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Job Line: 202-226-4504

MEMBER AND COMMITTEE VACANCY LISTING

Week of January 7, 2019

MEM-020-19 The Democratic staff of the U.S. Congress Joint Economic Committee seeks a **Staff Assistant** to handle administrative tasks, event coordination, workflow tracking, research and other tasks as needed. He or she will work directly with the Staff Director.

A qualified candidate has a bachelors' degree and Hill experience or knowledge of American politics. He or she should be extremely organized, hardworking, creative and willing to handle any task necessary get the job done. A degree in economics, political science or a related field is helpful but not required. Perfect job for organized, self-starter looking to work in a fast-paced environment and gain Hill experience.

The office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, genetic information, national origin, uniformed service, sexual orientation, or gender identity or expression. Interested candidates should send a cover letter and resume to senate_employment@saa.senate.gov indicating the job title and referral

number 224743 in the subject line. All application materials must be submitted by 5:00 pm EST on February 11.

MEM-019-19 The Democratic staff of the U.S. Congress Joint Economic Committee seeks a **Senior Policy Analyst** to research and write reports, policy memos and other materials; prepare briefing documents for Congressional hearings; monitor economic indicators; conduct quantitative analyses; and oversee the work of mid-level policy staff.

A qualified candidate has a master's degree in economics, or an MPP degree. In addition, he or she should have excellent quantitative and analytical skills; be able to convey complex information to a non-expert audience; and write clearly and to give careful feedback on others' writing. He or she should have proficiency with Haver and working with government databases including Current Population Survey (CPS) and Current Employment Statistics (CES). Experience with STATA, EViews, Matlab, or R is a plus.

Applicants should have two+ years in experience in government, think tank or academic research. Experience with the following issues are a plus: trade, climate change, health care, family workplace policies, immigration, consumer protection, automation, outsourcing, inequality, taxation, federal debt or other topics that relate to current issues in economics. Hill experience is preferred but not required.

The office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, genetic information, national origin, uniformed service, sexual orientation, or gender identity or expression. Interested candidates should send a cover letter, resume and three writing samples to senate_employment@saa.senate.gov indicating the job title and referral number 224744 in the subject line. All application materials must be submitted by 5:00 pm EST on January 11.

MEM-018-19 The Democratic staff of the U.S. Congress Joint Economic Committee seeks a **Press Assistant** to work as part of a three-person communications team. Responsibilities include monitoring media coverage; compiling press clips; maintaining press lists; drafting press releases, organizing press events; and assisting with social media.

A qualified candidate has bachelor's degree in economics, journalism, English, political science or a related field; a proven ability to write well; experience with social media; excellent attention to detail and accuracy; and strong research skills. Hill experience preferred but not required. Basic graphics or video experience a plus.

The office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, genetic information, national origin, uniformed service, sexual orientation, or gender identity or expression. Interested candidates should send a cover letter, resume and two writing samples to senate_employment@saa.senate.gov indicating the job title and referral number 224746 in the subject line. All application materials must be submitted by 5:00 pm EST on January 11.

MEM-017-19 The Democratic Staff of the U.S. Congress Joint Economic Committee seeks a **Communications Director** to design and implement an aggressive and creative communications strategy in a challenging media environment. Responsibilities include developing strong relationships with reporters; pitching stories; developing messaging; writing press releases, speeches, op-eds and other documents; planning and reviewing documents by policy staff; preparing the Vice Chair for interviews; building relationships with the communication staffs of other committees and offices; and managing a Digital Media Associate and a Press Assistant.

A qualified candidate has a minimum of five years of experience in communications; an ability to think creatively about strategy and to find opportunities where others don't see them; demonstrated ability to convey complex information to a wide audience; excellent writing and editing skills, professional experience or coursework in economic or related issues; social media experience; and the ability to manage a team. Hill or other political experience is strongly preferred by not required. Knowledge of economic issues is a plus.

The office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, genetic information, national origin, uniformed service, sexual orientation, or gender identity or expression. Interested candidates should send a cover letter, resume and 3-5 writing samples to senate_employment@saa.senate.gov indicating the job title and referral number 224751 in the subject line. All application materials must be submitted by 5:00 pm EST on January 11.

MEM-016-19 The Democratic staff of the U.S. Congress Joint Economic Committee seeks a **Digital Media Manager** to work as part of a three-person communications team. Responsibilities include helping to create an innovative social media strategy; writing, posting and monitoring social media content; reaching out to social media staff at other organizations; and substantially increasing the number and quality of followers.

A qualified candidate has bachelor's degree; a minimum of two years working as a social media professional; proven ability to write social media content; excellent attention to detail and accuracy; and strong research skills. Hill experience preferred but not required. Basic graphics or video experience a plus.

The office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, genetic information, national origin, uniformed service, sexual orientation, or gender identity or expression. Interested candidates should send a cover letter, resume and a substantial selection of tweets and Facebook posts (in a Word or PDF document) to senate_employment@saa.senate.gov indicating the job title and referral number 224750 in the subject line. All application materials must be submitted by 5:00 pm EST on January 11.

MEM-015-19 The Democratic staff of the U.S. Congress Joint Economic Committee seeks a **Research Assistant** to help policy staff research, write and fact-check reports, policy briefs, hearing memos, charts and other documents.

A qualified candidate has a bachelor's or master's degree in economics, political science or a related degree. In addition, he or she should have excellent analytical skills; an ability to process and simplify complex issues;

meticulous attention to detail and an ability to handle multiple projects simultaneously. Hill experience is preferred but not required.

The office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, genetic information, national origin, uniformed service, sexual orientation, or gender identity or expression. Interested candidates should send a cover letter, resume and two writing samples to senate_employment@saa.senate.gov indicating the job title and referral number 224745 in the subject line. All application materials must be submitted by 5:00 pm EST on January 11th.

MEM-014-19 The Democratic Staff of the U.S. Congress Joint Economic Committee seeks an **Editor** to write, edit and frame Committee materials. Editor will play key role in shaping Committee reports, releases, speeches, op-eds and other documents.

A qualified candidate has a minimum of five years of experience in journalism or communications; excellent writing and editing skills; an ability to work on multiple projects simultaneously; demonstrated ability to convey complex information to a wide audience; mastery of grammar, punctuation and style; and professional experience or strong interest in economic issues. The ideal candidate will have worked in news environment as a reporter/editor, or as an editor at a think tank.

The office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, genetic information, national origin, uniformed service, sexual orientation, or gender identity or expression. Interested candidates should send a cover letter, resume and 3-5 writing samples to senate_employment@saa.senate.gov indicating the job title and referral number 224748 in the subject line. All application materials must be submitted by 5:00 pm EST on January 11.

