

House Vacancy Announcement and Placement Service

Questions? Connect with us at ResumeService@mail.house.gov or at 202-226-0221.

Member and Committee Openings

Week of March 24, 2025

MEM-108-25

Digital Assistant

Location: Charleston, South Carolina

Republican member in Charleston, SC is seeking a motivated **Digital Assistant** to support our digital communications efforts. This role will involve engaging with constituents through social media, assisting in content creation, and helping manage the office's online presence. The Digital Assistant will work closely with the Digital Director to ensure the office's social media strategy aligns with our values and priorities, while fostering positive engagement with the community.

Application Process:

To apply, please send your resume, a brief cover letter, and any relevant social media or content samples to sydney.long@mail.house.gov.

MEM-107-25

Scheduler|Executive Assistant – Rep. Nanette Barragán (CA-44)

Congresswoman Nanette Barragán (CA-44) seeks an experienced **Scheduler** for her Washington, DC office.

The salary range for this position is \$55,000 - \$80,000, depending on experience and qualifications.

Main responsibilities include:

- maintaining the Member's daily and long-term schedules for both DC and the District;
- organizing and evaluating all incoming meeting requests and invitations;
- keeping the Member on schedule throughout the day;



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- working with legislative and communications staff to ensure the Member is prepared for events/meetings;
- coordinating travel arrangements;
- processing and managing expenses and reimbursements for the Member;
- supporting planning and scheduling for the Congressional Hispanic Caucus related to the Chairwoman;
- Facilitate weekly scheduling meetings with the Member and Chief of Staff to evaluate meeting requests;
- Coordinating with the Member and Chief of Staff regarding political scheduling requests;
- Communicating with constituents by phone and email to address requests;
- Driving the Member and staffing the Member at events;
- And additional administrative responsibilities as necessary.

Candidates should be:

- highly organized, detail-oriented and able to multi-task;
- resourceful and self-starters;
- team-oriented;
- proficient in Microsoft Outlook, Word, and Excel;
- proficient in Google Suite applications;
- able to work well under pressure and on tight timelines;
- and have a positive attitude.

This position requires availability outside of regular business hours including some weekend availability as needed.

Previous experience in scheduling or operations is preferred. Salary is commensurate with experience.

Southern California | Los Angeles Metro area ties, access to a car, and Spanish fluency are a plus.

Interested candidates should send a cover letter, resume, and three references with “SCHEDULER” in the subject line to CA44Resumes@mail.house.gov.

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

MEM-106-25

Congressman Ted W. Lieu has an opening for a **Field Representative and Constituent Services Representative** in his West Los Angeles District Office. Primary responsibilities include assisting constituents with federal casework and representing Congressman Lieu



at community events and advising senior staff and the Congressman about local concerns and priorities. The staff member will assist the Deputy District Director for Casework with casework outreach, intake, and processing. Additionally, they will meet frequently with constituents and local government representatives, monitor policy and community issues and projects, and help the Deputy District Director for Outreach by designing and organizing events for Congressman Lieu when he is in the district.

The successful applicant must have a positive attitude and the ability to work and set priorities in a fast-paced and challenging environment. Strong writing and verbal communications skills are essential. At least one year of experience working for an elected official or community-based organization is strongly preferred. A valid California Driver License and automobile are required. Bilingual skills are a plus.

The position is full-time with federal benefits and the staff member will work full-time in person at the District Office which is located in West Los Angeles. This office is an Equal Opportunity Employer.

If interested, please send a resume, cover letter, references and two short writing samples no later than March 31, 2025 to:

NICOLAS RODRIQUEZ
Deputy Chief of Staff - District Director
Congressman Ted W. Lieu (CA-36)
1645 Corinth Avenue, #101
Los Angeles, CA 90025
Lieu.Staff@mail.house.gov

MEM-105-25

The Office of Congressional Conduct (OCC), an independent, non-partisan investigative entity established by the United States House of Representatives, seeks an **Investigative Support Analyst** with 2-6 years of experience. The Investigative Support Analyst provides operational, administrative, and strategic support to the OCC in its sensitive inquiries into allegations of possible violations of federal law and ethical standards of conduct by current Members, Officers and Staff of the House of Representatives.

The OCC is seeking candidates interested in supporting ethics and transparency within the House of Representatives. The Investigative Support Analyst would join a small, Washington, DC-based, investigative team.

The ideal candidate for this position is highly motivated and proactive with a significant interest in anti-corruption enforcement (or related disciplines). They should have experience developing and implementing small-scale projects, using data analytics tools



to inform strategic decision making, and supporting executive leadership all with minimal oversight.

