

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 April 20, 2026

MEM-130-26

Resident Commissioner of Puerto Rico, Pablo José Hernández, seeks an experienced **Legislative Director** to lead a high-performing legislative team and drive a strategic, organized, and proactive policy operation. The Legislative Director plays a key leadership role in the office, working closely with the Member, Chief of Staff, and Deputy Chief of Staff / District Director. This position requires a strong manager and operator who can set clear priorities, establish structure, and ensure effective coordination across the team and with the Member. The Legislative Director reports directly to the Chief of Staff.

Key Responsibilities:

- Advise the Member on all legislative policy areas
- Maintain up-to-date status reports on all legislation affecting the district, legislation for which the Member is a principal sponsor, and legislation for which the Member is a cosponsor
- Work closely and promptly with the communications team to revise press releases, talking points, and other materials for the Member
- Work closely and collaborate with the Senior Counsel on advancing the Member's long-term legislative strategy
- Manage and lead the legislative team, including setting priorities, assigning work, and ensuring accountability
- Establish and maintain clear internal processes for legislative operations (approvals, briefings, tracking systems)
- Serve as the primary liaison between the legislative team and the Member, ensuring alignment on priorities and positions
- Oversee the development and execution of the office's legislative agenda
- Ensure timely and accurate tracking of cosponsorships, letters, appropriations requests, and other legislative activity

Qualifications:

- At least 3-5 years of legislative experience in a congressional office—this is not an entry-level position
- Strong management and leadership experience in a congressional environment
- Demonstrated ability to create structure, manage competing priorities, and operate under deadlines



- Excellent judgment and decision-making skills
- Strong written and verbal communication skills
- Full professional fluency in both Spanish and English (written and spoken) required
- Ability to lead a team collaboratively while maintaining accountability
- Experience with appropriations and the legislative process
- Puerto Rico ties and extensive knowledge of Puerto Rican issues strongly preferred

Preferred Qualities:

- Proactive and solutions-oriented
- Highly organized and detail-oriented
- Able to operate both strategically and tactically
- Strong interpersonal skills and the ability to build trust across teams

To apply, send in in a single PDF a resume, cover letter, and writing sample to HernandezJobs@mail.house.gov with the following subject line: "Hernandez LD—[Last Name]" by Tuesday, April 28, 2026. Interviews will be held on a rolling basis.

The office is an equal opportunity employer and encourages candidates from all backgrounds to apply.

MEM-129-26

Senior House Financial Services Republican is seeking a Scheduler/Director of Operations

The Scheduler/ Director of Operations will work closely with the Member, Chief of Staff, and District Coordinator, and they will be responsible for the complex and dynamic management of the Member's daily and long-term schedule in both Washington, D.C., and the District. This critical role ensures the Member's time is strategically aligned with legislative priorities, constituent needs, and political goals, serving as a gatekeeper and primary liaison for all scheduling inquiries.

The responsibilities will include:

- Managing the Member’s meeting requests and schedule in Washington DC – both the daily and long term schedule.
- Working with the District team to coordinate in-district events and travel.
- Coordinating all logistics for meetings, briefings, Member travel, and Member events.
- Booking and managing all travel and hotel stays for the Member.
- Being a liaison and point of contact for all scheduling communications.
- Being supportive of the team dynamic and helping support office operations.

Requirements/Qualifications:

- Ability to handle confidential and time-sensitive information with discretion



- Ability to handle complex calendars and requests in a fast-paced professional environment with exceptional organizational skills and a meticulous attention to detail.
- Proficiency with Microsoft Outlook, Excel, and Google scheduling software
- An ability to maintain a calm and positive demeanor under a fast-paced workplace environment

How to Apply: Please email your resume

to Matthew.Perricone@mail.house.gov and Courtney.Trigg@mail.house.gov

MEM-128-26

The Office of Congressman Greg Casar (D-TX35) is seeking a **Staff Assistant** for their Washington DC Office. While not required, candidates with ties to the District or Texas, Spanish language fluency, or previous experience working in a House office are strongly preferred. The ideal candidate will be available to start working the week of May 25, 2026.

This position works closely with the Director of Operations and Scheduling, and the Chief of Staff to assist with various operational and scheduling duties. This person will be responsible for managing front office operations, greeting visitors, engaging with constituents, answering telephone calls and emails, processing mail, tracking and maintaining office supplies and equipment, assisting with staffing events and meetings. This person will provide support to the District Office in responding to constituent needs, and DC staff with work as assigned.

This person will serve as a co-supervisor training and managing interns, and office tour coordinator responsible for managing constituent requests for Capitol and White House tours, as well as constituent requests for flags.

The ideal candidate will have strong organizational, time management, project management, and interpersonal skills to work cooperatively and courteously with others.

The salary for this position is \$50,000-\$55,000. Benefits include health and retirement benefits, paid sick and annual leave, transit/parking benefits, and eligible participation in the Student Loan Repayment Program.

How To Apply

Our office is committed to building a team with diverse lived experiences that equip our team to serve the Texas 35th district. Candidates are encouraged to apply and describe how their experience translates to the role and needs of the office.

Interested applicants should submit the required documentation below by April 28, 2026. No phone calls, direct emails, or walk-ins, please. Our office will only contact applicants selected for interviews due to the large volume:



1. Fill out an application via the link:
<https://airtable.com/appu94gDe8bIsMitz/pag9HOpkUK4rplR2T/form>
2. In the application link, submit **one combined PDF** of a cover letter, resume, contact information of 2 references, and a one-page writing sample that describes “Why do you want to work for Congressman Greg Casar? What experiences translate to the roles and needs of the office?”

The Office of Congressman Greg Casar is an equal opportunity employer; we do not discriminate based on 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.

MEM-127-26

Deputy Communications Director - Office of Congresswoman McClain Delaney

The Office of Congresswoman McClain Delaney seeks an experienced and creative **Deputy Communications Director** to join a dynamic communications operation in a fast-paced, proactive, and collaborative office. The Deputy Communications Director will assist in developing and executing a comprehensive communications strategy that advances the Representative’s legislative priorities, highlights constituent services, elevates voices and issues in the district, and strengthens connections with local and national media. This is not an entry level position and requires frequent availability on nights and weekends.

CORE JOB DUTIES:

- Develop and implement the Member’s communications objectives in consultation with the Communications Director and senior staff.
- Assist in directing social and digital media efforts, including new media outlets, ensuring alignment between message, visuals, and audience across platforms.
- Write and edit a range of content, including speeches, newsletters, public statements, talking points, and op-eds.
- Manage a robust franking operation, including newsletters, 499s and mailers, e-blasts, and other constituent communications in compliance with House rules.
- Develop social media content creation, including rapid response.
- Collaborate with legislative and district staff to ensure consistent, effective communication of policy initiatives and constituent services.
- Stay up to date on current events and legislation relevant to the Member and the priorities of the district; provide media analysis and strategic counsel to the Representative and staff on messaging.