MEM-013-19 The Democratic staff of the U.S. Congress Joint Economic Committee seeks an **Economist** to research and write reports, policy memos and other materials; participate in long-term planning of hearings and reports; prepare briefing documents for Congressional hearings; monitor economic indicators; conduct quantitative analyses; and oversee the work of mid-level policy staff.

A qualified candidate has a Ph.D. or master's degree in economics, or an MPP degree and excellent quantitative and analytical skills. In addition, he or she should be able write clearly and to give careful feedback on others' writing; convey complex information to a non-expert audience. He or she should have proficiency in STATA, EViews, Matlab, or R, as well as solid experience with Haver and government databases including the Current Population Survey (CPS) and Current Employment Statistics (CES).

Applicants should have two+ years of experience in government, think tank or academic research. Experience with the following issues are a plus: trade, climate change, health care, family workplace policies, immigration, consumer protection, automation, outsourcing, inequality, taxation, federal debt or other topics that relate to current issues in economics. Hill experience is preferred but not required.

The office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, genetic information, national origin, uniformed service, sexual orientation, or gender identity or expression. Interested candidates should send a cover letter, resume and three writing samples to senate_employment@saa.senate.gov indicating the job title and referral number 224749 in the subject line. All application materials must be submitted by 5:00 pm EST on January 11.

MEM-012-19 The Democratic staff of the U.S. Congress Joint Economic Committee seeks a **Policy Analyst** to help researching and writing reports; drafting policy memos and other documents; preparing for hearings; and fact checking. He or she will report to the senior policy staff and will work closely with the communications team.

A qualified candidate has at least a bachelors' degree in economics, political science or a related degree; a master's degree, especially an MPP, is preferred. In addition, he or she should have excellent quantitative and analytical skills; the ability to write clearly; and an ability to convey complex information to a non-expert audience. Hill experience preferred but not

required. Experience with Haver and working with government databases including Current Population Survey (CPS) and Current Employment Statistics (CES) are a plus. Two to five years of work experience is expected.

The office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, genetic information, national origin, uniformed service, sexual orientation, or gender identity or expression. Interested candidates should send a cover letter, resume and three writing samples to senate_employment@saa.senate.gov indicating the job title and referral number 224747 in the subject line. All application materials must be submitted by 5:00 pm EST on January 11.

MEM-011-19 Congresswoman Diana DeGette seeks a **District Director** based in her Denver office. The full job description is below. The ideal candidate will be creative and proactive, possess a strong work ethic, and be able to have fun while maintaining a busy schedule. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Interested applicants should send a resume and cover letter to degettedistrictdirectorsearch@gmail.com.

SUMMARY:

The District Director manages all aspects of district office operations including community outreach, casework, and staff oversight and represents the Congresswoman at events and meetings throughout the community.

Essential Management Functions

- Manages district office staff; including planning, assigning and directing work. addressing complaints; and resolving problems.
- Manages district office budget and finances.
- Manages the Congresswoman’s schedule in coordination with the district scheduler.
- Manages staff outreach to the local community with the assistance of the outreach coordinator.
- Oversees the management of constituent casework with the Deputy District Director coordinator.
- Ensures clear communication with the DC office and regular reporting of district office activities to the Congresswoman.
- Coordinates closely with DC staff to develop and implement the overall strategic plan for the Congresswoman’s staff.

Additional Essential Job Functions

- Initiates and maintains key relationships with elected and non-elected leaders

in the congressional district.

- Develops a keen understanding of the local political climate and the needs and concerns of all the constituencies within the congressional district.
- Actively promotes the Congresswoman's legislative goals and accomplishments in the local community.
- Maintains direct outreach connections with specific constituencies as assigned based on experience and the needs of the office.
- Represents the Congresswoman and/or assigns appropriate staff to do so in meetings and at events with elected officials and local groups in the district.
- Works a flexible schedule including long hours, nights and weekends.
- Assists constituents as needed.
- Performs other duties as assigned.

MEM-009-19 Democratic Chair-elect of the House Committee on Science, Space, and Technology seeks to fill a **Clerk** opening on the Full Committee staff. Duties include assisting with the preparation and conduct of markups, assisting with hearing preparation, maintaining and archiving Committee records, assisting with the printing of Committee documents, and executing other administrative duties as needed. Applicants should possess strong organizational and communication skills, the ability to work under tight deadlines, and be able to multi-task effectively. Hill experience is required. Previous clerking experience is strongly preferred. Please send a resume and cover letter to SciResumes@mail.house.gov. This position will close on January 9, 2019.

MEM-007-19 Description

Rep. Elijah E. Cummings is seeking a detail-oriented communications professional to join the staff of the Committee on Oversight and Government Reform as **Press Secretary**. The ideal candidate should be a strong writer, a proactive team player, have experience with rapid responses, and be able to multi-task in a fast-paced environment. This position reports directly to the Communications Director.

Key Responsibilities

- Develop day-to-day press materials, including press releases, talking points, statements, and media advisories.
- Field and respond to media inquiries.
- Seek to correct inaccurate reporting.
- Strategize with the Communications Director on interview requests.
- Staff the congressman at interviews and press events.

- Physically manage the press at Committee hearings.
- Work closely with member relations Committee staff to achieve goals for Committee Members.
- Liaison with committee member and other congressional offices.
- Organize press conferences.
- Assist with overall communications strategy.
- Other duties as assigned.

Minimum Qualifications

- A Bachelor’s degree in Journalism, English, Public Relations, or a closely related field preferred.
- A minimum of four years of media relations and/or social media coordination experience.
- Experience with rapid responses.
- A strong ability to perform multiple tasks accurately and efficiently in a fast-paced environment.
- Previous campaign experience a plus.
- Previous Hill experience a plus.

To Apply

Submit a cover letter and resume to oversightpress@mail.house.gov with “Press Secretary Application” in the subject line. Applications will be accepted until January 18. Please no drop-by applications, phone calls, or separate emails.

MEM-006-19 U.S. Rep. Lloyd Doggett (D) seeks **Senior Health LA** for Washington office. Not an entry level job. Law degree a plus. Email cover letter, resume, and three references to: DoggettJobs@mail.house.gov. (No calls or drop-ins please) Reply with subject line, Senior Health LA.

MEM-005-19 Senior California Democrat seeks a motivated, energetic, and detail-oriented **Scheduler** for the Washington, DC office. Responsibilities include coordinating and maintaining the Member’s schedule, drafting personal correspondence, and occasionally driving the member. Qualified applicants must be personable, dependable, and able to juggle multiple tasks with competing priorities. California ties preferred. Sense of humor required. To apply, please submit resume, cover letter, and a short writing sample to CADemOfficeJob@gmail.com

MEM-513-18 The Office of Congresswoman-Elect Veronica Escobar (TX-16) seeks a **Scheduler** to begin in the new year. This individual will be responsible for maintaining the Member-Elect's official schedule, travel plans, personal schedule, along with coordinating press interviews, radio and television time with the Press Secretary; legislative briefings and hearings with the Legislative team and other tasks as assigned. This position will also be in charge of coordinating with the district director all district visits. This is NOT AN ENTRY LEVEL position. Prior Capitol Hill experience and previous scheduling and administrative experience (one year in a similar position) is required. Texas, southwest ties and Spanish language proficiency a plus. Women and minority candidates are encouraged to apply. This position will report directly to the Chief of Staff and will require availability by phone and email on weekends and evenings. Please email resume, writing sample and cover letter to tx16resumes@gmail.com with the subject line SCHEDULER APPLICATION.