Core Responsibilities:

- Assume primary responsibility for managing documentary evidence submitted to the OCC from the public and in the course of its investigations;
- Perform legal research, data analysis, and document review to support OCC investigations;
- Develop, manage, and implement key administrative, operational, and logistical processes; and
- Otherwise support OCC Investigative Counsel investigations as required.

Requirements:

- Bachelor's degree;
- Ability to pass Security Background Investigation to obtain Top Secret clearance and U.S. Capitol Police Background Investigation; and
- At least two years of research, consulting, analyst, or other investigative experience.

Qualifications:

- Experience with Casepoint or other eDiscovery and litigation support platforms;
- Legal research skills;
- Strong organizational skills;
- Strong interpersonal skills and professionalism;
- Advanced proficiency in Microsoft Excel and Microsoft Word;
- Desirable but not required:
 - Investigative experience with high-profile and sensitive matters;
 - Experience with campaign finance or ethics law;
 - Experience writing reports or legal documents;
 - Experience developing and improving business processes; and
 - Experience using data analytics tools (i.e., Excel, Power Query, R, Python) for investigative and exploratory analysis.
- Demonstrated ability to:
 - Work independently or as part of an investigative team;
 - Communicate technical findings to a non-technical audience;
 - Manage multiple tasks and projects; and
 - Exercise discretion and independent judgment.

Duties:

- Gather publicly available information/records related to potential new matters and/or ongoing matters;
- Conduct ongoing research and case development projects;
- Support Investigative Counsels on cases to include:
 - Reviewing documentary evidence;



- Reviewing transcripts for errors and redactions;
 - Reviewing written work product;
- eDiscovery database management to include:
 - Import/export evidence for internal review purposes and external transmittal to the House Committee on Ethics;
 - Bates stamp documents;
- Prepare exhibits for final reports;
- Case records and file maintenance;
- Supporting administrative functions directly related to investigations and serve as backup for other administrative functions as needed; and
- Other duties as required.

Applicant Instructions:

Please send a one-page cover letter and resume via email to:

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

Applications submitted to anywhere other than the above email address may not be reviewed.

MEM-104-25

House Committee on Veterans' Affairs (Majority) Healthcare Investigator

The House Committee on Veterans' Affairs Majority staff seeks a **Healthcare Investigator**

Core Responsibilities:

- Under the supervision of the Staff Director of the Subcommittee on Health, the individual will conduct oversight of the Department of Veterans Affairs (VA) Veterans Health Administration and affiliated VA Central office organizations
- Collect technical information and translate it into briefings, memoranda, hearing materials, and policy recommendations for a general audience.



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- Meet with congressional staff, veteran service organizations, industry organizations, and internal and external stakeholders.
- Perform other duties as assigned by the General Counsel, Committee Deputy Staff Director, and Committee Staff Director.

Qualifications:

- Undergraduate degree or higher
- Clinical expertise preferred by not required
- Work experience investigating an executive branch agency or healthcare system
- Knowledge of healthcare policy and procedures for a large healthcare organization
- Excellent writing, editing, and proofreading skills
- Excellent oral communication skills
- Thoroughness and attention to detail
- Discretion and sound judgment in formulating and recommending policy positions
- Ability to work long hours, under pressure, while remaining cooperative and courteous
- Work independently as well as in teams
- This is a full-time, on-site position in Washington, DC.
- Domestic travel is required.
- This is not an entry level position.

Benefits:

- Sick and Annual Leave
- Federal Employees Health Benefits Program
- Thrift Savings Plan
- Federal Employees Group Life Insurance Program
- Federal Long-Term Care Insurance
- Flexible Spending Accounts (FSAFEDS)
- Dental & Vision Insurance Program (FEDVIP)
- Federal Transit Benefit or parking
- Student Loan Repayment Program

Other Information:

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

How to Apply:



Interested candidates should send their cover letter and resume to VAR.Resumes@mail.house.gov with “Healthcare Investigator” in the subject line. Writing samples and references may be requested. No calls or walk-ins, please.

MEM-103-25

Health Policy Advisor/ Counsel – Congressman Vern Buchanan (FL-16)

Congressman Vern Buchanan (FL-16) is seeking an experienced **Legislative staffer/ Health Care Specialist** to oversee his Ways and Means Health Chair policy portfolio. Qualified candidates will have several years of experience handling health policy in a legislative role on the Hill, the Administration or in the private sector, as well as substantial knowledge of legislative process and committee procedures. Strong research, writing and communication skills are also a must. All resumes handled in strict confidence. Title and salary commensurate with experience.

