

# House Vacancy Announcement and Placement Service

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## Member and Committee Openings

Week of July 28, 2025

MEM-257-25

### **JOB POSTING: Staff Assistant/Driver**

The office of Congressman Marc Veasey (TX-33) is seeking a Staff Assistant/Driver for his Washington, DC Office.

The ideal candidate has strong driving skills, excellent professional judgement and discretion, exceptional customer or constituent service skills, close attention to detail and time management, excellent writing and communication skills, an aptitude for database work, the ability to prioritize and follow through on multiple competing priorities in a fast-paced environment, and a strong commitment to public service. A valid U.S. driver's license, clean driving record, and access to a vehicle are required for the position. The applicant should be aware that this position will sometimes require work outside of normal hours of operation.

### **Responsibilities include but are not limited to:**

- Driving the Member;
- Work closely with the Member's scheduling team to ensure appointments are on time;
- Managing the front office — including greeting and welcoming visitors;
- Answering DC phones and logging constituent comments/feedback;
- Coordinating tour and flag requests;
- Completing office operation and administrative duties;
- Assisting with management of DC internship program;
- Managing office mail program, including overseeing IQ correspondence system and ensuring constituents receive timely replies to mail;
- Assisting the DC staff with other work as assigned.
- Requirements include but are not limited to:
  - Active driver's license, a clean driving record, and personal vehicle
  - Effective communication skills for verbal and written correspondence
  - Strong organizational skills, attention to detail, time management, and ability to manage multiple priorities
  - Professional demeanor and positive attitude



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Texas ties are a plus but not necessary. All applicants should send an email, cover letter, and writing sample to [TX33Jobs@mail.house.gov](mailto:TX33Jobs@mail.house.gov). This 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.

## Digital Manager

### Digital Manager

**Closing Date:** 8/5/2025

The Office of the Democratic Leader is seeking a dynamic and highly skilled Digital Manager to join our communications team. The Digital Manager will be primarily responsible for transforming the Leader's on-camera content into compelling, high-impact video, audio and visual content for online platforms. The ideal candidate has experience in video editing and social media management, understands the digital media landscape and thrives in a fast-paced environment.

### Key Responsibilities:

- Lead real-time video clipping and captioning operation for the Office of the Democratic Leader, bringing a keen eye to cutting press conferences, media interviews, floor speeches, direct-to-camera content and more for distribution to stakeholders and online audiences.
- Manage from start to finish the process for getting the Leader's video content distributed on platforms including Instagram, X (Twitter), YouTube, Facebook, TikTok and others, tailoring each piece for optimal engagement.
- Lead collaborative content brainstorming and planning process on a daily, weekly and monthly basis, in addition to spotting real-time opportunities for rapid response and identifying relevant trends.
- Amplify content by identifying and engaging with aligned content creators, influencers and key voices.  
Monitor the work of House Democrats—including committee hearings, floor activity, press conferences, media interviews and events—to identify and elevate powerful moments.
- Collaborate closely with policy, press and digital colleagues to ensure content is aligned with the Leader's voice, goals and message strategy.
- Track and report engagement metrics across platforms, using data to inform ongoing content planning.

### QUALIFICATIONS:

- Minimum 3 years of relevant experience in video, audio and visual content creation for political, media or advocacy organizations.
- Expertise in editing software such as Adobe Premiere Pro, After Effects, Veed, Photoshop and Illustrator (or equivalent tools).



- Deep understanding of social media platforms, audience behaviors and platform-specific best practices.
- Strong political acumen and familiarity with Democratic priorities and the legislative process.
- Proven ability to move quickly, manage multiple projects under tight deadlines and respond in real-time to breaking news and political developments.
- Excellent judgment, storytelling instincts and a collaborative approach.

**Preferred Qualifications:**

- Experience working in a congressional, campaign or political office.
- Familiarity with analytics tools to evaluate content performance.
- Comfortable working both independently and as part of a close-knit, high-performing team.

**Salary:**

Competitive and commensurate with experience.

**How to Apply:**

<https://house.csod.com/ux/ats/careersite/19/home/requisition/3895?c=house>

**MEM-254-25**

**Staff Assistant** – The district office of Congressman Frank Pallone, Jr. seeks a hard-working, organized individual to serve as a **Staff Assistant & District Field Representative**. This position primarily entails constituent casework and community outreach. Other responsibilities include meeting with local community officials, representing the Congressman at community and governmental events, special projects, as well as general office work.

