov).

**MEM-401-23** Representative Mike Levin (CA-49) seeks **Staff Assistant** for his Washington, DC office.

This position is responsible for managing the front desk, answering the DC office phones, operating the DC office internship program, coordinating constituents’ tour and flag requests, planning and drafting basic correspondence, and handling additional administrative duties of the office as needed.

The staff member in this role interacts regularly with constituents and should have a friendly, helpful demeanor. The ideal candidate should have strong written and verbal communications skills, extreme attention to detail, and a positive attitude. A working knowledge of legislative issues is a plus.

This staff member should also be a self-starter who likes to solve problems and works well with a team. Strong organizational skills and a passion for helping others are essential to this role.

To apply, please send a resume, cover letter, two writing samples, and a list of three references to [ca49.applications@mail.house.gov](mailto:ca49.applications@mail.house.gov) with “Staff Assistant” in the subject line. Please send all materials in one PDF document. Incomplete applications will not be considered. Salary range is \$45,000-\$50,000, commensurate with experience.

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

expression, or sexual orientation. We deeply value the diversity of our employees and encourage candidates from diverse backgrounds to apply.

**MEM-400-23** 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 working closely with the Chief of Staff and Communications Director 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 required.
- At least 2 years of management experience.
- Thorough understanding of the legislative process
- 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](mailto:stephanie.moore@mail.house.gov) with “Legislative Director/Counsel” in the subject line. All applications must be received by August 15, 2023, and anticipate a start date in late September or early October. 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-394-23** Congressman Dan Kildee (MI-08) seeks a full-time **legislative assistant** in Washington, D.C.

The legislative assistant will be responsible for important issues areas such as worker and family support, education, labor, transportation, among other issues, in a fast-paced congressional office for a member of House Democratic Leadership on the Ways and Means Committee and Budget Committee. Responsibilities are wide-ranging, including drafting bills and amendments; developing strategic plans to advance legislation through Congress; staffing committee meetings; interacting with constituents and district stakeholders, committee/leadership committee staff and federal agencies; and writing policy briefing memos and talking points.

Candidates must have a self-starting personality, passion for public service, strong written and verbal communication skills and an eagerness to work on a team in a collaborative office environment. This is not an entry-level position. A minimum three years of relevant work experience is required. Michigan ties preferred.

Qualified candidates should submit a resume, cover letter and a writing sample to [kildeejobs@gmail.com](mailto:kildeejobs@gmail.com). Please no walk-ins or phone calls.

**MEM-391-23** **Deputy Chief Counsel**, House Natural Resources Committee Democratic Staff The U.S. House of Representatives Committee on Natural Resources, Democratic Staff, seeks qualified candidates for a Deputy Chief Counsel or Deputy Parliamentarian to support the full Committee Chief Counsel.

#### Responsibilities

The primary responsibility of the position is to assist in advising the Ranking

Member and other Committee Democrats on the rules and the procedures of the Committee and the House.

The position entails: legislative drafting; jurisdictional analysis; advising on parliamentary procedure; acting as liaison to Republican staff, other congressional committees and offices, and Executive agencies; and providing general legal counsel to the Ranking Member and Democratic Staff.

#### Qualifications

A strong academic background and exceptional research and writing skills are required. The ideal candidate has excellent discretion and judgment. The position requires close attention to detail, strong organizational skills, and an aptness for precision.

The following will be weighed positively but are not required: familiarity with the legislative process and parliamentary procedure; legislative drafting experience; Hill experience; law school and legal profession experience; background in the substantive law in the Committee's jurisdiction, including Federal Indian Law, the National Environmental Policy Act, statutes governing the conservation and development of public lands and waters, laws regarding fisheries and wildlife, and laws relating to the U.S. territories and the Freely Associated States.

The position is based in Washington, DC. The staffer must work in-office when the House is in session and as needed. This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, age, disability, military status, parental status, marital status, sexual orientation, or any other factor or basis prohibited by applicable federal law. Applicants with disabilities who require reasonable accommodation to participate in the application or hiring processes are encouraged to request an accommodation at any time during those processes.

#### Compensation

Salary is commensurate with experience. The office offers benefits, including competitive options for health, dental, vision, and life insurance; retirement match; student loan repayment program; and transit/parking benefits.