- Supervise press staff and interns; collaborate with Digital Director and Communications Director.
- Assist the Member and senior staff in other projects and duties as assigned.

QUALIFIED APPLICANTS WILL HAVE:

- Capitol Hill experience or a demonstrated knowledge of Congress and the legislative process. Preferably, 3-5 years of experience in political, campaign, or advocacy communications.
- Superior writing, editing, and oral communications skills.
- Proven track record of managing creative or comms teams in high-pressure, high-profile environments.
- Creative thinker with innovative approaches and an understanding of traditional communications and digital media.
- Ability to build structure in a fast-paced environment; possess strong project management and organizational skills; prepared to adapt quickly and easily for rapid response.
- Experience working with stakeholders on messaging opportunities and priorities
- Good sense of humor!

SALARY AND BENEFITS: \$95,000-\$110,000 - commensurate with experience. The position is eligible for transit benefits, student loan repayment assistance, and parking.

TO APPLY:

Please submit **ONE ATTACHMENT** that includes a concise cover letter including salary requirements; resume; two writing samples; and one digital work sample (i.e., graphic or video) to jobopeningfordemmember@gmail.com with the subject line “[Full Name] - Deputy Communications Director.” Applications will be reviewed on a rolling basis.

This office is an equal opportunity employer; the office does not discriminate on the basis of race, color, religion, national origin, sex, gender identity or expression, sexual orientation, age, disability, or military status, or any other characteristic protected by applicable law

MEM-126-26

The office of Representative Juan Vargas (CA-52), a member of the Financial Services Committee and Ranking Member of the Task Force on Monetary Policy, Treasury Market Resilience, and Economic Prosperity, is seeking candidates to apply for an open **Legislative Director** position. This position will report to the Chief of Staff and Deputy Chief of Staff / Communications Director.

The position will be based in DC and occasionally travel to San Diego, as needed. Qualified candidates will be independent self-starters with a demonstrated ability to lead teams,



generate and execute a legislative plan, and advise a member of Congress on policy issues. They will also have strong writing, research, analytical, and organizational skills. This is not an entry level position. A strong candidate for the role will have a minimum five years of relevant experience. Candidates with experience working on immigration, border issues, environment, or financial services issues are especially encouraged to apply.

This position will be responsible for:

- developing and advancing the Member’s legislative priorities, including by identifying leadership opportunities for the Member;
- managing the policy team, including by developing and supporting junior staff;
- ensuring that the Member is prepared for floor and committee votes, including by preparing and editing vote recommendations;
- overseeing the full scope of the office’s legislative work, including the work of drafting amendments, bills, oversight letters, talking points, and speeches;
- managing an assigned portfolio of issue areas as needed;
- working with the policy team to ensure that the member is substantively prepared to carry out his duties, including by overseeing the preparation of briefing materials and talking points;
- leading the appropriations process for the office, including by leading the office’s efforts to submit community project funding, programmatic, and language requests;
- making recommendations to the Member on requests to cosign letters, cosponsor legislation, or attend events;
- working with district staff to ensure that both offices are up to speed on issues facing the district;
- reviewing and editing the work product of the members of the policy team;
- monitoring pending legislation and current events;
- meeting with constituents and outside groups on behalf of the Member;
- staffing the member at events and meetings;
- reviewing materials prepared by the communications team, including constituent letters, social media posts, and press releases;
- working with the intern coordinator to develop assignments for interns and fellows;
- assisting with administrative responsibilities as needed, including staffing the front office and responding to constituent outreach;

The office is an equal opportunity employer and encourages people of all backgrounds to apply. Applicants with extensive legislative experience, Southern California ties, or Spanish proficiency are especially encouraged to apply. **Interested applicants should send a cover letter, resume, and writing sample to: ca52applications@gmail.com with “Legislative Director - [NAME]” in the subject line. Applications will be considered on a rolling basis. The last day to submit an application is April 30, 2026. The salary range for this position is between \$95,000-\$135,000 based on experience.**



MEM-125-26

The Office of Congresswoman Lois Frankel (FL-22), Ranking Member of the House Appropriations National Security and Department of State Subcommittee (formerly SFOPS), is seeking an experienced **Communications Director** with exceptional writing skills to join her team. This is a full-time, in-person position based in Washington, D.C.

Responsibilities include:

- Developing and implementing strategies to best communicate the Congresswoman's work through TV, print media, social media, and paid media.
- Drafting communications materials including media advisories, press releases, Floor and Committee remarks, op-eds, newsletters, statements, and press conference and event remarks and memos.
- Managing spending on all paid media, including social media ads and boosted posts, physical mailers, and telephone/virtual town halls, working with relevant external vendors.
- Collaborating with legislative staff to prepare talking points and background for the Congresswoman.
- Other duties as assigned.

The ideal candidate will be an exceptionally strong writer, able to adapt to the Congresswoman's voice and needs, willing and able to effectively incorporate AI tools into their writing, and be a team player who is eager to collaborate with colleagues. Florida ties are a bonus. **This is not an entry level position. Professional, full-time experience is required.**

The starting salary range is \$95,000 - \$115,000 annually, commensurate with experience. Salary includes a generous benefits package, including health, vision, and dental insurance, paid vacation days and sick time, student loan repayment, and transit benefits.

Interested candidates should submit a resume, cover letter, and writing sample at tinyurl.com/FrankelCD. Applications will be reviewed on a rolling basis and are encouraged to apply as soon as possible.

The office is an equal opportunity employer; we do 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-124-26

The Office of Congressman Wesley Bell (MO-01) is seeking an experienced and strategic **Communications Director** to lead a high-volume, high-impact communications operations in his Washington, DC office. Applicants must be detail-oriented, organized,



enjoy working in a team environment, and superior writers who are able to manage a variety of assignments under tight deadlines.

Job Expectations:

The Communications Director will develop and execute a comprehensive and aggressive strategic plan to inform constituents and the media on issues that are important to the Congressman. This includes making media pitches, organizing press events, and reviewing, drafting, and finalizing statements, press releases, media advisories, and other messaging.