Candidates should possess excellent verbal and written communication skills, and must enjoy working with the public. Prior experience in government, the non-profit sector, community and grassroots organizing is preferred. This position is based in New Jersey. Applicants must have a valid driver license. To apply, please send a resume, cover letter, writing sample, and references by email to [NJ06.Jobs@mail.house.gov](mailto:NJ06.Jobs@mail.house.gov)

**MEM-253-25**

**TITLE: Digital Director**

**LOCATION:** Washington, D.C.

**REPORTS TO:** Communications Director

**SUMMARY:**

Congressman Robert Garcia seeks a highly motivated, creative, and self-starting **Digital Director** to oversee all digital communications platforms and support broader



communications efforts within his congressional office. This is not an entry-level position. Salary base starts at \$70k. While prior experience on the Hill, in a campaign, or with an advocacy organization is welcome, we are also open to strong candidates with relevant digital and communications experience from outside the traditional political sphere. The ideal candidate has 1–3+ years of relevant digital strategy, content creation, and communications experience. The salary range for this role will depend on the candidate's experience.

### **JOB RESPONSIBILITIES:**

- Manage and maintain all official digital platforms, including but not limited to Twitter/X, Instagram, Facebook, Bluesky, YouTube, and the official website, working to consistently grow followings and amplify the Congressman's work. This includes drafting all social copy.
- Create original, creative, engaging, and accessible digital content including graphics, vertical videos, infographics, and short-form storytelling.
- Manage the Congressman's paid digital program, including Meta digital ads, mass texts and robocalls, and telephone town halls.
- Lead development and execution of a proactive digital strategy that reflects the Congressman's priorities and voice.
- Edit and caption video clips for impactful social content.
- Manage the Congressman's weekly newsletter, sent to over 300,000 subscribers.
- Monitor analytics to evaluate performance and adjust strategy accordingly.

### **QUALIFICATIONS:**

- 1–3+ years of relevant experience in digital communications, social media, or multimedia storytelling.
- Proficiency in graphic design tools (e.g., Canva or Adobe Creative Suite).
- Experience with video editing software and captioning tools.
- Experience creating vertical video content
- Creative and highly organized with excellent attention to detail and an ability to manage multiple priorities under tight deadlines.
- Knowledge of social media analytics, digital trends, and platform best practices.

### **ADDITIONAL REQUIREMENTS:**

- Ability to work collaboratively in a fast-paced environment and think creatively about how to translate policy work into accessible, engaging digital content.
- Availability to work extended hours during peak periods or rapid-response moments.

### **APPLICATION INSTRUCTIONS:**

This is a full-time, benefits-eligible position based in Washington, D.C. Interested applicants should send a single PDF including a resume, a writing sample, two vertical-video samples, and a graphic to [sara.guerrero@mail.house.gov](mailto:sara.guerrero@mail.house.gov) and [emily.kassner-](mailto:emily.kassner-)



[marks@mail.house.gov](mailto:marks@mail.house.gov) with the subject line: **Digital Director Application – FirstName LastName**. Applicants will be considered on a rolling basis until August 8, 2025. The Office is an Equal Opportunity Employer and as such is committed to building and maintaining an inclusive and diverse work environment.

## MEM-251-25

### San Diego-Based District Press Assistant

The Office of Congresswoman Sara Jacobs (CA-51) is looking for a part-time **District Press Assistant** for her **San Diego office**.

#### **Responsibilities include, but are not limited to:**

- Supporting and staffing district press conferences, events, and interviews;
- Liaising with members of the press and media;
- Researching issue coverage, reporters, and press outlets;
- Drafting press releases and media advisories;
- Drafting Member talking points for district events;
- Taking photos and videos during district events;
- Seeking and recording constituent testimonials;
- Developing innovative ways to build two-way feedback loops between our office and constituents;
- Developing new and non-traditional forms of outreach and messaging;
- And assisting with casework, letter-writing, and other district office needs during non-district work periods.

The individual will report to the D.C.-based Communications Director and also work closely with the Social Media Assistant, the District Director, and the full district-based team.

Ideal candidates will have good judgment, a good sense of humor, strong writing skills, experience with photography and videography, and the ability to work in a fast-paced, collaborative environment.

Communications experience in politics, government, nonprofits, activism, press media, or similar fields – as an employee, intern, or volunteer – is a plus. Bilingual or multilingual candidates are strongly encouraged to apply.

This job will be 30 hours a week, paid at a rate of \$22 per hour, with the possibility of growing into a full-time role in the future.

**TO APPLY, please send a résumé and cover letter to [SaraJacobs.Resumes@mail.house.gov](mailto:SaraJacobs.Resumes@mail.house.gov) with “District Press Assistant – NAME” in the subject line.**



*Our office is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, new Americans, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. Applications will be accepted through Friday, August 8, 2025, though priority will be given to earlier applicants. No phone calls, emails, or drop-ins, please.*

## MEM-250-25

**Representative Seth Moulton (MA-06)** seeks a **Legislative Correspondent & Communications Assistant** for his Washington, DC team.

This individual will play a key role in the development of all written products, including but not limited to: constituent mail; a robust email program; newsletters; press advisories and releases; and speeches and talking points.