Interested applicants should submit materials to [NRDems.Resumes@mail.house.gov](mailto:NRDems.Resumes@mail.house.gov) with the subject line "HNRC Deputy Chief Counsel" by COB Monday, August 21, 2023. Include a cover letter, résumé, references, and two writing samples.

This posting will be removed once the position has been filled.

**MEM-390-23**    **JOB SUMMARY:**

The Office of General Counsel (“OGC”), which provides legal advice and representation to Members, committees, officers, and employees of the House on matters related to their official duties without regard to political affiliation, is accepting applications for the position of **Assistant General Counsel**.

Core responsibilities include: drafting district court pleadings and appellate briefs; appearing in court in litigation matters in which the House or individual Members, officers, or employees have an official interest; analyzing legal problems presented by House Members, committees, officers, and employees, and formulating recommended solutions; advising and counseling House Members, committees, officers, and employees on a wide range of legal issues; gathering facts necessary to permit OGC to provide sound legal advice; interacting with House leadership, committees, and other House offices; interacting with opposing counsel (both government and private); representing witnesses in connection with investigative proceedings; performing legal research on issues of constitutional, statutory, and common law; and working closely with other OGC attorneys and support staff in performing these functions.

**QUALIFICATIONS:**

Minimum Requirements: (1) excellent academic credentials; (2) at least one year of experience as a practicing attorney; (3) excellent writing, analytical, and people skills; (4) excellent judgment; (5) ability to work with, and to provide high quality legal advice and representation to, House Members, committees, officers, and employees, without regard to political affiliation; and (6) appreciation of—or at least the desire to learn about and understand—the role and functioning of the Legislative Branch.

Preferred Qualifications: (1) judicial clerkship or other government experience; (2) experience drafting dispositive motions in federal district courts and/or briefs in federal courts of appeals; and (3) understanding of structure and operations of the Federal Government, particularly the House of Representatives and the Department of Justice.

Information about OGC is available at <https://ogc.house.gov>  
Email cover letter, resume, transcript, list of references, and writing sample to [OGC.Employment@mail.house.gov](mailto:OGC.Employment@mail.house.gov). Application deadline, August 24, 2023.

Please include in the email subject line “Assistant General Counsel Vacancy.”

**MEM-383-23**    Congresswoman Nanette Diaz Barragán (CA-44) seeks a **District Director** with management experience to oversee all operations of the district office – the main office located in the Bixby Knolls neighborhood of Long Beach.

The District Director will oversee management and operation of the District Office, serve as liaison to local organizations and elected officials, manage a team of 5-8 in the District including interns, and develop and implement long-term strategic plans, including but not limited to outreach, casework, and grants programs.

This position is responsible for recruiting, hiring, training, and managing district staff and ensures that district staff complies with office policies, practices, and procedures; represents the Member assigns appropriate staff to do so at events or functions through the district as needed and will serve as the primary liaison between the Congresswoman, constituents, and entities in the district.

The District Director will also be responsible for strategizing, developing, and implementing constituent outreach plans, managing casework, work with the Chief of Staff and Scheduler to plan the Congresswoman's short- and long-term in-district schedule and community events, manage a varied policy issue and community portfolio. The District Director acts as an advisor for the Congresswoman on local issues and concerns, politics, and other developments throughout the district, the Los Angeles metropolitan area, Southern California, and the state.

Qualified candidates will demonstrate significant management experience (federal, state, or local government management experience are a plus), strong oral and written communications skills, strategic planning abilities, self-motivation, and outreach experience to local and state organizations. An ability to work collaboratively with district office staff as well as D.C.-based legislative and communications staff is required.

Excellent oral and written communication skills are critical to the success of the candidate, as well as knowledge of the local, county, and statewide processes. The ideal candidate is energetic, detail-oriented, able to multi-task, politically astute, and willing to work including evenings and weekends as needed in a fast-paced and results-oriented setting.

The position requires the ability to multi-task, work well under pressure and the flexibility to work long hours, including nights and weekends. Candidates from diverse backgrounds encouraged to apply. Knowledge of the district and Los Angeles ties are a plus.