Key Responsibilities:

- Develop and implement the office’s overall media and communications strategy
- Directly supervise the Digital/Press Assistant and establish clear workflows, authority, and accountability across the communications function
- Work with and maintain relationships with both national and local press to expand reach and presence; book media interviews with print, online, local and national TV outlets
- Draft press releases, media advisories, op-eds, and statements
- Oversee the press team in leading a social media strategy across a variety of platforms
- Work closely with the Chief of Staff, Communications Advisor, Digital/Press Assistant, and Legislative Correspondent to build out a robust franked communications and 499 program
- Work collaboratively with District Office and Legislative staff to amplify the office’s work

Required Qualifications:

- This is not an entry level position. Previous Hill or similar communications experience is required
- Demonstrated success securing and managing national media coverage
- Experience building and maintaining relationships with local and national press
- Time management skills, ability to work under pressure, and comfortable balancing multiple responsibilities at once
- Familiarity with House franking rules and compliance requirements
- Ability to collaborate and work with a team
- Experience managing staff
- Missouri state ties are a plus

The salary for this position is \$95,000+, commensurate with experience. This is a full-time position with federal benefits including health, vision, and dental insurance, student loan repayment/tuition assistance, transit/parking benefits, and retirement match.

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. We encourage candidates from diverse backgrounds to apply.



Applicant Instructions:

All interested candidates are encouraged to submit a cover letter, resume and three (3) references with the subject line “Communications Director – [Your Name]” to MO01.Resumes@mail.house.gov. Applications will be accepted until Monday, April 27th at 5:00PM ET. No phone calls, faxes, or drop-ins, please.

MEM-123-26

Job Title: Constituent Advocate

Description & Responsibilities: based in the Utica office, this in-person position reports to the District Director and will work in collaboration with the District Director, Senior Constituent Advocate, and others to help operate the office's constituent services program, making sure the office is accessible and receptive to central New Yorkers. This person will help facilitate the Member's constituent casework activities with federal departments and agencies, and ensure communication and information sharing between the district office and DC office. They will serve as a liaison for individual constituent concerns, update members of senior staff on casework trends, and ensure the maintenance of accurate and complete casework files. Responsibilities include, but are not limited to:

- Serving as liaison with federal governments for individual constituent concerns
- Preparing and managing incoming and outgoing constituent casework in assigned areas of expertise
- Maintaining accurate and complete files on all assigned casework matters
- Monitoring, screening, and referring cases, when appropriate, to other government entities
- Working closely with other members of the office to ensure the highest level of constituent services, and to ensure constituent service is at the forefront of every department's work
- Building and maintaining relationships with constituents and key community leaders and stakeholders, as well as federal agencies and departments
- Representing the Congressman in meetings and events, as determined by District Director, taking meetings and calls in the district office, as necessary
- Working closely with the office's Special Projects Manager to support events such as veterans fairs, and help with special projects, including the office's Military academy nominations process
- Serving as the first point of contact for visitors and callers, providing a welcoming and professional environment
- Performing other duties as assigned

Qualifications:

- Strong interpersonal and organizational skills
- Ability to handle sensitive information with discretion



- Excellent written and verbal communication skills
- Commitment to public service and constituent-focused work
- Previous experience in government, customer service, or constituent services is a plus
- Proficiency in Spanish (speaking, reading, writing) is a plus

Salary & Benefits: minimum \$48K; salary commensurate with experience. Additional benefits include the following options:

- FEHB or DC Healthlink health insurance with share of the premium paid by the House
- Supplemental dental and vision insurance through FEDVIP – www.benefeds.com
- Flex spending account (FSA) for child care and/or health care - fsafeds.com
- Life insurance
- Thrift Savings Plan (TSP) with matching option
- Federal Employees Retirement System (FERS)

In addition, our office will offer:

- Structured annual review process
- Student loan repayment program
- Parking spot
- Vacation days, sick days, and telework policy

The office is an equal employment opportunity employer and strongly encourages all interested candidates to apply, including women, people of color, veterans, and LGBTQIA individuals. Applicants with disabilities who require reasonable accommodation to participate effectively in the application or hiring processes are encouraged to request an accommodation at any time during those processes.

Please e-mail a resume and cover letter to newyork22jobs@gmail.com and include the job title “Constituent Advocate” in the subject line by COB on Friday, May 1st.

MEM-122-26

Job Summary: Chamber Security Staff controls access and oversees decorum in the House Chamber; manages access to the House Floor when the House of Representatives is in session; maintains decorum on the House Floor and in the Speaker’s Lobby and provides a message relay service for Members.

Duties: May include a variety of these duties, but are not limited to the following:

- Controls entrance to the House Floor or the Speaker’s Lobby by recognizing Members and checking credentials of other authorized personnel such as staff and members of the media.
- Requests Members from the House Floor for staff, constituents, and the press.
- Brings authenticated bills and other official documents into the Chamber.



- Assists with the evacuation of the House Chamber to include: directing Members to the Member Briefing Center, alternate Chamber sites and established safe havens; assisting with the distribution of escape hoods; and activating and utilizing emergency stair chairs for persons confined to wheelchairs.
- Provides access control for Member meetings and briefings as requested.
- Assists with the emergency lockdown of the House Chamber.
- Supports House Recovery Operations structure.

Job Requirements:

Bachelor's degree or equivalent experience.
Must be at least 21 years old.

Preferred Qualifications: Two to four years of experience relevant to this job

Work Schedule: Applicants must be able to work every day the House is in session with variable working hours, including evenings, weekends, and holidays as necessary, as well as occasional training and Congressional events. Applicants are required to work irregular hours, weekends, and holidays on a BELO contract consistent with 2 U.S.C. § 1313(c)(3).

Applicant Instructions: Qualified candidates should submit a cover letter and resume by 7:00 PM on April 22, 2026. Submission of these documents does not guarantee an interview. All applicants will receive an email response indicating receipt of their cover letter and resume. Apply here :

<https://house.csodfed.com/ux/ats/careersite/6/home/requisition/4335?c=house>

MEM-121-26

The Office of Congressman Jonathon L. Jackson (IL-01), a member of the House Foreign Affairs and House Agriculture Committee, seeks a highly motivated and experienced **Scheduler** to join his fast-paced, high-performing Washington, DC office. This is not an entry level position; it is one of the most critical roles in the office.

We are looking for someone who thrives under pressure, takes pride in precision, and brings energy, optimism, and grit to the job every day. The Scheduler will work closely with the Chief of Staff and Senior Staff to ensure all scheduling needs are met and keeps the Member on schedule throughout the day. Successful candidates will develop in-depth knowledge of the district and key stakeholders in order to meet strategic goals and priorities.