The ideal candidate is an excellent, clear, and concise writer who can adapt to the voice of the Congressman. This candidate has organizational and problem-solving skills, impeccable attention to detail, a great sense of humor, a commitment to public service, and a desire to be part of a highly collaborative, high-achieving team. Capitol Hill experience and Massachusetts ties are a plus.

Interested applicants should email a resume and cover letter, showcasing exceptional writing abilities, to [ma06.resumes@mail.house.gov](mailto:ma06.resumes@mail.house.gov) with the subject “**LCCA: LAST NAME**” by **5pm on Wednesday, August 6th**.

### **Responsibilities:**

- Managing and responding to all campaign mail, web messages, and phone calls from constituents
- Drafting new form letters, rapid response emails, managing form letter approval process, and maintaining form letter database
- Running and maintaining a robust targeted newsletter program
- Leading office AI advancements and assisting with making our office as technologically efficient as possible
- Supporting the Communications Director by helping draft and edit all written products
- Biweekly mail report
- Other duties as assigned

## MEM-249-25

### **Constituent Service Representative/Caseworker Vacancy**

Office of U.S. Congressman Ed Case

Location: Honolulu, HI



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U.S. Congressman Ed Case (Hawai'i - 01) is seeking a Constituent Services Representative / Caseworker for his district office located in downtown Honolulu.

This position also acts as a liaison to federal, district and local government agencies on behalf of the Congressman on requests by constituents for assistance with individual issues. The position requires initiative, strong interpersonal skills, the ability to multitask, work independently and effectively under pressure, make decisions, and solve problems, orientation to detail, excellent verbal communication and writing skills, and unpredictable hours as necessary.

Preference given to Hawai'i background/community involvement and prior related work experience, and applicants are asked to detail these attributes.

To apply, please send a resume, cover letter, three references and two short writing samples to [HI01resumes@gmail.com](mailto:HI01resumes@gmail.com) with "Constituent Service Representative in the subject line. Please, no phone calls, faxes or drop-ins.

## MEM-248-25

### **Congressional District Director**

Office of U.S. Congressman Ed Case

Location: Honolulu, HI

U.S. Congressman Ed Case (Hawai'i - 01) is seeking a District Director for his Honolulu district office.

This is a senior leadership position in the office. Duties include overseeing the Representative's constituent casework activities with federal, state and local agencies; aligning the office's strategies and plans with the Representative's broader goals; collaborating with Washington-based staff to ensure smooth communication and coordination between the Honolulu and D.C. offices; facilitating the Representative's engagement in the district; and managing and leading the Honolulu office staff, which includes planning, assigning and directing work to ensure high performance and efficiency. The position requires familiarity with Hawaii's 1st Congressional District, initiative, strong interpersonal skills, the ability to multitask, work independently and effectively under pressure, a proven ability to manage staff, make decisions and solve problems, orientation to detail, excellent verbal communication and writing skills, and the ability to manage long and unpredictable hours.

Very strong preference given to (1) prior experience especially in comparable duties and (2) Hawai'i background/community involvement, and applicants are asked to detail these attributes.





To apply, please send a resume, cover letter, two references and two short writing samples to [HI01resumes@gmail.com](mailto:HI01resumes@gmail.com) with “Honolulu District Director Vacancy” in the subject line. Please, no phone calls, faxes or drop-ins.

## MEM-247-25

**Staff Assistant Vacancy**  
Office of U.S. Congressman Ed Case  
Location: Honolulu, HI

U.S. Congressman Ed Case (Hawai‘i - 01) is seeking a Staff Assistant for his district office located in downtown Honolulu.

The position is responsible for a wide variety of administrative duties and acts as a liaison to federal, district and local government agencies and community organizations on behalf of the Congressman on requests by constituents seeking assistance with individual/group issues. The position requires initiative, strong interpersonal skills, the ability to multitask, work independently and effectively under pressure, make decisions, and solve problems, orientation to detail, excellent verbal communication and writing skills, and unpredictable hours as necessary. Duties include but are not limited to greeting visitors and answering constituent calls and requests for general information, tours and other inquiries.

Preference given to Hawai‘i background/community involvement and prior related work experience, and applicants are asked to detail these attributes.

To apply, please send a resume, cover letter, three references and two short writing samples to [HI01resumes@gmail.com](mailto:HI01resumes@gmail.com) with “Staff Assistant” in the subject line. Please, no phone calls, faxes or drop-ins.

## MEM-246-25

The office of Congressman Pat Ryan seeks a **scheduler**:

The role will work closely with the Chief of Staff to maintain the short- and long-term schedules for the Member in DC and the Hudson Valley. Primary scheduling responsibilities include exercising sharp judgment in granting scheduling requests, responding to all meeting requests promptly and politely, and keeping events and meetings within designated timeframes.