Email resume and cover letter to: blake.nolan@mail.house.gov

MEM-102-25

PROFESSIONAL STAFF MEMBER FOR FEDERAL LANDS House Committee on Natural Resources – Democratic Staff

The Democratic staff of the House Natural Resources Committee (HNRC) Subcommittee on Federal Lands seeks a Professional Staff Member (PSM) to play a lead role in planning, coordinating, and executing the legislative and oversight agenda of HNRC Democrats. The ideal candidate is a creative thinker with a sophisticated understanding of the subcommittee’s jurisdiction, with a particular emphasis on the U.S. Forest Service and the broader federal government's role in mitigating wildfire risk and adapting to a changing climate. The successful candidate will possess a deep understanding of wildfire ecology, climate science, forest management, and federal policy processes.

Primary responsibilities include:

- Working with the Subcommittee Staff Director to develop legislation and recommend positions, strategies, and tactics on bills that exist within the Subcommittee’s jurisdiction.
- Assisting with the progression of relevant bills with which Committee Members are involved as they move from Committee to the House Floor.
- Preparing legislative memos, talking points, and reference materials for Committee Members, their staff, and Committee staff.
- Developing and maintaining relationships with Committee Members, staff, federal agencies, non-governmental organizations, and other relevant stakeholders.



- Updating Members and their staff with relevant news, schedule updates, and meeting information.
- Working with the Committee Outreach and Communications teams to proactively promote committee activity and engage with relevant stakeholders on Committee business.

Preferred qualifications:

- Demonstrates a clear understanding of the policies, laws, and politics of U.S. public lands management. Demonstrates an understanding of the legislative process, House organization and procedure, and the overall jurisdiction of HNRC.
- The strongest candidate will be able to prepare briefing materials, questions, and statements for hearings, markups, and other committee business and to develop communications materials succinctly explaining the ongoing work of the Subcommittee on Federal Lands.
- Demonstrates an awareness of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations. Understands how HNRC issues intersect with racism, economic and social inequality in the U.S. and has a passion for working to dismantle these systems. Contributes to recruiting, hiring, developing, and retaining a diverse and inclusive workforce.

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

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

To apply, address your application materials to Brandon Bragato at NR Dems.Resumes@mail.house.gov with the subject line “Federal Lands PSM Application” by Monday, March 24. Please include a cover letter, résumé, and two writing samples.

MEM-101-25

STAFF ASSISTANT

House Committee on Natural Resources – Democratic Staff



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The Democratic staff of the House Natural Resources Committee is seeking a Staff Assistant to manage the day-to-day administrative operations of the Committee. Candidates should possess exceptional organizational, time management and multitasking skills; the ability to work cooperatively and courteously with others; excellent written and oral communication skills; and flexibility in assisting with daily tasks and projects.

Specific duties include: answering telephones; receiving visitors at the front desk; tracking and processing Committee correspondence; providing administrative support for Committee hearings, markups and meetings; coordinating the Committee's internship program; serving as the Office Emergency Coordinator; assisting senior staff with scheduling and other administrative tasks as needed; coordinating with Member offices and assisting with outreach requests; supporting Member Services staff on special projects; day-to-day tracking of Member requests, meetings, events, and projects; and managing the Member Engagement calendar and contact lists.

The position is based in Washington, D.C. Salary is commensurate with experience. The office offers benefits including competitive health, dental, vision, and life insurance options; retirement match; student loan repayment assistance; and transit/parking benefits.

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, age, disability, military status, parental status, marital status, sexual orientation, or any other factor or basis prohibited by applicable federal law. Applicants with disabilities who require reasonable accommodation to participate in the application or hiring processes are encouraged to request accommodations at any time during those processes. Candidates with diverse backgrounds and experiences are strongly encouraged to apply.

To apply, address application materials to Rachel Jones at NR Dems.Resumes@mail.house.gov with the subject line "Staff Assistant Application" by Monday, March 24. Please include a cover letter, résumé, and two writing samples.

MEM-100-25

Military Legislative Assistant (Rep. Tony Gonzales, TX-23)

CORE RESPONSIBILITIES:

1. to develop legislative initiatives related to a national security portfolio, including cybersecurity, veterans, foreign affairs, and armed services.
2. to monitor legislative developments within Committees and on the House floor;
3. to meet with constituents and advocacy groups on behalf of the Member.

QUALIFICATIONS:



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1. at least 1 year of legislative experience in a full-time, paid position or legislative fellowship
2. prior Capitol Hill experience is strongly preferred
3. excellent oral and written communication skills;
4. thorough knowledge of the legislative process;
5. ability to exercise discretion and independent judgment in the formulation and recommendation of policy positions for the Member;
6. ability to work cooperatively and courteously with others;
7. ability to work well under pressure;
8. thoroughness and careful attention to detail

To apply, please send resumes to housegopemployment@gmail.com with position noted in subject line.