ESSENTIAL RESPONSIBILITIES:

- Receive, triage, and respond to all incoming meeting, event, and scheduling requests to manage and execute the Member's daily and long-term schedule for both DC and the District with precision and urgency
- Plan and oversee all travel for the Member end-to-end, including flights, hotels, ground transportation, and rapid adjustments as plans change
- Communicate key information and scheduling changes to the Member, staff, and affected stakeholders in a timely and efficient manner
- Collaborate with the legislative team to ensure the Congressman has all relevant briefing materials for meetings, hearings and DC and District events
- Assist the Chief of Staff with office operations and liaising with the Architect of the Capitol, Superintendent's Office, and Tech Partners Program to ensure regular office maintenance/technology assistance as necessary
- Track expenses and work with the financial administrator on reconciliations and reimbursements

QUALIFICATIONS:

- Exceptional organizational skills and attention to detail
- Able to juggle multiple tasks at once, follows up to close loops, takes ownership of making sure nothing falls through the cracks, has excellent interpersonal skills, is a problem solver and is comfortable working in a team environment
- Demonstrated ability to work outside regular business hours and manage schedules across multiple time zones
- Ability to manage multiple competing priorities in a high-pressure environment
- Strong judgment, communication skills, and follow-through
- A proactive mindset: someone who anticipates problems and solves them quickly
- Prior congressional and/or scheduling experience required
- Campaign and/or political experience preferred
- Ties to Illinois (and IL-01 in particular) preferred

Salary: Range for this position is \$65,000 - \$75,000 annually, commensurate with experience. The office offers a competitive package of benefits including transit benefits, health insurance, retirement match, student loan repayment program, etc.

The office is an equal opportunity employer and does not discriminate based on race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status. Candidates from diverse backgrounds and underrepresented groups are strongly encouraged to apply.

To apply: Interested candidates are encouraged to send a cover letter and resume in one PDF to IL01Jobs@mail.house.gov with “[Name] – Scheduler” in the subject line.

Deadline: Friday, April 24th. Applicants will be considered on a rolling basis.



MEM-120-26

Congresswoman Lizzie Fletcher (TX-7) seeks a positive, well-organized, and detail-oriented **Constituent Advocate** for her Houston, Texas office.

Primary duties include serving as a liaison between constituents and federal agencies, responding to constituent concerns, staffing constituent services events, building and maintaining relationships with local government offices, and staffing the Congresswoman.

Strong candidates will demonstrate attention to detail, have excellent customer service skills, manage multiple projects and cases at once, have strong written and oral communication skills, function well in a team-oriented environment, display strong organizational skills, and be able to anticipate problems and offer solutions. Candidates should be able to communicate clearly in a fast-paced environment with good humor, handle sensitive information and maintain confidentiality, and work effectively with different teams in the office as well as organizations and government offices in the community.

Previous government experience is highly desirable. Salary is commensurate with experience. This position offers federal benefits including health insurance, retirement plan, and student loan repayment assistance. **Interested candidates should email their cover letter and resume to TX07.hiring@mail.house.gov with the subject line “Constituent Advocate.” No phone calls or walk-ins please.**

The office is an equal opportunity employer; we do 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-119-26

Congresswoman Lizzie Fletcher (TX-7) seeks a positive, well-organized, and detail-oriented **Administrative Assistant** for her Houston, Texas office.

Strong candidates will have excellent written and oral communication skills, demonstrate strong attention to detail, be a team player with a positive attitude, be able to anticipate problems and offer solutions, communicate clearly in a fast-paced environment, and work effectively with different teams in both the Washington and Houston offices.

Responsibilities include answering phones, greeting visitors, responding to constituent requests, maintaining the office, assisting with various administrative tasks, and performing other duties as required. The position involves occasional availability on evenings and weekends.



Salary is commensurate with experience. This position offers federal benefits including health insurance, retirement plan, and student loan repayment assistance. Must have a valid driver's license.

Interested candidates should email their cover letter, resume, and references to TX07.hiring@mail.house.gov with the subject line "Houston Administrative Assistant." No phone calls or walk-ins, please.

The office is an equal opportunity employer; we do 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-117-26

Congresswoman Emilia Sykes (OH-13) is seeking an experienced and enthusiastic **Legislative Assistant** to manage the healthcare portfolio and other issues as assigned. Ideal candidates will have 3+ years of Hill experience, a good understanding of House procedures, an understanding of developing and tracking legislative initiatives, and political awareness. Experience with healthcare policy is required. This is not an entry level position.

Excellent writing, verbal and organizational skills are essential along with the ability to be a self-starter while working in a fast-paced environment. Job responsibilities will include meeting with constituent groups and stakeholders, preparing and staffing the Congresswoman, drafting legislation, managing committee work, providing vote recommendations, drafting legislative memos and briefing materials, and reviewing constituent correspondence, in addition to other duties as assigned.

Qualified candidates should submit a resume and two writing samples to JoinTeamSykes@mail.house.gov with "Legislative Assistant" in the Subject Line. Applications will be accepted until the end of business on Friday, May 15. No phone calls, faxes, or drop-ins please. This position is based in the Washington, D.C. office and is in-person.

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

MEM-114-26

The Office of Congresswoman Laura Gillen is seeking a **Press Secretary** to be based in the district on Long Island. The ideal candidate has excellent writing, editing, and photography



skills as well as experience building press relationships. They will assist the Communications Director in drafting releases, talking points, event remarks, and quotes, staffing the Member at district-based press events, and help craft digital content. Strong proofreading and copyediting skills are a must.

The role requires the ability to operate efficiently under tight deadlines, occasionally work outside of traditional business hours, juggle multiple priorities, and work closely with colleagues across the D.C. and district offices. The Press Secretary will assist in maintaining relationships with in- state press and will report to the Communications Director.

This is not an entry-level position. The ideal candidate will have 2-3 years of experience working with various digital platforms, working with reporters, writing, and managing social media accounts for a political candidate or elected official. Candidates should be detail-oriented and highly motivated to serve in a fast-paced environment. Ties to the district and Spanish fluency are a plus.

Key responsibilities include:

- Collaborate closely with the Congresswoman, Communications Director, and staff to craft cohesive and engaging messaging in local press and across digital platforms;
- Draft and edit press releases, media advisories, statements, remarks, and daily press clips;
- Support the Communications Director in responding to local and national media inquiries;
- Help identify and cultivate relationships with local reporters and content creators in the district;
- Staff and manage reporter interactions with the Member at district-based press events;
- Manage recording and photography at district-based press events;
- Work with the District Office and DC-based Press Assistant to craft content and publicize constituent services;
- Edit and maintain the Member’s website to include relevant updates, press releases, news, photos, and more;
- Lead the creation of the weekly newsletter to highlight the Congresswoman’s official work.

The salary range for this position is \$65,000-\$75,000, depending on experience, with full benefits including up to \$833/month in student loan repayments; health, dental, and vision insurance; and both defined-benefit and defined-contribution retirement plans.

TO APPLY: Please email a brief cover letter, resume, and two writing samples in a single PDF to NY04Press@mail.house.gov with “Press Secretary – [Your Name]” in the



subject line. Applicants may also provide one example of their digital design work and/or photography (this is optional). Applications will be accepted on a rolling basis.