MEM-512-18 The Office of Congresswoman-Elect Veronica Escobar (TX-16) seeks a **Staff Assistant** to start in the new year and join an active office in Washington, DC. Responsibilities will include managing front desk operations, answering phones, sorting mail, coordinating tours, supervising interns, greeting visitors, processing flag requests and other duties as assigned. This is an entry-level position and prior Hill internship preferred. Successful candidates will be able to adapt to a startup environment and work under tight deadlines. Texas, southwest ties and Spanish language proficiency a plus, women and minority candidates are encouraged to apply. Please email resume, writing sample and cover letter to tx16resumes@gmail.com with the subject line STAFF ASSISTANT APPLICATION.

MEM-511-18 Progressive New York City Member seeks **Legislative Director** to oversee and support the Member's legislative priorities. Responsibilities include providing the Member with vote recommendations, setting legislative priorities and managing staff to achieve them, planning dynamic events to raise awareness of the Member's actions, writing talking points, liaising with community leaders, and spearheading legislative initiatives within their own portfolio. Ideal candidates will have a strong understanding of housing and immigration policy, an advanced degree, and 3-5 years of legislative experience on Capitol Hill. Strong written and verbal skills are essential as is the ability to work collaboratively in a fast-paced, dynamic environment. This is not an entry-level position and New York City ties are a plus.

Interested parties should email a cover letter and resume to Kendall.Mitchell@mail.house.gov with “Legislative Director” in 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 or expression.

MEM-510-18 Rep. Ro Khanna, a very active leader of the Progressive Caucus, seeks a **Digital Specialist and Press Aide** to create original content in videos, social media and other messaging vehicles to expand the reach of the Member’s vision and priorities. This individual will work collaboratively with the Communications Director in managing the Member’s social media channels (Facebook, Twitter and Instagram) and using the platforms to frequently share content and elevate the Member’s online presence. The Digital Specialist and Press Aide will work the Communications Director to design and implement a robust communications/digital/social media plan. This individual will be proficient in video/audio production, graphic design and editing. Audio and video clips of various topics and events attended by the Member will be used to develop creative content for use within videos and online communications distributed by the office. Successful candidates will possess at least two years of relevant video experience in a legislative office, political organization or progressive advocacy group; proficiency in video filming, editing and graphic design software; knowledge of live-streaming platforms, digital trends and developments in media; and strong organizational, time-management, problem-solving and story-telling skills. After hours and weekend responsiveness will be required. Qualified candidates should include in their application: resume, cover letter, two writing samples, three graphic design samples and links to three samples of video work. Please apply to RepRoKhannaCA17@gmail.com, applications will be accepted on a rolling basis.

MEM-509-18 **Press/Digital Assistant** – Progressive Democrat and Senior Member of the House Judiciary Committee is seeking a Press/Digital Assistant to work closely with the Communications Director to elevate the Member’s communications operation. Duties will include monitoring and maintenance of the Member’s social media accounts, drafting and posting content for social media, producing graphics and videos, maintaining the website, compiling daily press clips, meticulously proofreading and fact-checking written materials (including letters, social media posts, press releases,

newsletters, talking points, and more), creating e-newsletters and franked mailings, creating targeted mailing lists for mass outreach campaigns, and other responsibilities assigned. The ideal candidate will be organized, detail-oriented, tech-savvy, able to work long hours in a fast-paced environment, have superior writing and proofreading skills and the ability to work closely with a communications and legislative team. Ties to Tennessee's 9th District, previous congressional or campaign experience, and photography/videography/graphic design skills strongly preferred.

Qualified candidates should submit a cover letter, resume, 2 writing samples, an original graphic and/or video, and sample tweets to tn09jobs18@mail.house.gov. Please write "Press/Digital Assistant" in the subject line. Please be aware this office has a dog. No phone calls, faxes, or walk-ins, please.

MEM-508-18 **Digital Director/Washington Press Assistant** – The office of Rep. Debbie Wasserman Schultz seeks an experienced Digital Director and Press Assistant to handle a range of fast-paced media issues, and will report to the Communications Director. Duties will include working with local and national reporters; long-term planning; drafting e-newsletters, social media posts, press releases, op-eds and speeches. This position will be responsible for managing digital media accounts and producing video content. It requires excellent writing skills and an ability to work closely with legislative and district staff. This is a fast-paced work environment, and not an entry-level position. Prior work in another Congressional or Senate office with Florida ties, and graphic design capabilities, are a plus. Interested parties should e-mail a cover letter and resume to FL23ResumeComm@mail.house.gov with the subject line "Digital Director/Press Assistant." Please save cover letter and resume in a single file (pdf preferred) and name the file "Last name, First name." This office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity or expression.

MEM-507-18 The office of Representative Debbie Wasserman Schultz is seeking an experienced **Legislative Director/Counsel** to oversee and support the Member's legislative priorities and all other relevant legislative and policy work. Responsibilities include advising the Member on all matters in the issue portfolio and advancing legislative proposals; analyzing legislation and drafting vote recommendations and talking points for floor and committee proceedings; staffing the Member in relevant meetings; representing the

Member before constituents and stakeholders; and supervising the legislative staff. The ideal candidate will have a law or advanced degree; significant foreign policy and Jewish Community experience; experience advising a Member of Congress, experience managing staff ; experience advancing policy proposals; excellent written and verbal communication skills; and enjoy working in a fast-paced, collaborative environment. Prior work in another Congressional or Senate office with Florida ties is a plus. Interested parties should e-mail a cover letter and resume to FL23Resume@mail.house.gov with the subject line “Legislative Director/Counsel.” Please save cover letter and resume in a single file (pdf preferred) and name the file “Last name, First name.” This office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity or expression.

MEM-506-18 The Energy & Commerce Committee, Democratic Staff seeks dedicated, organized and enthusiastic candidates to join the Consumer Protection Subcommittee staff as **Professional Staff Member or Counsel**. The broad jurisdiction of the subcommittee includes consumer affairs and consumer protection generally; motor vehicle safety; consumer product safety and product liability; regulation of commercial practices, including sports-related matters; interstate commerce; consumer privacy and data security; and regulation of travel, tourism, and time. The subcommittee oversees the National Highway Traffic Safety Administration, the Consumer Product Safety Commission, the Federal Trade Commission, the Bureau of Consumer Financial Protection, among others.