MEM-095-25

Congressman Gabe Amo (RI-01) seeks an experienced **Communications Director** to join his office in **Washington, D.C.** The Communications Director will be responsible for developing and executing a communications plan, writing press releases, statements, and talking points, maintaining relationships and booking interviews with national and local press outlets, pitching stories, responding to reporter inquiries, creating and posting social media posts, compiling news clips, managing the Member's website, assisting with the offices' outreach program, and managing a district based Press/Digital Assistant, and other duties as assigned. The Communications Director is expected to advance press events and staff the Member as needed. The Communications Director will collaborate closely with the Chief of Staff, District Director, Legislative Director, and other staff as appropriate.

This is not an entry-level position. Candidates should have previous communications experience, possess exceptional writing skills, be proficient in photo and video editing and graphic design tools, and be organized. Candidates should be detail-oriented and highly motivated to serve on an active team. Ideal candidates will have experience working in a fast-paced environment and are prepared to implement a communications plan.

Candidates of diverse backgrounds are encouraged to apply. Rhode Island ties are a plus. The office does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

To apply, send in a single PDF with a resume, cover letter, and brief writing sample to RI01AmoJobs@gmail.com, with the following subject line: "Full Name – Communications Director."



MEM-094-25

Rep. Vern Buchanan (FL-16) seeks Press Secretary/ Press Assistant

The office of Congressman Vern Buchanan is looking for a **Press Secretary or Press Assistant** who has excellent writing skills and the ability to craft creative digital communications. The candidate will report to the Communications Director and work closely with the Chief of Staff and legislative team to communicate the Congressman's policy goals.

Primary responsibilities include managing social media channels and official office website, creating digital content, drafting press releases, newsletters and op-eds, supporting a franked communications program and various other communications tasks as required.

Strong writing, editing and proofreading skills are required. Florida ties and prior experience on Capitol Hill are preferred, but not required. The position is based in the Washington, D.C. office. Title and compensation are commensurate with experience.

Interested candidates should send a resume, cover letter and 2-3 writing and/or digital content samples to resumes.FL16@mail.house.gov and josh.gregory@mail.house.gov with "Press Position – 'First Name' 'Last Name'" in the subject line.

MEM-088-25

Senior Auditor Information Systems

The Senior Auditor Information Systems is responsible for the day-to-day accomplishment of assigned audit tasks required in evaluating information systems activities of the U.S. House of Representatives (House). All work is performed in compliance with the Office of Inspector General (OIG) Policies and Procedures Manual and appropriate professional standards. All duties are performed in the highest ethical manner, while exhibiting the OIG Core Values of *Integrity, Excellence, and Innovation*.

Major Duties:

- Independently plan and perform audit objectives for information systems audits, including audits of general and application controls and information system management processes.
- Independently configure, use and design tests for audit tools (i.e. software and/or scripts); test systems for vulnerabilities; analyze the data produced; and translate that data into validated audit issues.



- Independently perform assigned audit tasks including, collecting and analyzing relevant documents/data and performing complex analysis to identify potential audit issues, causes, and solutions.
- Assess the risk and significance to House systems/operations of issues identified from assigned audit objectives.
- Conduct meetings, interviews, and briefings.
- Produce work products to include audit work papers and briefing documents.
- Brief supervisors on work performed, audit issues identified, and any unexpected delays or problems.
- Stay apprised of current audit techniques, issues, and trends in information systems and systems security.
- Identify potential audit areas for the IS Division as part of the annual audit planning process and write corresponding fact sheets.
- Contribute to improving the IS Division and the OIG office through efforts such as identifying and implementing new and improved processes, techniques, and tools; proposing process changes needed to implement improvements; sharing knowledge; and providing assistance.

Other Duties:

- Propose personal training and development plans.
- Provide assistance to contractors as assigned.
- Participate in special projects and other tasks as assigned.

Requirements of the Position and Additional Information:

· Education:

- An undergraduate degree in a relevant field such as Information Technology or Computer Science, Management Information Systems, Cybersecurity, Accounting or Business Administration (with IT Focus), Data Analytics or Data Science.
- 24 semester hours of accounting (may include up to 6 semester hours in business law) is required.
- An applicable graduate degree or one professional certification is required. Qualifying certifications include: CISA, CISSP, CIA, and CRISC.

· Experience:

- At least 5 years of experience performing information systems audits, including audits of general controls, application controls, and information systems processes.
- Extensive experience and knowledge of information systems, information systems auditing, information systems security, information systems management, computer operating systems, network protocols, and audit tools and techniques.

· Knowledge, Skills, & Abilities

- Knowledge of government auditing standards.
 - Knowledge of risk assessment concepts.
 - Knowledge and understanding of work management concepts.