Candidates should send a cover letter, resume, appropriate writing samples, and three references with "CA44 District Director" in the subject line to [CA44Resumes@mail.house.gov](mailto: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-382-23** Representative Nanette Diaz Barragán (CA-44) seeks an experienced **Communications Director** to lead a fast-paced and highly engaged press operation. Applicants must be creative, dynamic, proactive, and energetic. Starting salary is \$80,000 - \$100,000, commensurate with experience.

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, including coordinating and managing the press team; 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 and franked mailings.

They are also responsible for working with the Member, Chief of Staff, Legislative Director, and District Director to develop and coordinate core messaging. The Communications Director is responsible for maintaining the Congresswoman's voice across all communications materials, with an emphasis on clarity, relatability, authenticity, and connecting the Congresswoman's values and advocacy to a diverse constituent base.

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

- Los Angeles Metro/Southern California ties are a plus.
- Fluency in Spanish is a plus.
- Experience with video editing and graphic design are a plus.
- Experience with national media contacts both print and digital, as well as with radio/TV bookers and producers is a plus.

Additionally, the Communications Director must be willing to work extended hours and oftentimes under time constraints, while maintaining a positive attitude.

Candidates should submit a resume, cover letter including salary requirements, and two writing samples with the subject line "Communications Director" to [CA44Resumes@mail.house.gov](mailto: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-374-23** The Office of Rep. Abigail Spanberger (VA-07) is seeking an experienced, highly-motivated **Legislative Assistant** or **Senior Legislative Assistant** to handle the Congresswoman's Agriculture Committee work, in addition to other relevant policy issues.

The Legislative Assistant will be responsible for handling the following portfolio, with some flexibility: Agriculture (including all work related to the Farm Bill and the Agriculture Committee), Energy, Environment & Climate Change, Transportation & Infrastructure, Rural Broadband/Telecom.

The Legislative Assistant will be responsible for jumping in to handle Farm Bill priorities amid ongoing negotiations and will ideally overlap with the outgoing Legislative Assistant for 1-2 weeks in late August/early September.

Responsibilities will include drafting and advancing legislative proposals, preparing the Member for hearings and markups, meeting with stakeholders and constituents, providing vote recommendations, working with the House and Senate Agriculture Committees to advance our Farm Bill priorities, and performing additional tasks as assigned.

The best-qualified candidates will have policy experience in Agriculture and ideally additional issue areas, Hill experience, strong writing and analytical skills, and the ability to operate with grace and humor in a fast-paced environment. Other advantages include experience in a frontline office, ties to Virginia, and advanced education. This is not an entry-level position.

Starting salary is \$65,000 for Legislative Assistants and \$70,000 for Senior Legislative Assistants; prior experience as a Legislative Assistant is required for the Senior title.

Applicants should email a cover letter, resume, two writing samples, and three references to [Spanberger.Inquiries@mail.house.gov](mailto:Spanberger.Inquiries@mail.house.gov) with "Legislative Assistant – [Last Name]" as the subject line.

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

**MEM-360-23    Speechwriter**

Congressman Glenn Ivey (MD-04) seeks a gifted writer with a strong sense of history and a knowledge of and familiarity with the great orators and speeches of our time. Responsibilities include drafting remarks for events and the floor; drafting and editing correspondence to constituents and federal agencies; and drafting statements for social media and press, including Op-Eds.

The ideal candidate is a self-starter aware of the major issues and debates dominating the floor and capturing the public imagination. We are seeking someone who can generate ideas and develop clean, quality, and prompt drafts for One Minutes on a weekly basis, as well as delve into longer-form remarks out in the district that eschew platitudes but are strengthened by data and detailed policy solutions.

A successful candidate need not have a depth of expertise in any one area but a working knowledge of many areas, a well-informed student of current events who is naturally curious and constantly learning. The position would additionally involve working on a portfolio of issues – meeting with advocacy groups in those areas and assisting the legislative team as projects come up – but an applicant should consider themselves a writer first and foremost. Knowledge of the district is a plus.

Job title and pay will be commensurate with work experience. We are open to negotiation on whether the role can be full time or part time; whether it can be remote or in person. Please submit a cover letter, resumé, two-to-three references, and a writing portfolio (as many samples as you are proud to showcase) to [md04resumes@gmail.com](mailto:md04resumes@gmail.com) with the subject line: “Full Name – Speechwriter.” We will accept applications until the position is filled.