The position requires the handling of substantive legislative and administrative tasks, including staffing hearings and markups, conducting oversight, and drafting legislation. Qualified candidates must have strong writing, analytical, legislative, and organizational skills; a proven ability to perform under pressure while juggling multiple tasks with competing priorities; a willingness to work long hours and weekends; and sound political judgment. Candidates should have experience working with relevant public interest groups, relevant agencies, Congress, and industry. Law degree preferred but not required.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), gender identity, disability, or age. Women, minority, and veteran candidates are highly encouraged to apply. Please submit a cover letter, resume, writing sample, and at least two professional references to ecdjobs@mail.house.gov using the subject line Consumer Protection PSM/Counsel Candidate.

MEM-505-18 The Energy & Commerce Committee, Democratic Staff seeks dedicated, organized and enthusiastic candidates to join the Communications and Technology Subcommittee staff as **Professional Staff Member or Counsel**. The jurisdiction of the subcommittee includes traditional and emerging communications technologies generally and as they relate to emergency and public safety communications, consumer protection, cybersecurity, privacy, and data security. The subcommittee oversees the Federal Communications Commission, the National Telecommunications and Information Administration, the Office of Emergency Communications in the Department of Homeland Security, and all aspects of the above-referenced jurisdiction related to the Department of Homeland Security.

The position requires the handling of substantive legislative and administrative tasks, including staffing hearings and markups, conducting oversight, and drafting legislation. Qualified candidates must have strong writing, analytical, legislative, and organizational skills; a proven ability to perform under pressure while juggling multiple tasks with competing priorities; a willingness to work long hours and weekends; and sound political judgment. Candidates should have experience working with relevant public interest groups, the FCC, Congress, and industry. Law degree preferred but not required.

All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), gender identity, disability, or age. Women, minority, and veteran candidates are highly encouraged to apply. Please submit a cover letter, resume, writing sample, and at least two professional references to ecdjobs@mail.house.gov using the subject line C&T PSM/Counsel Candidate.

MEM-504-18 **Events Coordinator/Constituent Liaison:** Senior Democratic Member of Congress seeks an energetic, organized, creative, self-starter to join the team of her very active and visible constituent services staff.

The Events Coordinator is also a caseworker who helps constituents with federal issues but spends a good part of the time managing and directing very diverse city-wide and neighborhood events that relate to the Congresswoman's congressional and constituent responsibilities, including staying on top of everyday events in the Member's district that keep the community connected to the Member's work. The Events Coordinator takes the lead in our frequent Norton-In-Your Neighborhood meetings with constituents and in developing major events, among them, the Small Business Fair and Job Fair.

Candidate must be able to handle multiple tasks. The office prizes staff able to think outside the box and work independently while also being available to assist in co-worker projects where necessary or requested. Prior community or event planning experience is desirable. The ideal candidate will have a bachelor's degree, excellent writing and communication skills, experience interacting with the public and leadership qualities. Candidate must be a resident of the District of Columbia or willing to move immediately to DC if hired.

Interested applicants should send a resume, cover letter and references to dc00.nortonresume@mail.house.gov.

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

MEM-499-18 A Maryland Democrat seeks a high-energy, highly-organized, and detail-oriented **Constituent Service Representative** for his District Office.

PRIMARY RESPONSIBILITIES:

- Provide casework assistance to constituents in a timely and efficient manner; proactively follow up on all open cases until a resolution is reached.
- Answer casework correspondence and verbal communications with constituents.
- Assess local and casework related issues for problems requiring possible legislative action; make recommendations to the District Director.
- Act as liaison with federal, district, and local government agencies, political officials, and other community organizations to form effective relationships

for the Member.

- Serve as the official representative for the Member at community events in the District.
- Provide logistical support for scheduled district meetings and events for the Member.

QUALIFICATIONS:

- Thoroughness and careful attention to detail.
- Ability to work well under pressure while juggling multiple tasks with competing priorities.
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities.
- Thorough knowledge of agencies and casework processes.
- Strong oral and written communication skills.
- Availability to work long hours, including nights and weekends, if needed.
- Ability to work cooperatively and courteously with others.
- Maryland ties are a plus.

To apply, please email a resume and cover letter to md06.jobs@gmail.com with “Constituent Service Representative” in the subject line. No phone calls or walk ins.

MEM-498-18 A Maryland Democrat seeks a high-energy, highly-organized, and detail-oriented **Field Representative** for his District Office.

PRIMARY RESPONSIBILITIES:

- Serve as the official representative for the Member in the community.
- Act as liaison with federal, district, and local government agencies, political officials, and other community organizations to form effective relationships for the Member.
- Monitor and update the Member and District Director on district and local issues of importance.
- Staff and provide logistical support for scheduled district meetings and events for the Member.
- Assess local and casework related issues for problems requiring possible legislative action; make recommendations to the District Director.
- Answer casework correspondence and verbal communications with constituents.
- Provide casework assistance to constituents in a timely and efficient manner; proactively follow up on all open cases until a resolution is reached.

QUALIFICATIONS:

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

To apply, please email a resume and cover letter to md06.jobs@gmail.com with “Field Representative” in the subject line. No phone calls or walk ins.

MEM-494-18 Democratic Member is seeking an Alabama-based **press secretary** with strong written communications skills to handle day-to-day press relations, draft talking points and statements, and implement a comprehensive press strategy. This position reports directly to the Representative’s Capitol Hill-based Communications Director and the Alabama-based District Director. Responsibilities include, but are not limited to, writing speeches and talking points; proofreading content for clarity and grammar, drafting proclamations recognizing constituents and district events; responding to press inquiries; writing and placing op-eds; overseeing and expanding the Member’s social media presence; creating and distributing e-newsletters; and assisting in the planning and execution of district events. Qualified candidates are detail-oriented, have strong proofreading skills and a knowledge of grammar usage, are innovative and self-motivated, and are able to work cooperatively in a team setting. This is not an entry-level position and the ideal candidate has experience in the political or media landscape. Interested candidates should email a cover letter, resume, and brief writing sample to AL07.Resumes@mail.house.gov with “District Press Secretary” in the subject line.

MEM-491-18 The Office of Congressional Ethics (OCE), an independent, non-partisan investigative entity established by the United States House of Representatives, seeks an attorney with 1-3 years experience to serve as Investigative Counsel. The **Investigative Counsel** reports to the Staff Director and Chief Counsel and will be responsible for conducting sensitive inquiries into allegations of possible violations of ethical standards of conduct by current Members, Officers and Staff of the House of Representatives and advising the Staff Director and Chief Counsel on legal and policy matters.