- Ability to work non-standard hours, as needed.
- Ability to switch job priorities; overcome obstacles.
- Communicate complex ideas/facts clearly in a well-organized manner and actively listen.
- Examine situations using facts; draw unbiased conclusions.
- Ability to display understanding, courtesy, respect, and tact in various interactions; establish and maintain positive working relationships, contribute to organizational effectiveness, and implement conflict management.
- Collaborate with others, facilitate achievement of goals, and share information and provide assistance in team efforts.
- Apply skills, methods, and tools, gather and analyze data.
- Execute processes/procedures required by the OIG Policies and Procedures Manuals.
- Demonstrate initiative when opportunities are made available.
- Influence others to maximize efforts towards achievement of a goal.

Pre-employment Criminal History Records Check and fingerprinting is required.
Drug testing-designated position. Pre-employment drug screening is required.
 Relocation expenses **will not** be paid.

How Resumes Will Be Ranked:

Candidates whose resumes indicate they meet the education and professional certification requirements, and who also possess the knowledge and experience as listed in this announcement will be given preference.

Benefits of Working at the House of Representatives:

1. General Benefits - U.S. House of Representatives staff are eligible to participate in the various employee benefits plans to which other federal employees are entitled. For instance, Federal Employees Health Benefits, Flexible Spending Account, Federal Employees Life Insurance, Long-term Care Insurance, Thrift Savings Plan, Federal Retirement Programs, etc.

Health Insurance: <https://www.opm.gov/healthcare-insurance/healthcare/plan-information/plans/>

Dental and Vision: <https://www.opm.gov/healthcare-insurance/dental-vision/>

Flexible Spending Accounts: <https://www.opm.gov/healthcare-insurance/flexible-spending-accounts/>

Life Insurance: <https://www.opm.gov/healthcare-insurance/life-insurance/>

Long-term Care: <https://www.opm.gov/healthcare-insurance/long-term-care/>

Thrift Savings Plan: <https://www.tsp.gov/index.html>

Retirement Program: <https://www.opm.gov/retirement-services>

2. Leave accumulation. Prior federal service and work experience in a related field are considered when calculating an employee's rate of leave accumulation. (The Inspector General has the discretion to grant credit to new employees, for leave accrual purposes,



for prior related non-federal work experience). All employees accumulate 12 days of sick leave per year regardless of length of prior federal or non-federal service. Annual Leave is calculated as follows:

- Less than 3 years of service/experience = 12 days annual leave per year
- Between 3 years and 6 years of service/experience = 18 days annual leave per year
- 6 or more years of service/experience = 24 days annual leave per year

3. Student Loan Repayment Program. Employees may be eligible for reimbursement of up to \$10,000 per year (with a maximum of \$80,000 in total) for federally-backed student loans.

4. Gym Membership. House employees are eligible for membership to the House Staff Fitness Center.

5. On-site daycare facility.

6. Flexible work schedule.

7. Eligibility for either free, on-site parking or an amount up to the Department of Transportation monthly limit for mass transit benefits.

Work Environment and Location:

The work is usually performed in an office environment. Overnight travel is rare. The work is primarily sedentary but there may be some walking in, to, and/or from House Office Buildings, or other buildings and facilities of the Capitol Complex.

The Official Work Site for the OIG is the Capitol Complex, specifically the Ford House Office Building. Telework/telecommuting may be available for staff, depending on the position and at the sole discretion of the IG, but only to the extent that the work is done within the Greater Washington D.C., Maryland, and Virginia area.

ALL applicants must submit a resume and cover letter, on or before the closing date, that clearly presents the applicant's knowledge, experience, and education to meet the requirements of the position.

2) Submit your resume and cover letter via email to OIGResumes@mail.house.gov ONLY. Reference our vacancy announcement ID, "**IG-25-01 IS-HGOV**", in the Subject Line of your email.

- a. Do NOT send transcripts, copies of degrees or certifications, references, etc.
- b. Do NOT send Veteran's preference* documents to the OIGResumes email address.

***FOR VETERAN'S PREFERENCE APPLICANTS ONLY:** Hiring for this position is governed by the Veterans Employment Opportunities Act (VEOA). Applicants who are seeking consideration of veteran's preference should **send a separate email** directly to Stanita.Thomas@mail.house.gov to request the form and instructions to apply for veteran's preference in the U.S. House of Representatives. The completed veteran's preference form and supporting documentation must be received by this office on or before the closing date of the vacancy announcement. For additional information on the VEOA in the U.S. House of Representatives, please call Stanita Thomas at (202) 226-9210.

What To Expect:



When your email is received in the OIGResumes@mail.house.gov email inbox, the system will generate an automated response acknowledging receipt of your email. Only applicants selected for an interview will be contacted further.