Duties include:

- Resourcing the Member with proper briefing materials, ensuring that the Member is properly staffed for meetings and events,
- Serving as a liaison for the Member with the staff, public, Committees, and other





## Members of Congress

- Assisting with event planning, coordinating and booking travel,
- Leading scheduling meetings and updating staff on the Member's schedule,
- Additional duties as assigned by the Member or Chief of Staff

Overall goals include ensuring that the Member's messaging and mission are reflected in his schedule and itinerary. This position requires flexible hours, adaptability, ability to skillfully and effectively communicate, and superior organizational skills.

The pay range for the position is \$60,000 - \$75,000 a year. This is not an entry-level position. Ideal candidates will have previous experience working in operational roles on Capitol Hill or on political campaigns. Preference given to candidates with Hudson Valley or New York ties. This position is part of the senior staff team and reports to the Chief of Staff.

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

To apply, please send your resume, cover letter, and references in a single PDF to [ny18resumes@mail.house.gov](mailto:ny18resumes@mail.house.gov) with the job title in the subject line and your full name (e.g.: "Scheduling Role - First Last). Applicants will be evaluated on a rolling basis.

## MEM-245-25

### Speechwriter

The House Appropriations Committee Minority seeks an experienced Speechwriter. Competitive candidates will possess the ability to write clearly, persuasively, and concisely. Candidates should have the flexibility to work under tight deadlines and write about a wide range of topics. In this position, creativity and collaboration are as vital as attention to detail and capturing Ranking Member Rosa DeLauro's voice.

The ideal candidate has extensive communications experience, with a preference for candidates with knowledge of the Appropriations process. Responsibilities include, but are not limited to:

- Managing the production of all oral statements and op-eds for the Ranking Member and assisting other Members of the Committee.
- Collaborating with the Communications Director, committee staff, and the Ranking Member's personal office to produce robust speeches with approved messaging, as well as well-sourced facts and figures, and moving stories.
- Writing statements, speeches, op-eds, talking points, messaging guidance, fact sheets,



newsletters, and social media copy.

-Executing other press responsibilities including compiling the morning clips, sending out press releases in a timely manner, managing the press list, updating the website, and other duties as assigned.

Beyond these duties, there is room for candidates to explore other interests including the creation of graphics, videos, and other digital material. This office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

Candidates should submit a cover letter, resume, three professional references, and two relevant writing samples to [AppropsDemJobs@mail.house.gov](mailto:AppropsDemJobs@mail.house.gov) with the following subject line: [Full Name] – Speechwriter

## MEM-244-25

Congresswoman Rosa L. DeLauro (CT-03) is hiring a full-time **Staff Assistant** in her Washington, DC office to start in the beginning of September 2025. This role provides a unique entry level opportunity to work closely with a prominent Member of Congress. The staff assistant reports to the scheduler and chief of staff, and responsibilities include driving the Member, helping execute her daily schedule, providing logistical support for events and meetings, managing the front office and the internship program, coordinating tours and constituent requests, processing incoming phone calls, mail, and other inquiries, providing operational, administrative, and technology support for the office and staff, and performing other duties as assigned.

Applicants should be detail-oriented, proactive, calm under pressure, able to exercise discretion, eager to work in a fast-paced office, and willing to work flexible—and sometimes long—hours when the Member is in DC. Strong communication, logistical, interpersonal, and organizational skills are essential. Applicants must have a valid driver's license, a clean driving record, and should be comfortable driving in DC. Access to a personal car is preferred, although not required.

TO APPLY: please send a cover letter, resume, writing sample (maximum of 1-2 pages), and two reference contacts (name, title, email, phone, and relationship) in a single pdf file to [Daniel.Robillard@mail.house.gov](mailto:Daniel.Robillard@mail.house.gov) with the subject line “Staff Assistant: Your name (First/Last)” No calls or walk-ins, please. This office is an equal opportunity employer and encourages all qualified candidates to apply. Connecticut ties are a plus.

## MEM-243-25

**Press Secretary|Digital Director** - Congresswoman Nanette Barragán (CA-44)

**Location:** Washington, DC



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**Salary Range:** \$60-70,000 based on experience

Congresswoman Nanette Barragán (CA-44) is seeking a Press Secretary|Digital Director to join our communications team. The Press Secretary|Digital Director will work under the office's Communications Director to carry out the Congresswoman's communications and outreach strategy. Ideal candidates are motivated self-starters, detail-oriented, highly organized, possess problem solving skills, thrive in a very fast-paced environment - and be willing to work extended hours and oftentimes under tight time constraints. Interested applicants are encouraged to apply by 15 August 2025.

### **Key Responsibilities**

- Work with the Communications Director to build and maintain the Congresswoman's brand.
- Develop and manage digital content across platforms (Facebook, Instagram, X, Bluesky, and YouTube). Support the office's social media strategy by drafting social media posts and producing video and graphic materials.
- Update and manage the official website.
- Monitor national and local media coverage, as well as social media trends.
- Clip and caption TV appearances, floor speeches, long and short form videos, and more.
- Draft and edit press releases, advisories, franked communications, and other communications materials as assigned
- Help plan and execute press events, interviews, and digital outreach.
- Maintain press contact lists and support external communications efforts.