The U.S. House of Representatives is an equal opportunity employer.

MEM-113-26

Congresswoman Nellie Pou (NJ-09) is seeking a highly-motivated, organized **Staff Assistant/Scheduler** for a full-time position based in Washington, DC.

The Staff Assistant/Scheduler will manage the member's schedule in coordination with the Chief of Staff, run the DC internship program, and assist with office administrative duties as needed. This position will also oversee the front office, answer phones, greet visitors, and manage constituent tours and flag requests. Driving the member is an essential element of the position, and daily access to a personal vehicle is required.

Ideal candidates will have strong writing, verbal, and organizational skills, as well as the ability to work well with others. In a fast-paced office, strong attention to detail and follow-through will be essential. Candidates with ties to New Jersey and those who are bilingual are encouraged to apply.

Please submit a resume and cover letter to nj09job@gmail.com with "Staff Assistant (First Name Last Name)" in the subject line to apply.

The office of Rep. Pou is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, genetic information, national origin, marital status, parental status, uniformed service, sexual orientation, or gender identity or expression.

MEM-112-26

Executive Assistant and Scheduler for Rep. Pramila Jayapal (WA-07)

The Office of U.S. Representative Pramila Jayapal (WA-07) seeks a highly motivated, experienced Executive Assistant and Scheduler for the Representative's Washington, D.C. office.

Responsibilities include but are not limited to:

- Developing, coordinating, and managing all aspects of the Representative's daily and long-term schedule and calendar as well as tracking, evaluating, and responding to all invitations and scheduling requests;



- Coordinating all travel for the Representative and her staff and other logistical support tasks as required;
- Working closely with and supporting the Chief of Staff, Deputy Chief of Staff/District Director, Legislative Director, Communications Director, and security team to ensure smooth daily schedules and operations.
- Create documents including memos, official letters, security reimbursement forms and ensure on time and accurate submissions.
- Help plan all office activities including birthdays, quarterly staff outings, and support on larger projects such as holiday parties and staff retreats.
- Other tasks as assigned

The ideal candidate will have:

- 2-3 years of experience as a Scheduler, Executive Assistant, or other similar role
- Passionate about public service and committed to progressive values;
- A hard worker with excellent attention to detail;
- Adept at juggling complex schedules, competing priorities;
- Able to anticipate problems, seek solutions, and effectively communicate them to the Representative and her staff;
- Able to work long hours, including nights and weekends;
- Eager to learn, grow, and thrive in a dynamic and high-paced environment.
- The Office of Congresswoman Pramila Jayapal is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. State and/or district ties are a plus.

Salary is a minimum of \$68,000 - \$75,000, commensurate with experience. The benefits include student loan repayment plans and strong health care, dental, vision and retirement plans.

To apply: Interested candidates must submit a cover letter, resume and three references to jobs.pramila@mail.house.gov. Please include your full name and “Executive Assistant” in the subject line. No calls or drop-ins, please.

MEM-111-26

The Office of Congresswoman Jennifer McClellan (VA-04) seeks a self-starting, detail-oriented **Press/Digital Assistant** to join a fast-paced and active communications shop in Washington, D.C. This full-time position is intended for recent post-graduates interested in pursuing a career in public service and communications. The ideal candidate will possess a passion for video and graphic design, strong writing skills, and a sharp eye for digital and traditional media strategy.



The Press/Digital Assistant will work in close coordination with the Communications Director to develop and implement a communications strategy aligned with the Member’s priorities. Storytelling, creativity, digital fluency, and social media management are a must here — alongside a thorough understanding of what makes for effective messaging in this modern and rapidly-changing media landscape. **The ideal applicant will be passionate about video editing, graphic design, social media trends, and digital post-production.** This position is not a typical 9-5 and may require availability outside of traditional work hours.

Key Responsibilities:

- Bring new ideas to the table and pitch opportunities for traditional and digital communications!
- Record, edit, and caption short-form and long-form videos for social media, press events, and constituent communications.
- Design digital and physical promotional materials, such as social media graphics and event flyers.
- Assist the Communications Director in drafting releases, statements, op-eds, newsletters, captions, and quotes in the voice of the Congresswoman — including rapid response to breaking news.
- Monitor and compile daily press clips, traditional media coverage, and social media metrics.
- Assist with production of the “Moments with McClellan” web series.
- Staff, photograph, and film the Congresswoman at scheduled events and meetings.
- Support the Communications Director and staff on other assignments as needed.

Skills and Qualifications

- Prior Hill experience, internship, or political communications experience preferred but not required.
- Strong interest and proficiency in graphic design and video editing.
- Familiarity with social media platforms, social media analytics, digital communications tools, and evolving digital best practices.
- Excellent written and verbal communication skills.
- Ability to multitask, prioritize, and pivot between tasks to meet tight deadlines.
- VA-04 or Virginia ties are a plus, but not required.
- A proactive and collaborative attitude.

The Press/Digital Assistant will begin as soon as possible. This is a paid opportunity based on a salary range of \$55,000-\$65,000 per year.

Interested candidates are invited to submit their application to VA04.Jobs@mail.house.gov with the subject line, “FULL NAME Press/Digital Assistant Application.” Please include a resume, cover letter, and 2-3 digital samples (including both video and graphic samples). Applications will be reviewed on a rolling basis. If



you are selected for an interview, a staff member will contact you. No phone calls or drop-bys, please.

Congresswoman McClellan's office is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, or veteran status. We strongly encourage applicants from diverse backgrounds — including women, people of color, LGBTQ+ individuals, and members of other underrepresented communities — to apply.

MEM-109-26

Position Title: Press Secretary

Office: House Budget Committee Republicans

Location: Washington, D.C.

Status: Full-time

Overview

The House Budget Committee Republicans are seeking an experienced Press Secretary to join a fast-paced and high-performing communications team. This is not an entry-level role.

The Press Secretary will play a strong role in shaping and executing the Committee's communications strategy, with a primary focus on producing clear, compelling written materials that advance the Committee's fiscal and policy priorities.

The ideal candidate is an exceptional writer and editor with sound judgment and the ability to translate complex policy issues into clear, effective messaging. This individual must thrive under pressure and operate with precision in a fast-paced environment.

Responsibilities

- Draft and edit press releases, statements, talking points, op-eds, advisories, and other written materials.
- Ensure all written products are clear, concise, and aligned with Committee messaging and priorities.
- Prepare Committee members and staff for media interviews, hearings, and public appearances.
- Translate complex budget, fiscal, and policy issues into accessible and persuasive messaging.
- Coordinate closely with policy staff to ensure accuracy and message discipline.
- Support digital and social media efforts as needed to amplify Committee messaging.