Do NOT send resumes and cover letters or courtesy copies (cc) to Stanita.Thomas@mail.house.gov.

U.S. citizens, nationals, or those that owe allegiance to the U.S are eligible to apply to this posting. Other Requirements: Must be eligible for and maintain a minimum Secret security clearance; Pre-employment Criminal History Records Check and fingerprinting is required; Drug testing-designated position. Pre-employment drug screening is required; and must reside in or relocate to the Washington, D.C. area.

The Office of Inspector General is committed to building and maintaining an inclusive and diverse work environment. All qualified candidates are encouraged to apply.

The U.S. House of Representatives is an equal opportunity employer. All applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, or national origin. Transportation and all related travel expenses associated with the interview and hiring process must be paid by the applicant. Moving and related relocation expenses are not available. Continued employment with the Inspector General of the House of Representatives is contingent upon satisfactorily completing a criminal history records check. Employment with the U.S. House of Representatives is at-will.

NOTE: To be employed by a House office in a paid position in the continental United States an individual must:

- 1. Be a U.S. citizen;*
- 2. Be lawfully admitted for permanent residence and seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B);*
- 3. Be (i) admitted as a refugee under 8 U.S.C. § 1157 or granted asylum under 8 U.S.C. § 1158 and (ii) have filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or*
- 4. Owe allegiance to the U.S. (i.e., qualify as a non-citizen U.S. national under federal law).*

This is a Legislative Branch appointment. A current U.S. Federal employee selected for hire from another branch (Executive, Judicial) of the U.S. Federal government must resign from Federal service in their current branch to be appointed to a position in the Legislative branch.



MEM-082-25

Field Representative

Office of Congressman Greg Steube (FL-17)

Location: Sarasota, Florida

Salary Range: \$55,000 - \$75,000 (commensurate with experience)

SUMMARY:

The Field Representative serves as a liaison between Congressman Steube and constituents, including municipal, county, state, and federal entities, non-profits, and businesses. This role represents the Congressman at community events, facilitates casework, and monitors district issues. The ideal candidate should have a strong understanding of congressional operations and established ties to Southwest Florida.

ESSENTIAL DUTIES:

- Represent the Congressman at community events and meetings in Florida's 17th District, serving as the primary point of contact for local governments, organizations, and stakeholders.
- Act as a liaison between constituents and the DC office to facilitate federal policy needs, funding opportunities, and legislative solutions.
- Manage constituent casework, monitor district issues, and support policy discussions to ensure local concerns are effectively communicated and addressed at the federal level.
- Assist with core district office projects, including Service Academy Nominations and the Congressional App Challenge.
- Occasionally answer office phones and oversee junior staff and interns.
- Maintain and update records using the office's constituent relationship management system (IQ).
- Work flexible hours, including nights and weekends.
- Perform other duties as assigned.

QUALIFICATIONS:

- Education: Bachelor's degree from an accredited institution.
- Experience: Minimum of 2 years, with strong academic credentials.
- Skills & Knowledge:
 - Strong oral and written communication skills.
 - Understanding of the legislative process and government agencies.
 - Knowledge of district issues and events.
 - Ability to manage multiple priorities and work under pressure.
 - Proficiency in office software and database management.
 - Strong organizational skills and ability to exercise discretion in casework.

Please send resumes to floridarepublicanjobs@gmail.com



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MEM-080-25

Texas House Member Seeks **Legislative Correspondent**

CORE RESPONSIBILITIES:

- to manage a robust constituent correspondence and outreach program;

QUALIFICATIONS:

- prior Capitol Hill experience, either in a full-time capacity or through an internship
- excellent writing skills and attention to detail;
- familiarity with Indigov or a similar CRM software;
- ability to work cooperatively and courteously with others;
- ability to work well under pressure

To apply, please send resumes to housegopemployment@gmail.com with position noted in subject line.

MEM-076-25

Congressman Mike Flood (NE-01) seeks a **Special Assistant** for his Washington, D.C. Office.

The primary responsibility of the Special Assistant is to transport the Member and other staff members to meetings and appointments as necessary, deliver and pickup materials for the office, staff the Member at various meetings, plan for and cater to various constituents and VIPs in DC, and serve as a personal aide to the Member when he is in Washington, DC. When the Member is in the district, the Special Assistant will assist the Operations Team with special projects and other misc. tasks. Typical responsibilities may include, but are not limited to:

- Driving the Member and other staff members as required for their official duties, sometimes before or after typical business hours.
- Driving the Member to and from the airport, sometimes before or after typical business hours.
- Deliver and pickup materials for the office, including letters, packages, and documents from other government agencies.
- Working with the Operations Director to be aware of the Member's schedule in order to prepare the Member for his events/meetings.
- Running errands and assisting the Operations Team with supplies and other misc. administrative matters.
- Assisting in sorting and delivering mail.
- Staffing the Member at various meetings and events.
- Catering to constituents and VIPs who happen to be in Washington, DC.