### **Qualifications**

- Strong writing, editing, and strategic messaging skills
- Skilled in Canva, Adobe Suite, or similar platforms
- Media relations success and ability to assist with communications in a fast-paced environment
- Los Angeles Metro|Southern California ties are a plus
- Fluency in Spanish is a plus
- Must be a collaborative, high-energy team player committed to advancing the office's mission and responsive to emerging priorities.

**TO APPLY:** Send (1) Cover Letter, (2) Resume, (3) 2 writing samples of 500 words or less, (4) digital/photographic portfolio, and (5) and three references - including name, title, organization, contact details, and your relationship. Please send all materials to [CA44Resumes@mail.house.gov](mailto:CA44Resumes@mail.house.gov) with "CA44 Press Secretary" in the Subject Line.

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.



## VIDEOGRAPHER AND DIGITAL EDITOR

### Committee on Oversight and Government Reform Ranking Member Robert Garcia Seeks Videographer and Digital Editor:

Ranking Member Robert Garcia of the House Committee on Oversight and Government Reform has an immediate need to hire a creative, organized, detail-oriented, individual to serve as videographer to assist the team with content creation on a fast-paced, highly collaborative communications team and the ability to work efficiently under tight deadlines and produce high-quality, quick-turnaround content. Interested applicants are encouraged to submit a resume, a writing sample, and three video work products to [oversightjobs@mail.house.gov](mailto:oversightjobs@mail.house.gov) and [OversightPress@mail.house.gov](mailto:OversightPress@mail.house.gov) with "Videographer and Digital Editor" in the subject line by August 1, 2025, at midnight. Applications will be reviewed on a rolling basis. No calls or walk-ins please.

### Position Overview:

Creating rapid response and long-form video content to support the office's messaging and engagement strategy. This individual will need to accompany the Ranking Member to events and hearings. They will identify opportunities for effective storytelling and dynamic video content to maximize audience engagement. Individual responsibilities include the ability to operate, maintain, and transport video equipment, creating proprietary, and engaging video content that reflects the Committee's vision and priorities that will amplify the Democratic Oversight Committee and its members.

The individual selected will have strong videography, photography, and video editing skills as well as the ability to translate complex issues and topics for audiences across social media platforms.

This position is based in Washington, D.C. and reports to the Communications Director. The position may require work outside standard office hours. This is not an entry level position. Qualified candidates will have at least 1 year of videography experience. Applicants should also have experience with Adobe programs (Photoshop, Canva, Illustrator, LightRoom, Premiere Pro, Audition, and After Effects) and a working knowledge of HTML. The ability to work well with others, manage competing priorities, and turn around high-quality products under tight deadlines are a must.

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



backgrounds are strongly encouraged to apply.

## MEM-238-25

### SUMMARY:

The office of Congresswoman Debbie Dingell seeks a **Field Representative/Digital Assistant** for Michigan's 6th Congressional District. This position will support the Congresswoman in building and maintaining relationships with local elected officials and community members in Ypsilanti and Western Wayne, keeping up to date on local issues and projects and frequently staffing the Member while she's in district. The position will cover: Augusta Township, Belleville, Pittsfield Township, Superior Township, Van Buren Township, York Township, Ypsilanti City, and Ypsilanti Township. This position will also support the Congresswoman's communications by creating district-wide content for the office's social media platforms, website, e-newsletter, and other digital properties.

**REPORTS TO:** District Director and Communications Director

### ESSENTIAL JOB FUNCTIONS:

Acts as the representative for the Member within an area of responsibility including meeting and communicating with constituents;  
Acts as a liaison to local, state and federal officials and other persons or groups to form effective relationships for the Member;  
Monitors and updates the Member and District Director on district and local issues by reading local news outlets and completing regular check-in calls and meetings with community leaders, businesses, organizations, and stakeholders;  
Keeps an up-to-date calendar of community events occurring in assigned areas;  
Plans meetings and events for the Member in their respective areas;  
Tracks and reports on major projects happening in their areas;  
Prepares weekly reports for the District Director on district activities in their assigned issue areas;  
Regularly staffs Member at community events, both in-person and virtually;  
Meets attendance requirements as established by the office;  
Maintains a strong working relationship with the Member, staff, and constituents;  
Works quickly and accurately in a fact-paced environment under tight deadlines;  
Works a flexible schedule including long hours, nights and weekends as needed; and  
Captures high-quality photo and video content from district events;  
Manages live streams at events including roundtables and town halls;  
Edits photos, videos, and other content for social media;  
Coordinates closely with DC communications team to elevate the Congresswoman's messaging;  
Performs other duties as assigned

### QUALIFICATIONS:



Knowledge and pre-determined relationships with local community preferred;  
Strong oral and written communication skills;  
Thorough knowledge of legislative process;  
Prior digital experience including photography, videography, and livestreaming is strongly preferred;  
Knowledge of all issues and events in the district in which the Member is involved;  
Thoroughness and careful attention to detail;  
Skill in organizing and prioritizing work tasks and activities;  
Ability to work well under pressure; and  
Ability to work cooperatively and courteously with others

### **TIME EXPECTATIONS & COMPENSATION**

This position is full time and includes a competitive salary and benefits package including health care and employer contributions to a retirement savings plan.