Qualifications



- 2+ years of communications experience on Capitol Hill, in a campaign, or in government/public policy communications.
- Exceptional writing and editing skills
- Proven ability to produce high-quality written materials quickly under tight deadlines.
- Strong understanding of fiscal policy and budget issues preferred.
- Ability to manage multiple priorities in a fast-paced environment.

Salary

Salary is commensurate with experience and House guidelines.

How to Apply

Submit resumes to Evan.Dixon@mail.house.gov and Allison.Dong@mail.house.gov

MEM-108-26

The Democratic staff of the Transportation and Infrastructure Subcommittee on Aviation is seeking a motivated full-time **intern** for the summer of 2026. Tasks will include assisting staff with research, hearing and markup preparation, attending meetings and briefings, and other tasks as assigned. Qualified candidates should have an interest in transportation and aviation policy and the legislative process, can write concisely and clearly, have strong communications skills, and the ability to handle multiple projects with tight deadlines. Current students or recent graduates of an undergraduate, graduate program, or law school are encouraged to apply.

To apply, candidates should submit a resume, cover letter, and a brief policy writing sample (no more than two pages) to T&IDem.jobs@mail.house.gov with "Aviation Intern" and [First Name] [Last Name] in the subject line. The deadline to apply is April 24, 2026.

This is a full-time, limited-term position and offers a monthly stipend of \$3,208. 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-106-26

Job Description: The Digital Director is an integral part of the communications team and will work to manage the Member's digital profile via social media, the official website, photography/videography, graphic creation, and content editing, among other responsibilities. Candidates should be familiar with graphic design and photo/video editing tools, including Canva and Adobe Premiere. This position is not entry level and will be based in Washington, D.C. 1-2 years of relevant digital experience is required. California



ties and/or Spanish fluency is a plus but not required. This is a full-time position with evening and weekend work as needed. This is an in-person position.

Job Duties:

- Coordinate with the Communications Director to develop and implement the Member’s communications and media strategy
- Create videos, graphics, and other digital content that is compelling, engaging, on-brand, and error-free
- Draft content in the voice of the Congressman each day in addition to quickly responding to breaking news and Capitol Hill and district developments
- Taking photos and videos of the Congressman at events and in meetings
- Creating content for rollouts and rapid response opportunities, including clipping, captioning, and posting committee remarks, floor speeches, and interviews
- Assist with drafting and circulating the Congressman’s newsletter, media advisories, press releases, statements, talking points, and speeches
- Manage and post on all social media accounts for the Member (Facebook, X, Instagram, YouTube, Blue Sky, etc.)
- Track analytics across all relevant platforms and suggest improvements or ideas to enhance Member’s brand
- Edit and maintain the Member’s website to include relevant updates, press releases, news, photos, and more
- Design public-facing printed materials (mailers, pamphlets, brochures)
- Develops communications to assist with outreach to district stakeholders and Member offices
- Monitors national and local media coverage to stay abreast of current events
- Support press event logistics for the Member in Washington, D.C. and in the district
- Create and maintain press lists
- Proofreads and fact-checks written materials to ensure complete accuracy
- Compiles the Member's daily news clips to distribute to office staff
- Generates and shares ideas for press, mass mailing, and newsletters to assist with the development of traditional and digital media strategies
- Organizes workload to prioritize tasks in accordance with varying deadlines and ensure work is completed in an efficient and effective manner
- Other duties as assigned by the Communications Director, Chief of staff, Deputy Chief of Staff and Member
- Reports to Chief of Staff, Deputy Chief of Staff, and Communications Director

Qualifications:

- Bachelor’s degree in communications, journalism, public relations, graphic design, or related field
- Exceptional writing, editing, and organizational skills
- Experience with social media platforms and tools (e.g., Twitter/X, Facebook, Instagram, Canva, Adobe Creative Suite, or similar tools)
- Ability to create engaging graphics, visuals, and videos



- Strong interest in digital media and trends
- Detail-oriented, with the ability to juggle multiple tasks and meet tight deadlines

Salary Level/Range: \$63,000 annual salary, and includes health insurance, student loan repayment, and other competitive benefits.

Applicant Instructions: Prospective candidates should e-mail a cover letter, resume, one graphic digital work sample, and one video work sample to CA04Jobs@mail.house.gov with the subject line “LASTNAME_Digital.”

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

MEM-105-26

The Office of Congressman Raul Ruiz is seeking a dynamic, experienced **Digital Content Creator** to drive a modern, fast-paced digital strategy in Washington, D.C. This is a hands-on role for a creative self-starter who can take ideas from concept to execution, producing compelling videos, graphics, and written content that connect with real people and elevate the Congressman’s message.

This position sits at the center of the communications operation, blending storytelling, design, and strategy to build engagement across platforms and support both earned and paid media efforts. The ideal candidate is equal parts creator and strategist, someone who thrives under pressure, moves quickly, and brings a strong instinct for what resonates.

Responsibilities

- **Multimedia Production:** Capture, produce, and edit high-quality photos, videos, and graphics for platforms including Instagram, TikTok, YouTube, X, Facebook, and LinkedIn
- **Content Planning:** Manage and execute a strategic content calendar aligned with communications priorities and district engagement goals
- **Writing & Storytelling:** Draft compelling captions, scripts, speeches, newsletters, and marketing copy that resonate with diverse audiences
- **Digital Strategy Execution:** Lead digital campaigns across all platforms that support legislative priorities, community engagement, and rapid response messaging
- **SEO & Optimization:** Apply SEO best practices and keyword strategies to improve visibility of digital content and web assets
- **Performance Analysis:** Monitor analytics (engagement rates, CTR, video performance) and refine strategies to improve reach and impact
- **Trend Monitoring:** Stay current with platform trends, emerging formats, and audience behavior to produce timely, relevant content



- Oversee and manage all digital platforms including Facebook, Instagram, X, Bluesky, YouTube, and emerging channels
- Capture and edit content from hearings, press events, and constituent meetings
- Maintain and update the official website
- Support SMS campaigns, digital advertising, and mass communications and franking compliance.

Ideal Qualifications

- Demonstrated ability to independently create and execute high-quality multimedia content
- Strong storytelling, writing, and editing skills with the ability to simplify complex policy issues.
- Highly creative, detail-oriented, and self-motivated with a strong growth mindset.
- Deep understanding of social media platforms, audience engagement, and digital trends.
- Ability to work in a fast-paced, deadline-driven environment with minimal supervision.
- Strong interpersonal skills and commitment to public service.
- Experience in media, government, political communications, or digital marketing preferred.