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.

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-359-23    Legislative Assistant/Counsel**

Congressman Glenn Ivey (MD-04) seeks a seasoned legislative staffer for 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 a J.D. degree are strongly encouraged to apply, and experience working on legislation as a permanent staffer for a minimum of two years is required.

The ideal candidate is a student of politics and government who is well-versed in current events and possesses a working knowledge of a diverse array of issues. We are seeking a strong writer, particularly one adept at drafting powerful remarks for the floor, with a track record of successfully developing and advancing legislation, preparing and staffing the Member for committee hearings and markups, and managing a broad policy portfolio.

Responsibilities also include developing and drafting bills, amendments, letters, policy statements, talking points, op-eds, memos, and reports; planning and organizing briefings and other events; managing relationships with local, state, and national stakeholders; tracking legislation; handling vote recommendations; building coalitions of diverse, bipartisan stakeholders to advance legislative priorities; and assisting organizations and constituents in the district with federal matters.

Job title and pay will be commensurate with work experience. 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](mailto:md04resumes@gmail.com) with the subject line: “Full Name – Legislative Assistant / Counsel.” 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-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](mailto:vincent.evans@mail.house.gov). No walk-ins or calls please.

**MEM-323-23** **Constituent Liaison:** Senior Democratic Member of Congress seeks an energetic, organized, creative, self-starter to join the District Office of her very active and visible constituent services staff.

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

Candidate must be able to work with patience and skill in resolving the problems of constituents and handle multiple tasks and issues effectively while making sure agencies respond in a timely manner and assuring our office responds to constituent requests and concerns while meeting deadlines.

A successful candidate will be able to work independently and think outside the box about various constituent issues and community events. Prior community or casework experience is helpful. The ideal candidate will have significant experience interacting with the public, excellent writing and communication skills and a working knowledge or strong interest in the District of Columbia and

its local government. Candidate must possess a bachelor's degree and be, or be willing to become, a resident of the District of Columbia.

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

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

**MEM-305-23 DPCC COMMUNICATIONS DIRECTOR** – The House Democratic Policy and Communications Committee seeks an experienced Communications Director.

The Communications Director will work with the Executive Director to design and execute strategies that advance the message priorities and values of House Democrats; create messaging guidance, event suggestions, sample releases, and other communications tools; help Democratic offices pitch stories, hold strong local press events, and position Members in the media; and assist in bolstering paid communications programs in Democratic offices.

The Communications Director is also expected to assist with the planning and execution of regular DPCC message meetings and policy dinners; support DPCC outreach initiatives; and assist with daily tasks and long-term planning. Spanish language fluency and experience with constituency media is strongly preferred.

This is not an entry-level position; a strong background in communications on Capitol Hill is required. DPCC is an equal opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ+ identification, family status, or military status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.

Applications will be accepted on a rolling basis until the position is filled. DPCC will contact the best qualified candidates to begin our interview process.

To apply, please email [jobs.DPCC@mail.house.gov](mailto:jobs.DPCC@mail.house.gov) with the following application materials attached as one combined PDF: 1. Cover letter; 2. Résumé; 3. Two writing samples, with one coming from work on Capitol Hill; and 4. Two references including name, current title and organization, phone number, email, and a one-sentence description of your relationship to the reference (we will not contact these references without contacting you first).

**MEM-300-23** Congressman Steven Horsford (NV-O4) seeks a highly motivated, hard-working, skilled and experienced **Legislative Director** to help shape and manage a robust legislative portfolio.

Congressman Horsford is a member of the Armed Services and Financial Services Committees, Chair of the Congressional Black Caucus, and an active frontline member. Previous legislative experience on Capitol Hill is required, and Nevada ties are a plus. Ideal candidates will have experience managing and mentoring staff, thinking strategically and will possess a sophisticated understanding of the legislative process, along with excellent writing, organizational and time management skills. The ideal candidate will primarily be responsible for managing a legislative portfolio that consists of healthcare, taxes, gun violence prevention, and other issues.

Candidates should be creative, proactive and self-motivated, and have an ability to operate effectively under pressure and work closely in a team atmosphere in this fast-moving, dynamic office.