Core Responsibilities:

- Review information received by OCE, discern possible violations, and identify facts requiring further investigation
- Plan, organize and conduct investigations regarding allegations and advise the Staff Director and Chief Counsel regarding appropriate evaluation of cases
- Advise the Staff Director and Chief Counsel on legal issues in matters under investigation and on broader legal and policy issues involved in the operations of OCE

Qualifications:

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

Duties:

- Reviewing large sets of data across multiple databases in order to analyze, develop, and provide detailed reports of findings
- Identifying information to substantiate or disprove allegations and assess the likely sources of that information
- Collecting and reviewing documents, electronic media and physical evidence

- Interviewing witnesses and subjects
- Preparing memoranda of interviews and reports of investigations
- Performing other duties as assigned

Requirements:

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

Applicant Instructions:

Please send cover letter and resume (electronic submissions preferred) to:

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

MEM-490-18 House Democratic Committee seeks a **staffer** to work on issues related to federal small business procurement policy. Expertise in Small Business Administration programs, particularly the 8(a) Business Development program and HUBZone program, is required. Candidate must be an outstanding writer, have a demonstrated capacity to generate new ideas, and the proven ability to analyze legislation. This is not an entry level position. A graduate degree is strongly preferred. Exceptional writing and analytical skills are a must. Prior Hill, federal agency, private sector or policy think tank experience is preferred. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Please send cover letter and resume to hsbcdems@gmail.com with the position name in the subject line.

MEM-489-18 The Office of Congresswoman Linda Sánchez is seeking to immediately fill a full-time job opening for a **Caseworker/ Field Representative** based in her District Office.

Position Description

Caseworker: Casework responsibilities involve assisting constituents of the 38th Congressional District resolve problems with federal agencies or find the appropriate state or local contact for non-federal issues. The candidate should be persistent and detail-orientated, and put a priority on facilitating resolutions and expediting priority requests. Knowledge of federal and California state government agencies and experience in customer service will be highly regarded.

Field Representative: Field Representatives are primarily charged with (but not limited to) maintaining, strengthening, and establishing new relationships with local community stakeholders, non-profit organizations, and local elected officials in the 38th Congressional District. This position represents the Member of Congress in assigned areas and keeps the Member of Congress informed on all happenings in those areas. In addition to community outreach efforts, the Field Representative will be responsible for managing projects and largescale public events.

Minimum Qualifications/Education Required

- Candidate should have graduated from an accredited four-year college or university with a bachelor’s degree.
- Candidate must have a thorough understanding of government agencies and structure (county, state, and federal).
- Strong written, communication, analytical, and organizational skills; an ability to relate well with individuals of diverse backgrounds; impeccable customer service manners; and superior public speaking skills.
- Good computer skills, including proficiency and experience with Microsoft Word, Excel, Outlook, Publisher and Power Point.
- Must be able to work efficiently and effectively as a member of a team, be able to meet strict deadlines, balance multiple projects simultaneously, and work under pressure.
- Candidates should demonstrate a positive attitude, commitment to excellence, upbeat demeanor, flexibility, and sense of humor.
- Candidates should expect weekend, some holidays, and after-hours assignments.
- Salary will depend on the experience of the applicant. Employees will receive health care insurance, 401(k)-style retirement benefits, and other federal employee benefits.

To Apply

Interested applicants should submit their resume and cover letter via email to: CA38Jobs@mail.house.gov. Please indicate the title of the position in the subject line. No phone calls or walk-ins accepted.

The Office of the Honorable Linda Sánchez is an equal opportunity employer. All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), military status, disability, or age. Pursuant to current appropriations law, to be employed by a House office in a paid position in the continental United States an individual must: (a) be a U.S. citizen; (b) be lawfully admitted for permanent residence and seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B); (c) be admitted as a refugee under 8 U.S.C. § 1157 or granted asylum under 8 U.S.C. § 1158, and have filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or (d) owe allegiance to the U.S. (i.e., qualify as a non-citizen U.S. national under federal law). Employment is at-will.

MEM-488-18

Senior Democratic Member seeks a **Legislative Assistant** in his Washington, D.C. office to develop and plan legislative initiatives and monitor legislative developments on the House floor on assigned issues. The ideal candidate will be suited to: Track legislation and other developments in his/her assigned issue areas; monitor legislative developments within relevant committees; plan and coordinate co-sponsorship and support of other legislation; monitor legislation on the House floor, provide the Member with information on each vote within their assigned issue areas; draft talking points; perform special projects assigned by the Member, the Chief of Staff, or the Legislative Director; meet with constituent/interest groups.

Please submit a cover letter, resume, and a writing sample to cahilljob8@gmail.com with the position name in the subject line.

MEM-487-18 Senior Democratic Member seeks a **Scheduler/Executive Assistant** in his Washington, D.C. office. Duties will include responding to scheduling requests and invitations in a timely and professional manner, working closely with the appropriate staff to gather all information and advance materials, coordinate the Member's travel and working closely with the Member to manage the Congressman's schedule. Successful candidates must possess exceptional organizational skills and attention to detail, be able to multi-task, and work in a fast-paced and dynamic office environment. Capitol Hill experience is preferred.

Interested candidates should email and cover letter and resume to cahilljob8@gmail.com with the position name in the subject line.

MEM-484-18 New York Democrat seeking Legislative Assistant
Seeking a **Legislative Assistant** to develop and plan legislative initiatives and monitor legislative developments within Committees and on the House floor on assigned issues.

- o Tracks legislation and other developments in his or her assigned issue areas and briefs the Member for floor work, work in the district, and outside House-related activities;
- o Monitors legislative developments within relevant committees;
- o Plans and coordinates co-sponsorship and support of other legislation;
- o Monitors legislation on the House floor, providing the Member with information on each vote;
- o Writes Floor speeches for the Member;
- o If assigned to issues pending before a specific committee, prepares for and attends committee meetings and hearings with or without the Member (i.e., keeps in contact with committee staff and meets with interest groups and constituents with interests in such meetings);
- o Acts as a liaison with committee and agency staffs;
- o Performs special projects assigned by the Member or Chief of Staff/Legislative Director;
- o Meets with constituents and interest groups;
- o Provides information on and generates ideas for press, mass mailings, and newsletters;
- o Works well under pressure and handles stress;
- o Works a flexible schedule including long hours, nights and weekends; and
- o Performs other duties as assigned.

Three years of congressional staff experience is preferred and/or some period of related experience or training in legislation or equivalent is beneficial. Ties to New York preferred, Upstate New York ties and knowledge beneficial.

Background in committee work preferred, legislative work in the areas of defense, homeland security, agriculture, and healthcare is beneficial.

A bachelor's degree is required for this position, advanced degree beneficial. Please include resume, writing sample, and three references when replying to nyresume2@gmail.com please put title of position applying for in the subject line of the email.