Technical Skills & Software

- Adobe Creative Cloud Suite (Photoshop, Illustrator, InDesign, After Effects)
- Adobe Premiere Pro (certification preferred)
- Graphic design and visual storytelling
- Photography and videography
- Video editing for social platforms (Reels, Shorts, TikTok-style content)
- Canva or similar design platforms
- Critical Mention, and/or similar platforms.
- Content management systems (WordPress or equivalent)
- Social media scheduling and analytics tools (Sprout, Hootsuite, native insights)
- Email marketing platforms (Mailchimp, Constant Contact, etc.)
- Basic SEO and digital analytics knowledge
- Experience with L2/Indigov

Minimum Requirements

2–3+ years of professional experience in digital media, content creation, or communications

Bachelor’s degree in communications, Marketing, Journalism, Graphic Design, or related field preferred



Application Instructions: Subject line: Full Name – Digital Content Creator, All materials must be submitted as PDFs to luisa.collins@mail.house.gov. Resume, Demo reel showcasing video editing, storytelling, and social media content (required), Three work samples (one graphic, one video, and one writing sample), Three work samples (one graphic, one video, and one writing sample), Three professional references (including name, relationship, email, and phone number)

MEM-104-26

Congressman Steven Horsford (NV-04) seeks an experienced full-time **Field Representative** to serve as the **Member’s primary liaison to veterans, active-duty service members, military families, first responders, and some rural communities across the district**. This position leverages the incumbent’s background to build trust, strengthen stakeholder engagement, and advance the Member’s priorities related to veterans’ services, defense community issues, rural access, and public safety. The Field Representative reports to the Deputy Chief of Staff and works in close coordination with the Legislative Director, Casework Team, and Communications staff. Existing relationships and experience within the military community are required.

Job Duties:

- Serves as district office lead on issues involving U.S. Department of Veterans Affairs (VA), Active-duty service members and military families, National Guard and Reserve components, and Transitioning service members
- Build and maintain strong working relationships with U.S. Department of Veterans Affairs facilities and regional offices, Department of Defense liaisons and military installations (if applicable), American Legion posts, Veterans of Foreign Wars chapters, Disabled American Veterans chapters, and Wounded Warrior Project representatives
- Identify systemic gaps and elevate trends to DC legislative staff
- Advise the Member on district-based impacts of federal veterans and defense policy
- Collaborate with caseworkers on complex VA, TRICARE, military records, discharge upgrades, survivor benefits, and federal agency matters.
- Serve as subject matter advisor on military culture, structure, and benefits systems
- Assist with congressional inquiries involving federal military or veterans’ agencies
- Work collaboratively with other Field Representatives to develop and execute a rural outreach strategy to ensure equitable representation across geographically dispersed communities
- Conduct regular travel to rural communities to build relationships with commissioners, tribal leaders, agriculture leaders, rural hospital administrators, and VSOs
- Plan and execute Veterans roundtables, Military academy information sessions, Medal and commendation ceremonies, Memorial Day and Veterans Day events and run the Service Academy Nominations process for NV04.



- Staff the Member at district meetings related to military, veterans, public safety, and rural issues
- Prepare the Member for district meetings related to military, veterans, public safety, and rural issues.

Requirements:

- Prior service in the U.S. Armed Forces (Active Duty, Guard, or Reserve), military spouse or child, previous skills as a veteran and active-duty community organizer, and/or a previous VA employee
- Deep understanding of:
 - Military structure and culture
 - VA benefits systems
 - Transition and reintegration challenges
- Strong knowledge of rural community dynamics and public safety systems
- Excellent interpersonal, public speaking, and relationship-building skills
- Ability to manage sensitive and confidential information.
- Willingness to travel extensively throughout the district.
- Valid driver's license.

Bonuses:

- Ties to Nevada
- Demonstrated commitment to public service
- Mission driven leadership
- Constituent service orientation
- Professional discretion and integrity

The salary range for this position is \$55,000 to \$65,000 annually, commensurate with experience, and includes health, vision, and dental insurance, paid vacation days and sick time, student loan repayment, and transit benefits.

Interested candidates should submit a resume and cover letter to CongressmanHorsford.District04NV@mail.house.gov.

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.

MEM-103-26

The Office of Congressman Steven Horsford (NV-04) is seeking a **Field Representative** to serve as the primary liaison between the Member and constituents within the district in the North Las Vegas Office. This role will work closely with the District Director to monitor local



issues, assist with casework, and maintain strong relationships with community stakeholders, government agencies, and local organizations.

Essential duties:

- Serve as the grassroots representative for the Member within an assigned area of responsibility
- Respond to casework correspondence and constituent communications in a timely and professional manner
- Inform the Member and District Director of district and local issues by monitoring media and engaging with constituents
- Act as a liaison between the Member's office and federal, state, and local agencies on behalf of constituents
- Handle all assigned casework and ensure cases are resolved effectively and efficiently
- Build and maintain relationships with local officials, community organizations, and stakeholders
- Coordinate with communications and scheduling staff regarding the Member's district activities and appearances
- Assess casework trends and identify issues that may require legislative action; provide recommendations to senior staff
- Maintain accurate and up-to-date records of casework, correspondence, and constituent interactions
- Prepare regular reports for the District Director on casework and district activities
- Screen and refer cases to appropriate offices or agencies when necessary
- Support general office operations, including logging correspondence and telephone calls
- Train and supervise interns and junior staff as needed
- Perform other duties as assigned

Preferred qualifications:

- Strong written and verbal communication skills
- Knowledge of the legislative process
- Familiarity with district issues and community stakeholders
- Excellent organizational skills and attention to detail
- Ability to manage multiple priorities and work under pressure
- Strong interpersonal and customer service skills
- Ability to exercise discretion and independent judgment
- Willingness to work long hours, including evenings and weekends as needed
- This is a full-time position based in the district office
- The role requires regular travel throughout the district and attendance at events outside standard business hours

Bonuses:

- Experience in organizing and outreach



- Ties to Nevada’s 4th Congressional District
- Access to a vehicle

How to Apply:

- Submit a resume and cover letter
- Applications will be reviewed on a rolling basis until the position is filled
- Please no phone calls or drop-ins

The salary range for this position is \$55,000 to \$65,000 annually, commensurate with experience, and includes health, vision, and dental insurance, paid vacation days and sick time, student loan repayment, and transit benefits.

Interested candidates should submit a resume and cover letter to CongressmanHorsford.District04NV@mail.house.gov .

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

MEM-101-26

POSITION SUMMARY:

Democratic Member of Congress seeks an experienced and creative **Deputy Communications Director** to join a dynamic communications operation in a fast-paced, proactive, and collaborative office. The Deputy Communications Director will assist in developing and executing a comprehensive communications strategy that advances the Representative’s legislative priorities, highlights constituent services, elevates voices and issues in the district, and strengthens connections with local and national media. This is not an entry level position and requires frequent availability on nights and weekends.