- Serving as a personal aide to the Member, tending to various needs as they arise while he is in Washington, DC.

The requirements for this position are:

- Located in Washington, DC.
- Regular, predictable and punctual attendance at assigned locations required for performance of duties.
- Ability to communicate effectively with the Member and office staff, Members and representatives from other offices, outside organizations, and others.
- Ability to work outside of traditional business hours as the Member's schedule dictates.
- Ability to handle difficult and sometimes tense interactions with members of the public, including constituents, with tact while also prioritizing the well-being of the Member.
- Work is public-facing and requires frequent interaction with members of the public, including constituents, in a courteous and tactful manner. Work requires extended and unscheduled hours as dictated by the Member's schedule and office needs.
- Must possess a valid driver's license and have a good driving record. A personal vehicle used to drive the Member is not necessarily required.
- Regularly lifts and moves luggage, books, files, documents, and other office materials.
- Must be able to prioritize and perform duties under pressure in a fast-paced environment.
- Regularly use typical office equipment, software programs, and methods of communication, including, for example, a computer, email, telephone, smartphone, photocopier, fax machine, etc.

Nebraska ties are preferred but not required for application. Interested applicants may submit their resume and cover letter to FloodHiring@mail.house.gov.

MEM-074-25

Press/Digital Assistant—Congressman Jonathan L. Jackson seeks a full-time Press/Digital Assistant to work in his Washington, D.C. office. This position reports to the Communications Director.

Responsibilities:

- Create and manage content for the Member's social media platforms, including copy, graphics, and videos
- Assist with drafting and circulating the Member's newsletter, press releases, statements, talking points, and speeches



- Work with the Communications Director to develop content and graphics for franked communications
- Monitor news outlets and social media and compile press clips that mention the Member
- Maintain Chicago and D.C. press lists
- Handle photography and videography at D.C.-based events
- Assist with updating the website

Qualifications:

- Heart for public service and helping others
- Exceptional attention to detail
- Strong writing and creative skills
- Experience in graphic design and video editing
- An ability to work collaboratively in a fast-paced, team environment
- Temperament to communicate with a variety of personalities in a friendly and professional manner
- Chicago ties and experience in competitive districts are preferred but not required.
- Experience in Congressional offices of political campaigns preferred but not required.

The office is an equal opportunity employer. Please submit a resume and brief cover letter to Robert.patillo@mail.house.gov with “LAST NAME - Press/Digital Assistant Application” in the subject line. Please do not call or drop by the office.

MEM-072-25

Press Assistant - The Office of Congressman Rob Wittman (VA-01) is seeking a **Press Assistant** to help execute the congressman’s communications strategy and plan.

Primary responsibilities include: drafting press releases and talking points, writing email newsletters for targeted constituent coalitions, promoting the congressman’s district events and engagements, maintaining the communications content calendar, overseeing website management and updates, branding through graphic design and video/audio editing, managing social media accounts and analyzing their performance metrics, and maintaining the congressman’s photo and video database. They will work with the communications director to find new ways to grow the congressman’s following, increase his name ID in the district, and maintain synergy across communications materials.

A strong candidate will be a creative, proactive communicator familiar with social media, the legislative process, website maintenance, as well as photography, graphic design, and video editing. Excellent writing and organizational skills are required. An ability to multitask and work under tight deadlines is necessary. Strong candidates will have previous congressional or political communications experience; ties to Virginia are helpful but not required. Interested applicants should email a resume, cover letter, and two writing samples to Julianne.Heberlein@mail.house.gov with “Press Assistant” in the subject line.



MEM-071-25

Press/Digital Assistant - Congresswoman Kristen McDonald Rivet (MI-08) seeks a full-time **Press/Digital Assistant**, based in her Washington D.C. office. This position reports to the Communications Director.

Responsibilities:

- Create and manage content for the Member's social media platforms, including copy, graphics, and videos
- Assist with drafting and circulating the Member's newsletter, press releases, statements, talking points, and speeches
- Work with Communications Director to develop content and graphics for franked communications
- Monitor mentions of the Congresswoman across news outlets and social media, and compile press clips
- Maintain Michigan and D.C. press lists
- Handle photography and videography at D.C.-based events
- Assist with updating the website

Qualifications:

- Heart for public service and helping others
- Exceptional attention to detail
- Strong writing and creative skills
- Experience in graphic design and video editing
- An ability to work collaboratively in a fast-paced, team environment
- Temperament to communicate with a variety of personalities in a friendly and professional manner
- Michigan ties and experience in competitive districts are preferred but not required
- Experience in Congressional offices of political campaigns preferred but not required

Salary: \$55,000 per year

The office is an equal-opportunity employer. **Please submit a resume and brief cover letter to tom.grandon@mail.house.gov with "LAST NAME - Press/Digital Assistant Application" in the subject line.** Please do not call or drop-by the office.