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, age, disability, military status, marital or parental status. Women, people of color and LGBTQAI+ candidates are strongly encouraged to apply, as are candidates with Nevada ties.

Salary is competitive and commensurate with experience, along with generous benefits and professional development opportunities.

Interested candidates must include a cover letter, resume, two page max writing sample and three professional references in a single PDF file.

Email submissions to the Director of Administration, Selena Harvey at [nv04resumes@mail.house.gov](mailto:nv04resumes@mail.house.gov). Subject line must read " MEM-NV04-LD-23\_last name". No calls please. Individuals selected for an interview will be contacted.

**MEM-276-23** TITLE: **Research Assistant**, Subcommittee on Disability Assistance and Memorial Affairs, House Committee on Veterans' Affairs, Majority Staff

REPORTS TO: Majority Staff Director, Subcommittee on Disability Assistance and Memorial Affairs

**CORE RESPONSIBILITIES:**

- Provides administrative, legislative, and research support to Subcommittee staff, and assists with duties as assigned.

#### DUTIES:

- Answering the telephone and responding to caller inquiries;
- Reviewing incoming mail and preparation of correspondence;
- Maintaining Subcommittee archive, activities report, and relevant publications;
- Assisting with full Committee hearings on matters within Subcommittee jurisdiction;
- Maintaining the Subcommittee's outstanding deliverable requests made to the Department of Veterans Affairs (VA);
- Determining and tracking the status of pending legislation;
- Reviewing the Congressional Record, Federal Register, House Calendar, and other publications for matters of interest to subcommittee Members and staff;
- Participating in staff-level negotiations, to include knowledge of background information on legislation being considered;
- Assisting Subcommittee staff in organization of, and preparation for, hearings, to include determination of Majority agenda, briefing of Members, and development of questions;
- Conducting meetings with VA, veteran service organizations or other scheduled parties;
- Drafting remarks for Chairman and suggested questions for hearings;
- Preparation of memorandums for the full Committee and Subcommittee Chairman on matters under the jurisdiction of the Subcommittee;
- Research preparation of hearings by reviewing previous hearing transcripts, relevant statutes, and VA policy; and,
- Responsible for all other duties assigned by the full Committee Chairman, Staff Director, or Deputy Staff Director; and assist other Committee staff, as needed.

#### MINIMUM QUALIFICATIONS:

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

#### REQUIRED SKILLS:

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

#### Benefits:

Employees may be eligible for the following benefits:

- Sick and Annual Leave
- Student Loan Repayment Program
- Federal Employees Health Benefits Program
- Thrift Savings Plan
- Federal Employees' Group Life Insurance Program



- Federal Long-Term Care (LTC) Insurance
- Flexible Spending Accounts (FSAFEDS)
- Dental & Vision Insurance Program (FEDVIP)
- Metro or Parking Benefits

Other Information:

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

How to Apply:

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

**MEM-259-23** The office of a conservative, mid-western Member of Congress seeks a **Communications Assistant** to work in the DC office and help develop and execute an effective communications strategy.

The ideal candidate is:

- innovative, confident, and detail-oriented,
- a strong and effective verbal and written communicator,
- capable of consistently producing high-quality work product,
- able to effectively communicate with a variety of audiences using social media and other platforms,
- willing to work long hours, including some time on weekends, and under tight deadlines,
- able to react to unanticipated circumstances requiring fast and effective response,
- interested in political and government topics and news from a variety of sources,
- committed to contributing to a team dynamic based on respect, collaboration, and transparency.

Job responsibilities include but are not limited to:

- compiling and distributing daily press clips,
- producing content for social media and the official website,
- writing speeches, opinion editorials, talking points, press releases, and similar content,
- preparing the Member for media opportunities and public appearances,
- photographing events, hearings, and other public functions,
- research to support communications activities,
- monitoring national, state, and local news for stories relevant for the office,

- assisting with all other communications-related tasks that are necessary to execute a communications strategy.

This position is for someone early in their career with one to four years of experience working in a professional setting with at least some exposure to communications-related work.

Applicants must complete a writing sample as part of the interview process.

Interested applicants should email [CommsApplicants@gmail.com](mailto:CommsApplicants@gmail.com) with:

- a cover letter,
- resume,
- at least three professional references, and
- any relevant work samples (e.g. - writing, video, creative)