MEM-483-18

New York Democrat seeking Legislative Correspondent

The **Legislative Correspondent** will process and answer all incoming constituent mail, working with the legislative staff to craft appropriate responses in a timely manner. He/ She will track relevant legislation as assigned, following its progress through committee, House floor, Senate and conference committee.

Completion of a four-year college education is preferred for this position. A minimum of one year of experience is required including congressional internship experience.

Excellent writing and proofreading skills.

Proficiency in Microsoft office suite and any CMS systems preferred

Ties to Northeast preferred, with experience in New York beneficial.

Please include resume, writing sample, and three references when replying to nyresume2@gmail.com please put title of position applying for in the subject line of the email.

MEM-482-18

House Committee seeks **Security Manager** to manage classified and sensitive information, briefings, hearings, meetings, security clearances for Members and staff, and Committee SCIF, as well as work effectively with the House Security Office. The ideal candidate will have a TS/SCI clearance with Hill experience. Candidates must have excellent writing and communication skills, be organized and detail-oriented, be able to handle multiple projects simultaneously in a demanding work environment, and be able to interface effectively with Members and staff. Interested candidates should email a cover letter and resume to OversightJobs@mail.house.gov with "Security Manager" in the subject line.

MEM-481-18 House Committee on Veterans' Affairs Incoming Majority (Democratic) Staff seeks **Communications Director** to serve as spokesperson and primary communications advisor to the incoming Democratic Chairman. Qualified candidates will have significant on-the-record press experience, a demonstrated understanding of veterans' issues, superior written communications skills, and a demonstrated ability to craft and execute a strategic communications plan. The office is an equal opportunity employer and encourages women, minorities, and LGBTQ candidates to apply. Veterans are also strongly encouraged to apply. Please submit cover letter and resume to hvactransition@gmail.com with "Communications Director" in the subject line.

Position Summary:

- The Communications Director will serve as the spokesperson and primary communications advisor to the incoming Democratic Chairman. They will be responsible for managing the execution of the committee's strategic communications plan and overseeing day-to-day press activities, which include responding to media inquiries, booking the Chairman for interviews, pitching news stories to media outlets, working with policy leads to develop core messaging and talking points, and producing press releases, speeches, and op-eds that are at or near finished product. The Communications Director will also oversee other Committee press staff.

Essential Job Functions:

- Craft and execute the committee's strategic communications plan and core message
- Speak to the media on the record, while maintaining a good working relationships with veterans reporters, and pitch members of the press promoting the Chairman's agenda
- Remain abreast of current legislative and non-legislative issues about which the Chairman may be questioned
- Evaluate current events and news reports across the country for their impact on the Chairman
- Provide ideas and advice on the optics of the Chairman's actions and legislative activities
- Produce press releases, media advisories, briefing materials, talking points, op-eds, and speeches
- Work closely with Chairman's personal office staff to get official press statements out the door
- Be innovative, think outside of the box for messaging opportunities, be willing and capable of engaging new media (YouTube, video news platforms like NowThis, podcasts, etc.) as well as traditional press
- Be able to see a thorough press roll out of legislation or high profile committee hearings through completion (including traditional press releases,

digital messaging, and story placements)

- Develop proactive press events in conjunction with legislative staff to convey the Chairman's message and engage key constituencies
- Staff the Chairman at press events
- Oversee the collection and tracking of press clips
- Track communications goals
- Manage communications budget
- Support staff in developing their own communications skills
- Oversee the Press Assistant and Digital Assistant

Qualifications:

- 3-4+ years' experience as a Communications Director, Press Secretary, or similar public relations role
- Ability to engage with stakeholders/VSOs to get the Chairman's/Committee message out there and keep the public informed and work hand in hand with policy team to move legislative priorities forward.
- Experience crafting and executing an effective, fast-paced communications strategy
- Previous on-the-record press experience
- Superior writing, editing, and proofing skills
- Demonstrated ability to dissect complex topics and make them relevant to a wide audience
- Previous military service and/or strong familiarity with veterans' issues
- Willing to execute day-to-day tasks and work successfully within a team
- Ability to work in a fast-paced environment, prioritize tasks, and adapt quickly and easily for rapid response

MEM-465-18 **LEGISLATIVE ASSISTANT:** Northeast Democrat seeks legislative staffer to handle diverse policy portfolio. Candidates should be accomplished at drafting, advancing, and analyzing legislation, monitoring legislative developments, conducting research, and drafting vote recommendations. Ideal candidates will have strong organizational and time management skills; excellent written and verbal communication skills; positive attitude and disposition suited to the work environment; solid knowledge of the legislative process; and an ability to work under pressure and meet deadlines in an unpredictable work environment. This is not an entry-level legislative position. New Jersey ties are a plus but not required. Women and minority candidates are strongly encouraged to apply. Interested parties should e-mail a cover letter and resume to NJ10resumes@gmail.com with the following subject line: First name Last Name - Legislative Assistant. No phone calls, faxes, or walk-ins, please.

MEM-460-18 Press Assistant

The Energy and Commerce Committee Democratic Staff seeks a motivated and hardworking communications professional to join fast-paced communications team as a press assistant. Responsibilities include drafting news releases, social media posts, op-eds and talking points; designing graphics for both social media and web content; monitoring social media for trending topics; maintaining and updating press lists; and compiling daily press clips. Qualified candidates must have excellent written and oral communication skills, a proven ability to perform under pressure while juggling multiple tasks and sound political judgment. Prior Hill or campaign communications experience, as well as professional social media and digital experience (including graphic design and photo and video editing), is preferred. Women and minority candidates are strongly encouraged to apply. Qualified candidates should submit a cover letter, resume and two writing samples to ecdjobs@mail.house.gov. Please no walk ins or phone calls.

MEM-459-18 Press Secretary

The Energy and Commerce Committee Democratic Staff seeks a motivated and hardworking communications professional to join fast-paced communications team to manage communications for our Energy and Environment subcommittees. Responsibilities include writing communications materials (news releases, statements, op-eds, and talking points); managing press inquiries; maintaining strong relationships with reporters who cover the committee; and coordinating with the communications staff of committee members. Qualified candidates must have excellent written and oral communication skills; the ability to comprehend and summarize complex legislation quickly; a proven ability to perform under pressure while juggling multiple tasks; and sound political judgment. Candidates should have at least 3 years of experience in a relevant field. Women and minority candidates are strongly encouraged to apply. Prior Hill, energy/environmental communications, or campaign experience is preferred. Qualified candidates should submit a cover letter, resume and three writing samples to ecdjobs@mail.house.gov. Please no walk-ins or phone calls.

MEM-457-18

Democratic full committee office seeks **staff assistant**. This individual will be responsible for answering phones, sorting mail, greeting visitors, and other duties as assigned. Interested applicants should possess an outgoing personality, have the ability to multi-task, and possess strong organizational skills. Proficiency in Spanish is required. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Please send cover letter and resume to hsbcdems@gmail.com with the position name in the subject line.