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 other members of traditionally underrepresented communities are strongly encouraged to apply.

Qualified candidates should submit their application materials including a resume, cover letter, references, one writing sample, and digital samples or portfolio to [Dingell.Jobs@mail.house.gov](mailto:Dingell.Jobs@mail.house.gov) with “Field Representative/Digital Assistant” in the subject line.

### **MEM-234-25**

Congressman Seth Moulton is hiring a **Communications Director** based in his D.C. office.

#### **Key Responsibilities:**

The **Communications Director** is the on-the-record spokesperson and advisor on national and local communications strategy. The person hired for this role will report to the Deputy Chief of Staff of Policy and Messaging and will manage an aggressive, proactive communications shop. The Communications Director cultivates and maintains personal relationships with members of the local, state, national, and online media and content generators; books and manages television, digital and print interviews; proactively conceptualizes, drafts, pitches, and places timely media pieces; and oversees the creation of all electronic communications, press releases, talking points, statements, and speeches. The Communications Director must be comfortable giving regular, direct critical feedback to the Member.

#### **Key Qualifications:**

The person who fills the role should be a creative thinker who thrives under the pressure of



tight deadlines and breaking news. Candidates should be comfortable with ever-shifting deadlines; be detail-orientated; and willing to work varied and unpredictable hours that often change with the news cycle and routinely include fielding press inquiries after hours, on weekends, and during holidays. The successful candidate will have a dedication to public service and an appreciation for the work of the office.

The successful candidate will have:

Significant professional experience in public relations, journalism, public affairs or political communications

A history of providing media training and communications advice to a principal

The ability to effectively communicate in the voice of the principal

A professional track record of successfully creating and implementing communications strategies that span several forms of media

Strong journalistic writing skills and experience with AP Style

Demonstrated ability to assess news value

Proven experience in new media (podcasts, social media influencer outreach, etc) or a strong interest and willingness to adapt quickly

Experience planning events and campaigns that generate news

Experience managing a small team

Experience or an interest in mentoring and developing high-performing junior staff

Qualified candidates should submit a cover letter, resume, writing samples, and two references to: [MA06.Resumes@mail.house.gov](mailto:MA06.Resumes@mail.house.gov) by 5pm on July 29, 2025.

This office is an equal opportunity employer. Candidates from diverse backgrounds are strongly encouraged to apply.

## MEM-230-25

Congresswoman Rosa L. DeLauro (CT-03) is hiring a full time **Outreach Coordinator/Press Secretary (OC/PS)**, to be based in the New Haven office. plays a key role in two critical areas: Community Outreach and District Media Relations. Reporting to the District Director and Communications Director, the OC/PS keeps the Member and senior staff informed on local issues, while serving as the lead on all district press operations and outreach efforts. This includes engaging with constituents, maintaining strong relationships with key community stakeholders, and organizing local media events. The balance of work will shift depending on the Member's schedule. The salary range is \$60-70,000.

Interested applicants should send a cover letter, resume and two writing samples to [CT03jobs@gmail.com](mailto:CT03jobs@gmail.com).

## MEM-224-25





## SUMMARY:

Congresswoman Madeleine Dean seeks a **caseworker** for her District Offices. This position acts as a liaison to federal, district, and local agencies for the member and constituents and answers casework correspondence and verbal communications with constituents. Interested candidates should email a resume and cover letter to [mdeanhiring@gmail.com](mailto:mdeanhiring@gmail.com)

## Responsibilities include but are not limited to:

- Acts as the representative for the Member within his or her area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies;
- Informs the Member and the District Director of all happenings in his or her assigned issue areas by screening district media sources and interacting with constituents;
- Handles federal casework assignments related to, but not limited to, veterans' issues, service academy nominations, social security, USPS, as well as state and local casework assignments;
- Assesses casework for problems requiring legislative action and makes recommendations to the District Director and Legislative Director;
- Screens and refers cases, when appropriate, to other staff members or other state or local offices;
- Logs all casework and miscellaneous correspondence in office casework system;
- Prepares periodic reports for the District Director on pending cases and district activities in his or her assigned issue areas;
- Continually screens active cases and acts as liaison with constituents to ensure that their cases are handled in a responsive manner;
- Maintains up-to-date files on all cases and categories of information of importance to the office;
- Assists staff in executing annual Service Academy Nomination process;
- Attends veterans and military events across district;
- Meets attendance requirements as established by the office;
- Maintains a good working relationship with the Member, staff, and constituents;
- Accepts performance based criticism and directions;
- Works well under pressure and handles stress;
- Adapts to fast-paced, dynamic environment;
- Performs other duties as assigned.