MEM-063-25

Congresswoman Maxine Dexter, M.D. (OR-03) seeks a creative, proactive **Digital/Press Assistant** in her Washington, D.C. office. This is a full-time position.



The Digital/Press Assistant reports to the Communications Director and will play a crucial role in executing the office's strategic communications plan, specifically in executing the office's social media and digital communications.

This position requires a comprehensive understanding of social media trends, superior writing skills, considerable experience with photography, graphic design, and video editing, and the ability to work collaboratively in a fast-paced, team environment. Oregon ties are a plus but not required.

This office is an equal-opportunity employer committed to developing an organization that is reflective of the district that we serve. The office does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability.

Key Responsibilities:

- Develop and implement the office's digital and social media strategy; create and maintain a consistent stream of digital content for member's social media platforms and website; includes rapid response
- Assist with drafting newsletters, press releases, talking points, scripts, op-eds/letters to the editor, newsletters, and other written materials
- Film and edit videos for social media, including Instagram, Facebook, YouTube, etc.
- Develop and update website content
- Create/maintain press lists
- Clip TV appearances, floor speeches, and other video content for social media.
- Other tasks as needed

Salary range is \$60,000-70,000.

Candidates should submit a resume, cover letter, 2-3 digital samples, mail to: OR3Resumes@gmail.com and with the subject line "Digital/Press Assistant - [Your Name]" to OR3Resumes@gmail.com.

MEM-523-24

The Democratic Staff of the House Budget Committee and Ranking Member Brendan F. Boyle (PA-02) seek a creative and detail-oriented **Digital Assistant** to support digital communications and public engagement efforts. This position will be split between the committee office and personal office and will be based out of Washington D.C.

This position involves creating and scheduling content for social media platforms, maintaining the committee's website, producing multimedia materials (graphics, videos, and infographics), and monitoring digital analytics to optimize outreach. The ideal candidate will have 1-3 years of experience in digital communications, social media



management, or a similar role (Hill or campaign experience preferred), proficiency with design and editing tools (e.g., Adobe Creative Suite, Canva), strong writing and editing skills, and a passion for progressive policymaking.

Candidates should be highly organized, comfortable working under tight deadlines, and familiar with social media analytics and website content management systems. A bachelor's degree in communications, political science, or a related field is preferred. Salary is commensurate with experience, and the position includes a competitive benefits package.

This office is an equal opportunity employer with a team that highly values mentorship and professional development; we do not discriminate on the basis of race, color, religion, national origin or citizenship status, sex, gender identity or expression, pregnancy, sexual orientation, age, disability, or military status. Candidates with diverse backgrounds, women, people of color, and LGBTQIA+ candidates are strongly encouraged to apply.

To apply, email a cover letter, resume, three examples of digital content, and contact information for three references to budget-democrat.jobs@mail.house.gov with the subject line: "[Name] – Digital Assistant Application." Applications will be reviewed on a rolling basis.

MEM-517-24

Congresswoman Susie Lee (D-NV) seeks a highly organized, good-humored, hard-working **DC Scheduler** to develop, coordinate, and manage all aspects of the Member's daily and long-term schedule and logistics in DC. The DC Scheduler will report to the Chief of Staff and work closely with the Member, DC staff, and District staff, including a District-based scheduler responsible for in-district scheduling. This is not an entry-level role; prior scheduling experience is preferred, and salary will be commensurate with experience.

Responsibilities also include tracking, evaluating, and responding to all invitations and scheduling requests, coordinating travel for the Member, compiling the Congresswoman's nightly briefing materials, and managing office operations, including but not limited to facilitating Member meetings and calls, coordinating internal and external events, assisting with onboarding and training for staff and interns, and other administrative duties. Responsibilities will also include providing staffing support, including driving the Congresswoman as needed. Strong candidates will be creative problem solvers, have excellent attention to detail, communicate succinctly and effectively, and thrive in a fast-paced work environment. The position requires the ability to multi-task, work well under pressure, and the flexibility to be responsive to urgent scheduling needs on nights and weekends.

Candidates of diverse 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.

Candidates should submit in PDF format a resume, cover letter, and three references (including name, title and organization, phone number, email, and relationship to the candidate) to nv03resumes@gmail.com with the following subject line: “Full Name – DC Scheduler.”