MEM-456-18 The Committee on Education and the Workforce, Democratic Staff is currently seeking a **Deputy Clerk** to assist the Chief Clerk in the 116th Congress. Duties include, but are not limited to archiving and records keeping, notices and circulations, official filings, editing letters and reports, hearing, markup and conference logistics and proceeding, bill drops and floor logistics, redlines, updates to the website, managing intern and fellowship program, maintaining the documents room, updating and maintaining the Committee Calendar and all other duties as assigned. Candidates should possess exceptional organizational skills, be comfortable with public speaking, and have excellent writing and research skills. The Deputy clerk will be required to assume all clerking duties in the absence of the Chief Clerk. Previous congressional experience is highly encouraged. Salary commensurate with experience. Interested applicants should email their cover letter, resume and writing sample to jobs_ewdems@mail.house.gov. To ensure proper identification, please put “DEPUTY CLERK APPLICATION” in the subject line.

MEM-454-18 House Committee on Judiciary Democrats seek a motivated, creative, digital-savvy strategist to serve as **Digital Media Manager**. Responsibilities include:

- Developing the Committee’s social media strategy;
- Drafting social media posts;
- Maintaining and updating the website;
- Creating graphics;
- Creating videos;
- Compiling and distributing news clips;
- And working on special projects.

Candidates must have strong writing skills, experience working in digital media, and the ability to work under tight deadlines. Please send a writing and graphic sample, along with a resume and cover letter to HouseJudDemsJob@mail.house.gov. Minorities, women, and LGBTQ persons are strongly encouraged to apply. This is not an entry level position.

MEM-448-18 New York Congressman is seeking an experienced **press secretary** to join his DC office. The press secretary is responsible for developing and executing a media strategy, which includes writing press releases, talking points, and op-eds, while also managing the Member's social media pages, web site, pitching story ideas and working closely with reporters. Must have on-the-record experience and strong writing skills. Candidates with NY ties a plus. This is not an entry level position.

Please send resume and writing sample to ny03.resumes@gmail.com. Phone calls and drop-ins not accepted.

MEM-443-18 Senior Energy and Commerce Democrat seeks a Climate Change and Environment **Legislative Assistant**. The primary responsibilities for this position will be leading the Member's existing climate initiatives, identifying new areas for legislative action, and coordinating with other Members and outside stakeholders. Additional duties will be based on experience and include other environmental and natural resources priorities.

This is not an entry level position. Significant experience working on climate policy is required and previous Hill experience is preferred. The ideal candidate will be creative and proactive, possess a strong work ethic, and be able to have fun while maintaining a busy schedule. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Interested applicants should send a resume, cover letter, and writing sample to seniordemclimatejob@gmail.com.

MEM-439-18 The Office of Rep. Justin Amash (MI) is seeking a bright, creative, and hardworking **staff assistant** to join our Washington, DC-based team.

The staff assistant will be responsible for answering phones, processing mail, assisting with constituent requests for information, coordinating tours, drafting correspondence, and other administrative duties and projects as needed. The person also will handle some light press assistant duties, including compiling press clips, monitoring media, drafting e-newsletters and press releases, updating the website, and fielding some media inquiries.

The successful applicant will be personable, organized, and committed to individual liberty, economic freedom, the Rule of Law, and the Constitution. The applicant must possess excellent communication and time-management skills, the ability to exercise sound, independent judgment, and the ability to work cooperatively and courteously with others.

Applicants must have a BA or equivalent. Hill experience is not required.

To apply, please send a résumé, cover letter, and two writing samples to applydc@amash.com. Please include "staff assistant applicant" in the subject line. No walk-in applicants or phone interviews.

MEM-438-18 Senior Democratic Member seeks a **Communications Director** to lead a fast-paced press shop. The ideal candidate must be a talented writer, capable of producing speeches, op-eds, floor statements, press responses, briefing memoranda, and talking points under tight timelines. The Communications Director will also manage the Member's national media profile and coordinate with the Digital Media Manager to implement a robust digital media strategy.

An understanding of the legislative process, an ability to quickly grasp and distill policy issues, and excellent oral and written communications skills are required. The successful candidate will also be a team player who work well with others. This is not an entry-level position. Candidates should have previous Capitol Hill experience and a proven record of securing national press coverage for their boss' work.

The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Interested applicants should send a resume, cover letter, and writing sample to seniordemcommsjob@gmail.com.

MEM-437-18 **TITLE: Legislative Director**
REPORTS TO: Member and the Chief of Staff

CORE RESPONSIBILITIES:

- to advise the Member on all legislative areas;
- to assist in development of policy positions and legislative initiatives; and
- to manage and supervise the office's legislative staff.

MINIMUM QUALIFICATIONS:

- at least 3 years of legislative experience;
- at least 1 years of management experience;
- strong academic credentials;
- strong leadership and organizational skills;
- excellent oral and written communication skills;
- ability to work well under pressure;
- thorough knowledge of the legislative process; and
- availability to work long hours and at night.

PREFERRED QUALIFICATIONS

- at least 5 years of legislative experience

- at least 2 years of management experience
- completion of an advanced degree
- experience in and/or knowledge of New York state government and politics; particularly upstate New York

DUTIES:

- ensures that the legislative staff is properly focused on the Member's legislative goals;
- works to formulate positions on legislative issues;
- monitors legislative activity on the House floor and handles long-term and short-term legislative planning for the Member;
- oversees the progression of bills with which the Member is involved as they move from Committee to the floor;
- recommends strategies and tactics on bills and positions; • assigns legislative staff areas of responsibility;
- trains and supervises legislative staff;
- schedules and directs legislative staff meetings;
- meets with groups of key constituents or other office visitors, as necessary;
- recommends co-sponsorships of legislation to the Member;
- writes and reviews legislative memos;
- hires legislative staff, with approval of the Chief of Staff/Administrative Assistant and the Member, when necessary;
- oversees activities of the office in the absence of the Chief of Staff/Administrative Assistant;
- 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 on floor action to the Member and the Chief of Staff/Administrative Assistant;
- coordinates responses to all legislative mail;
- assists organizations and constituents in the district with federal matters; and
- performs other duties as assigned.