CORE JOB DUTIES:

- Develop and implement the Member’s communications objectives in consultation with the Communications Director and senior staff.
- Assist in directing social and digital media efforts, including new media outlets, ensuring alignment between message, visuals, and audience across platforms.
- Write and edit a range of content, including speeches, newsletters, public statements, talking points, and op-eds.
- Manage a robust franking operation, including newsletters, 499s and mailers, e-blasts, and other constituent communications in compliance with House rules.
- Develop social media content creation, including rapid response.



- Collaborate with legislative and district staff to ensure consistent, effective communication of policy initiatives and constituent services.
- Stay up to date on current events and legislation relevant to the Member and the priorities of the district; provide media analysis and strategic counsel to the Representative and staff on messaging.
- Supervise press staff and interns; collaborate with Digital Director and Communications Director.
- Assist the Member and senior staff in other projects and duties as assigned.

QUALIFIED APPLICANTS WILL HAVE:

- Capitol Hill experience or a demonstrated knowledge of Congress and the legislative process. Preferably, 3-5 years of experience in political, campaign, or advocacy communications.
- Superior writing, editing, and oral communications skills.
- Proven track record of managing creative or comms teams in high-pressure, high-profile environments.
- Creative thinker with innovative approaches and an understanding of traditional communications and digital media.
- Ability to build structure in a fast-paced environment; possess strong project management and organizational skills; prepared to adapt quickly and easily for rapid response.
- Experience working with stakeholders on messaging opportunities and priorities
- Good sense of humor!

SALARY AND BENEFITS: \$100,000-\$120,000 - commensurate with experience. The position is eligible for transit benefits, student loan repayment assistance, and parking.

TO APPLY:

Please submit ONE ATTACHMENT that includes a concise cover letter including salary requirements; resume; two writing samples; and one digital work sample (i.e., graphic or video) to jobopeningfordemmember@gmail.com with the subject line “Full Name - Deputy Communications Director.” Applications will be reviewed on a rolling basis.

This office is an equal opportunity employer; the office does not discriminate on the basis of race, color, religion, national origin, sex, gender identity or expression, sexual orientation, age, disability, or military status, or any other characteristic protected by applicable law

MEM-099-26

The bipartisan Problem Solvers Caucus is seeking an **Executive Director** to lead its office in Washington, D.C.



The Executive Director will oversee all policy, operations, and communications for the Problem Solvers Caucus, the only bipartisan ideological caucus in Congress. As a strategic advisor to Co-Chairs Brian Fitzpatrick (PA-01) and Tom Suozzi (NY-03) and the entire Caucus membership, the Executive Director will help shape the Caucus's priorities and execute a bold, bipartisan policy agenda.

Responsibilities include:

- Leading development and execution of the Caucus's policy agenda and priorities
- Planning and staffing regular Caucus lunches, working group meetings, briefings, and social events
- Overseeing the Caucus's communications strategy
- Supervising two full-time staff and interns/fellows
- Drafting legislative frameworks, endorsement slates, and Caucus positions
- Developing and maintaining strong relationships with Member offices, committee staff, executive branch officials, and outside stakeholders
- The ideal candidate will have prior experience working on Capitol Hill, excellent written and oral communication skills, and sharp political instincts. They should also have a genuine passion for bipartisanship and be equally comfortable working for both Democratic and Republican Members.

To apply, please email your resume to PSCJobs@mail.house.gov with the subject line "[Last Name] - Executive Director."

MEM-094-26

DEPUTY COMMUNICATIONS DIRECTOR – The Committee on House Administration (CHA) is seeking an experienced communications professional to join a fast-paced, high-impact Communications team supporting the Ranking Member and helping lead the office's press and communications operations.

The Committee plays a central role in safeguarding the integrity of federal elections, overseeing campaign finance and disclosure systems, and ensuring the effective, transparent operation of the U.S. House of Representatives. This role offers the opportunity to help shape and execute communications strategy on issues including election integrity, anti-corruption efforts, and the functioning of American democracy.

The Deputy Communications Director will play a key role in developing messaging, elevating Committee priorities, and driving media engagement across national, regional, and emerging platforms.

Responsibilities include:

- Drafting and advising on press releases, op-eds, talking points, one-pagers, newsletters, and social media content.



- Helping develop and execute proactive communications strategies around Committee oversight, legislative priorities, and emerging issues related to elections and institutional accountability.
- Pitching and securing coverage across broadcast, print, and digital media.
- Coordinating closely with Democratic Member offices and external stakeholders to align messaging and amplify Committee work.
- Managing press events and conferences and staffing the Ranking Member for interviews and media appearances.
- Contributing to digital content production, including podcasts and direct-to-camera communications.

This is not an entry-level position, and previous communications experience is required. The successful candidate must possess strong writing and editing skills, the ability to translate complex policy into clear, compelling messaging, and have the ability to manage multiple priorities simultaneously.

This is a critical role in a dynamic communications environment, requiring responsiveness to breaking news, the ability to meet tight deadlines, and availability to work nights, evenings, and weekends as needed. At the same time, it offers significant opportunities for ownership, visibility, and professional growth, including direct involvement in shaping messaging on high-profile democracy and governance issues, advising senior leadership, and engaging with top-tier media.

The Committee is committed to, and benefits from, a diverse staff, and candidates of all backgrounds are encouraged to apply. Interested applicants should send a resume to resume.chadem@mail.house.gov and include “Deputy Communications Director” in the subject line.

MEM-088-26

Legislative Director Role for Representative Alma Adams (NC-12)

The Office of Congressman Alma S. Adams, Ph.D. seeks a **Legislative Director**. The LD will help drive the proactive legislative agenda for the office, developing and implementing the strategy to push policy priorities and legislative goals; supervise and mentor the legislative staff while advising on the Congresswoman’s legislative portfolio, and manage their own legislative portfolio.

The LD will work closely in conjunction with the Chief of Staff and senior leadership team to ensure legislative strategy is incorporated into overall operations. The LD will also help ensure coordination between DC and district offices on important legislative updates and district-based events and projects.



This is not an entry level position; extensive Hill experience and knowledge of the legislative process are required. The successful applicant will have crisp and thorough written and oral communications skills, an entrepreneurial and self-starting attitude, strong attention to detail, creativity, and be a team player. Supervisory experience and expertise in Agricultural policy is required.

This office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity, or sexual orientation. **Qualified applicants should submit a cover letter, resume, and two writing samples to nc12.resume@mail.house.gov.**

Candidates from BIPOC, LGBT+, working class, and/or other underrepresented communities are strongly encouraged to apply, as well as candidates with North Carolina ties. Due to the volume of applications we receive, we will only contact you if we decide to move forward with your application. Please no calls, direct emails, or walk-ins.