## Requirements and Skills Preferred:

Customer Service experience preferred

Office experience preferred

Excellent organizational skills

Ability to meet deadlines and complete projects in a timely manner

Ability to exercise discretion and judgment in the representation of the member's position on policy issues



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Flexibility to work occasional evenings and weekends as needed  
Excellent organizational skills

**Additional skills a plus:**

Bi-Lingual English/Spanish  
Knowledge of Avaya phone systems;  
Works well under pressure and handle stress;  
Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;  
Ability to work cooperatively and courteously with others;  
Experience in government or community organizations;  
Knowledge of office policies, practices, and procedures;  
Knowledge of MS Office computer applications; and  
Familiarity with constituent tracking program IQ a plus.

The office 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.

**Job Type:** Full-time

**Pay:** \$53,000.00 - \$60,000.00 per year

**Benefits:**

401(k)  
Dental insurance  
Employee assistance program  
Health insurance  
Health savings account  
Paid time off  
Professional development assistance  
Tuition reimbursement  
Vision insurance

**Schedule:**

8 hour shift  
Day shift  
Monday to Friday  
Ability to commute/relocate:  
Pottstown, PA 19464 and Glenside, PA 19038: Reliably commute or planning to relocate before starting work (Required)

**Work Location:** Glenside, PA and Pottstown, PA



## MEM-223-25

The Office of Representative Tom Suozzi seeks a **Staff Assistant** for the Washington, DC office. Candidates should possess sharp attention to detail, excellent video editing and graphic design skills, strong driving skills, and be a team player with a positive attitude. The successful candidate will have strong interpersonal skills and the ability to communicate clearly in a fast-paced environment and work effectively with teams in both the DC and district offices. New York ties are preferred.

This entry-level role serves as an integral member of the DC team. Responsibilities include, but are not limited to, managing the front desk, greeting visitors, processing flag requests, answering phones, conducting tours, overseeing the intern program, image and video editing, driving, and other duties as assigned. A valid U.S. driver's license and a clean driving record are required for the position, but owning or having access to a car is not required.

This is a full-time position. Candidates of all educational backgrounds are encouraged to apply. 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. No phone calls or drop-ins please.

Interested applicants should send resume, cover letter, and digital video and graphic design portfolio to [NY03.jobs@mail.house.gov](mailto:NY03.jobs@mail.house.gov) with the subject line "Last name – Staff Assistant." Starting salary for this position is \$45,000 and is eligible for retirement benefits with an employer match, student loan repayment assistance and transit or parking benefits.

## MEM-200-25

### **Senior Field Representative & Caseworker Oakland, CA**

The Senior Field Representative and Caseworker serves as a key liaison between the Congresswoman and her constituents, managing casework and ensuring effective communication within the district. This position involves handling constituent inquiries, collaborating with local, state, and federal agencies, and assisting in the identification of legislative needs based on constituent concerns. The Senior Field Representative and Caseworker will also participate in district/stakeholder meetings, provide regular updates to the Congresswoman and District Director on casework trends, and work to build and maintain strong relationships with community stakeholders and government officials.

### **Key Responsibilities:**



- Act as one of the Congresswoman's primary representatives in the district, managing casework and responding to constituent inquiries.
- Serve as a liaison between constituents and federal, state, and local agencies, ensuring timely resolutions to casework issues.
- Provide regular updates to the Congresswoman, Chief of Staff, and District Director on local developments, media trends, and constituent concerns.
- Organize, attend and monitor district/stakeholder meetings, ensuring efficient coordination and communication between the Congresswoman and constituents.
- Identify legislative issues arising from casework, and collaborate with the District Director to assess and recommend potential actions.
- Foster strong relationships with local, state, and federal officials, community leaders, and organizations to enhance the Congresswoman's outreach efforts.
- Work effectively under pressure, managing competing priorities and maintaining professionalism in a fast-paced environment.
- Maintain a flexible work schedule, including availability for long hours, evening, and weekend events.
- Perform additional duties as assigned by the Congresswoman, Chief of Staff, or District Director.

#### **Skills and Qualifications:**

- Strong oral and written communication skills, with the ability to effectively communicate with diverse stakeholders.
- At least 3+ years of experience handling Federal casework; Extensive knowledge of local, state, and federal agencies and their processes.
- Understanding of the issues and events affecting the district, particularly those within the Congresswoman's focus areas.
- Ability to manage multiple priorities, demonstrate attention to detail, and maintain confidentiality.
- Strong interpersonal skills and a professional demeanor when engaging with constituents, colleagues, and public officials.
- Ability to work independently and exercise discretion in casework management.
- Proficiency with office practices, procedures, and computer applications.
- Bilingual proficiency (Spanish, Mandarin, or Cantonese) is a plus.