Please respond with position you are applying for in the subject line with resume and writing sample to nyresume2@gmail.com

MEM-436-18 **TITLE: Staff Assistant**
REPORTS TO: Chief of Staff

CORE RESPONSIBILITIES:

- to answer the telephones;
- to greet visitors to the office;
- to answer constituent requests for general information, tours, and other inquiries;

- to monitor delivery and pickup of materials;
- to maintain front office; and
- to assist with various administrative and legislative duties.
- occasionally driving the member to and from events

QUALIFICATIONS:

- minimum of 1 year office experience; congressional internship experience preferred
- professional telephone manner;
- proficiency in word processing;
- excellent organizational and proofreading skills;
- ability to use photocopier, facsimile machine and other office equipment;
- ability to work cooperatively and courteously with others; and
- availability to work long hours, if necessary.
- valid drivers license

DUTIES:

- answers and screens telephone calls for the Member and other staff members and takes messages;
- greet and screens visitors;
- assists persons who have appointments with the Member or other staff members. Works closely with the Member's Scheduler to ensure that the Member's appointments are on time and that the Scheduler is aware of the visitors' arrival;
- responds to constituent requests for flags, tours and other information;
- maintains handout literature regarding the district and the House;
- signs for deliveries and forwards all materials delivered to the office to appropriate staff members in a timely manner;
- maintains the office answering machine or voice mail;
- ensures that requests for assistance are directed to the appropriate staff member in a timely manner;
- writes down visitor opinions, including full name, address, and all relevant information;
- logs in mail;
- tracks library books from the Library of Congress;
- performs general typing and administrative assignments;
- sends, receives, and distributes materials via the facsimile machine; and
- performs other administrative and legislative duties as assigned.

Please respond with position you are applying for in the subject line with resume and writing sample to nyresume2@gmail.com

MEM-430-18 A Southern Democrat seeks a **Communications Director** to manage an active communications operation. Successful candidates will have superb written and verbal communication skills, be comfortable multi-tasking, have excellent attention to detail, and work well under pressure. Primary responsibilities include (but not limited to) managing press releases, speeches, op-eds, and letters to the editor, and other written material for the Member, managing an active social media presence, managing e-newsletters, and graphic design. The Communications Director will work closely with the Press Assistant and other press team members to finalize press/communication products and strategy. The Communications Director will staff the member during press events, media interviews, and other events as needed. Candidates must be available nights and weekends as situations require. This is not an entry-level position, experience is required. The office is an equal opportunity employer and diverse candidates are encouraged to apply at nchousejobs@gmail.com.

MEM-428-18 The House Committee on Small Business (Democratic staff) seeks a **staffer** to work on issues related to Small Business Administration Entrepreneurial Development programs. Expertise with SBA programs, including Small Business Development Centers, SCORE, Women's Business Centers, and Veteran's Business Outreach Centers, is required. Candidate must be an outstanding writer, have a demonstrated capacity to generate new ideas, and the proven ability to analyze legislation. The ideal candidate will have strong communication, writing, and research skills. A graduate degree is strongly preferred. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Please send cover letter and resume to hsbcdems@gmail.com with the position name in the subject line.

MEM-422-18 Senior Democrat seeks **Legislative Assistant, or Senior Legislative Assistant** depending on qualifications, to handle work on the Financial Services Committee and other issues. Candidates should have substantial experience with financial services issues and substantial Congressional experience. The successful applicant will possess strong writing and oral communication skills, work well with others, be comfortable in a fast-paced environment, and understand the legislative process. To apply, please e-mail a cover letter, resume, and three writing samples to financeservicesla@gmail.com. No phone calls or drop-ins please.

MEM-419-18 Democratic Committee staff seek energetic and entrepreneurial professional to join an active communications office. Duties include but are not limited to: drafting press materials including releases and op-eds; cultivating relationships with the national and trade media; coordinating press conferences and media events; and working with legislative staff to communicate the committee's policy priorities to local and national audiences. Ideal candidate will have experience working in communications, including working on Capitol Hill, or in government or a campaign environment. Strong writing skills essential. Title and salary commensurate with experience. Position reports directly to office's Communications Director and consults regularly with Committee's Deputy Staff Director. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Please send cover letter, resume and brief writing sample to pressjob1923@gmail.com.

MEM-411-18 The Committee on Oversight and Government Reform is the principal investigative body for the U.S. House of Representatives. Ranking Member Elijah Cummings seeks to fill a **Counsel** position on the Democratic staff.

The ideal candidate will be an attorney with several years of investigative or litigation experience. Responsibilities include depositions, transcribed interviews, briefings, and congressional hearings. Candidates with diverse backgrounds and experiences are strongly encouraged to apply. Candidates must have superior attention to detail, work well under pressure, be self-motivated, and possess excellent written and oral communication skills.

Please send a resume and cover letter to oversightjobs@mail.house.gov, with "Counsel" in the subject line. No unsolicited calls, emails, or drop-ins, please.

MEM-405-18 House Small Business Committee Democrats seek an **Economic Policy Staffer** to manage a broad policy portfolio including, tax, health, retirement, and other economic issues. Core responsibilities include developing and advancing legislation, planning events on key policy priorities, coordinating hearings, staffing Member, and drafting reports. Exceptional writing and analytical skills are a must. Prior Hill, federal agency, private sector or policy think tank experience is preferred. An advanced degree is a plus. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Please send cover letter and resume to hsbcdems@gmail.com with the position name in the subject line.

MEM-404-18 The House Small Business Committee (Democratic staff) seeks a **staffer** to work on issues related to small business technology, telecommunications, and trade policy. Candidate must be an outstanding writer, have a demonstrated capacity to generate new ideas, and the proven ability to analyze legislation. This is not an entry level position. A graduate degree is strongly preferred. Exceptional writing and analytical skills are a must. Prior Hill, federal agency, private sector or policy think tank experience is preferred. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Please send cover letter and resume to hsbcdems@gmail.com with the position name in the subject line.

MEM-403-18 House Small Business Committee (Democratic Staff) is looking for a proactive, experienced oversight and regulatory **counsel**. Responsibilities include planning and conducting congressional oversight and advising in policy matters related to oversight of issues within the committee's jurisdiction. Additional duties include reviewing and monitoring regulatory issues across the federal government as it pertains to small businesses and drafting comments and official correspondence as necessary. Candidates must possess relevant legal experience, excellent research and writing skills, and strong analytical and communication skills. Must also be a team player and able to work well under pressure and with quick deadlines. Experience with congressional oversight and regulations preferred; Hill experience is a plus. J.D. is required; please no recent graduates. This is not an entry level position. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Please send cover letter and resume to hsbcdems@gmail.com with the position name in the subject line.

MEM-402-18 The House Committee on Small Business (Democratic staff) seeks a **Policy Director** to assist in the daily operations and management of policy staff and assist in coordinating committee activities, such as hearings and roundtables. This position involves day-to-day management responsibilities and requires significant management experience. Candidate must be an outstanding writer, have a demonstrated capacity to generate new ideas, the proven ability to work under pressure and tight deadlines, and sound judgment necessary to evaluate matters that arise before the committee. Only candidates with experience and a comprehensive knowledge in the substantive policy areas within the Committee's jurisdiction will be considered. This is not an entry level position. Previous hill experience is required and an advanced degree is a plus. The office is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Please send cover letter and resume to hsbcdems@gmail.com with the position name in the subject line.