#### **Working Conditions and Other Job Requirements:**

- Reports directly to District Director.
- Works during business hours (9-5 p.m.), with the ability to work a flexible schedule that may include long hours, nights and weekends as assigned.
- Primary duty station is in the office, with travel throughout the District to perform driving duties and attend events as assigned.
- Due to the nature of constituent services work, telework is limited and provided on a case-by-case basis.



**Salary Range :** \$70,000-\$75,000

**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.

To apply please submit a cover letter and resume to [ca12ls.jobs@mail.house.gov](mailto:ca12ls.jobs@mail.house.gov) with the subject line “Application for Senior Field Rep & Caseworker Position”

**MEM-197-25**

**CONSTITUENT ADVOCATE:** The Office of U.S. Representative Chrissy Houlahan, PA-06 is seeking a customer service oriented, high performing individual to serve as a **Constituent Advocate** in our satellite office in Reading, Pennsylvania.

As a Constituent Advocate for a congressional district office, you will be a liaison between constituents and federal government agencies. You will respond to constituent requests for assistance – from individuals, businesses, and nonprofits – and resolve casework issues through inquiries, facilitation, and problem solving. Additionally, you will represent the Congresswoman in meetings and at events in our congressional district while building and maintaining productive, supportive working relationships with local government, business groups, non-profit, and other stakeholder groups within our community. Constituent Advocates also identify local problems that can be solved by federal action and are knowledgeable of the impact of proposed and enacted federal legislation on stakeholders in our community. Job responsibilities include in-person outreach to relevant stakeholder groups in our community and successful candidates must have their own reliable transportation.

The right candidate will serve as a critical part of a close-knit team. Applicants should have an enthusiastic interest in public service, superior attention to detail, and be motivated to serve our community. Excellent written and oral communication skills are essential, as well as the ability to manage multiple tasks, deadlines, and work well under pressure in a fast-paced environment. Optimistic demeanor and a good sense of humor are a must. Connections to Pennsylvania and the 6th district are advantageous.

Our office hours are 9:00am – 5:00 pm Monday through Friday. Our district staff alternates days in the office and days in a work-from-home/outreach schedule (flex days). You must be able to attend work duties on some evenings and weekends for events as needed. Starting annual salary is \$60,000 and a parking space is provided in the office building lot. Medical benefits, savings and investment planning, tuition loan reimbursement, and 20 days paid time off are available as benefits for full-time staff members. Additionally, as



Rep. Houlihan believes in actively giving back to our community, each staff member is allocated 5 additional days of paid leave for volunteer work annually.

Please submit resume, writing sample, and cover letter to [PA06HoulihanJobs@gmail.com](mailto:PA06HoulihanJobs@gmail.com) and indicate "CONSTITUENT ADVOCATE: (your last name)" in the subject line. No walk-ins or drop-bys, please. Incomplete applications will not be considered.

This position is an immediate opening and will report to the District Director.

**THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER: Women** and minorities are strongly encouraged to apply. 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-173-25

### District Director

U.S. Representative Ed Case (Hawai'i - 01) is seeking a Hawai'i management professional with federal government experience to serve as his **District Director** in his Honolulu district office.

This position is a key staff leadership role in assisting the Congressman's representation of Hawai'i in the U.S. House of Representatives. The District Director manages all operations of his district office and district staff. This includes being the primary point of contact and public face of the Member's office in the district, facilitating the Member's visibility and engagement in the district through joining and representing the Member in regular district meetings and events, building and maintaining strong relationships with local community leaders and stakeholders, overseeing the Member's constituent casework activities with federal, state and county departments and agencies, and coordinating with the Member's Washington-based staff, in particular his D.C.-based Chief of Staff, to align district office work with the Member's D.C. and broader priorities.

The position requires, among other qualities and experience, an extensive knowledge of government and Hawai'i, initiative, interpersonal and management skills, the ability to multitask, work independently and effectively under pressure, make decisions and solve problems, orientation to detail, verbal communication and writing skills, and long and unpredictable hours.

Applicants should be longtime current or recent residents of Hawai'i with government experience, preferably the federal government generally and the U.S. Congress



specifically. Other preferred qualifications include experience developing and implementing community relations strategies for an elected official, federal agency or similar organization; proven ability to manage staff, make sound decisions and prioritize competing demands in a fast-paced environment; familiarity with the key issues and stakeholders in Hawai'i overall and the First Congressional District (Honolulu) specifically; and demonstrated commitment to public service and community engagement.

To apply, please send a resume and cover letter detailing these qualifications together with three references to [HI01resumes@gmail.com](mailto:HI01resumes@gmail.com) with "Honolulu Director Vacancy" in the subject line. Please, no phone calls, faxes or drop-ins.

