

House Vacancy Announcement and Placement Service

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Member and Committee Openings

Week of May 11, 2026

MEM-152-26

HEALTH LEGISLATIVE ASSISTANT / SENIOR LEGISLATIVE ASSISTANT

Summary:

The Office of Congresswoman Maxine Dexter (OR-03), a physician and founding member of the Democratic Doctors Caucus, seeks an experienced Health Legislative Assistant or Senior Legislative Assistant to lead a portfolio focused on health policy and other issues as assigned in her Washington, D.C. office. This role works closely with the Member, Chief of Staff, Legislative Director, and district-based Health Policy Advisor to develop, advance, and implement a bold, progressive health policy agenda. Salary and title are commensurate with experience and qualifications. This is not an entry-level position, and an ideal candidate has a robust health policy background.

Responsibilities:

Responsibilities include drafting legislation and shaping legislative strategy; conducting research and analyzing policy; managing relationships with key stakeholders and advocates; tracking relevant policy developments; preparing committee materials, policy memos, briefings, talking points, and remarks; representing the Congresswoman in meetings with constituents, organizations, and federal agencies; coordinating with communications staff on messaging related to health policy priorities; and supporting cross-team collaboration between the D.C. and district offices. The role may also include mentoring or supervising a fellow.

Qualifications:

Successful candidates will demonstrate a strong commitment to public service and a deep interest in health policy. Candidates should have excellent legislative drafting and analytical skills; the ability to manage multiple priorities in a fast-paced environment; and strong research, writing, and communication skills. A commitment to fostering a kind, collaborative, and constituent-focused work environment is also essential.

Application Process:

Applications will be accepted on a rolling basis. The office will contact the most qualified candidates to begin the interview process. To apply, please submit a cover



letter and resume to OR03Resumes@mail.house.gov with the subject line: “Health Legislative Assistant/Senior Legislative Assistant.”

MEM-151-26

**U.S. House of Representatives
Committee on Oversight and Government Reform, Democratic Staff**

RAPID RESPONSE/DIGITAL ASSISTANT

Ranking Member Robert Garcia of the House Committee on Oversight and Government Reform has an immediate need to hire a creative, organized, detail-oriented individual to serve as **Rapid Response / Digital Assistant** to serve on the front lines of the committee’s investigations. This is a high-intensity role designed for a sharp, digitally fluent professional who thrives under pressure and can move at the speed of the news cycle.

POSITION OVERVIEW

Monitoring breaking developments, analyzing emerging narratives to respond quickly on social platforms, and working with the Digital Director to shape the voice of the committee’s accounts. Individual responsibilities include the ability to:

- Engage with the rapid response cycle: Monitor news and social media to identify emerging news developments.
- Draft quickly: Prepare social media copy, and real-time rebuttals with precision and clarity.
- Help manage digital presence: Work closely with communications staff to ensure the Committee’s online platforms reflect accurate, compelling, and proactive messaging.
- Show strong political instincts and news judgment, with a deep understanding of the modern media ecosystem and importance of digital amplification.
- Display outstanding writing and editing ability with meticulous attention to detail.
- Demonstrate an ability to multitask, prioritize, and meet urgent deadlines in a fast-paced, team-oriented setting.

PREFERRED BUT NOT REQUIRED

- Are a creative thinker who can identify opportunities to align Oversight work with the news cycle; develop fresh approaches to audience engagement and Committee voice across social media.
- Have a familiarity with media monitoring tools, analytics platforms, or research databases.
- Have crisis communications experience or background in opposition research.
- Have an established digital voice or understanding of online audience engagement strategies.



Experience in rapid response, Capitol Hill, federal policy, investigative journalism, campaigns, or high-level communications is preferred, but not necessary.

COMPENSATION & WORKPLACE

Salary is commensurate with experience. All applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, or national origin. Candidates with diverse backgrounds are strongly encouraged to apply.

This position is based in Washington, D.C. and reports to the Digital Director. The position may require work outside standard office hours. The ability to work well with others, manage competing priorities, and turn around high-quality products under tight deadlines is a must.

Our Commitment to Inclusion

The Oversight Committee is committed to, and benefits from, a diverse staff. **All qualified applicants are encouraged to apply.** 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.

Application Instructions:

Interested applicants are encouraged to submit a resume to detrick.manning@mail.house.gov with “Rapid Response / Digital Assistant” in the subject line by May 18, 2026, at midnight. Applications will be reviewed on a rolling basis. No calls or walk-ins please.

MEM-150-26

Legislative Counsel/ Policy Advisor

Congressman Glenn Ivey (MD-04) seeks a seasoned legislative staffer in the Washington, D.C., office with a background in matters before the House Homeland Security, Judiciary, and Appropriations Committees. Candidates with a J.D. or another advanced degree are preferred, and experience working as a legislative aide or similar permanent staffer for a minimum of two years is required.

The ideal candidate is a well-read student of politics and government who possesses a working knowledge of current events and a diverse array of issues. We seek a strong writer, particularly one adept at drafting powerful remarks for the floor, who boasts a track record of successfully developing and implementing legislative strategy, preparing and staffing the principal for committee hearings and markups, and managing a broad policy portfolio.



Lastly, we seek a candidate with a successful track record of project management related to the members' legislative and in-district priorities.

Responsibilities include preparing the Member for committee hearings, markups, briefings, stakeholder meetings, and other engagements; developing and drafting bills, amendments, letters, policy statements, talking points, floor speeches, op-eds, memos, and reports; planning and organizing briefings and other events; managing relationships with local, state, and national stakeholders and institutions; tracking legislation relevant to the District or the Congressman's policy priorities; handling vote recommendations; building coalitions of diverse, bipartisan stakeholders to advance legislative priorities; and assisting organizations and constituents in the District with federal matters.

Title and pay will be commensurate with work experience.

The pay range is \$75,000-\$90,000 per year, along with a competitive benefits package that includes health, dental, and vision insurance; federal student loan repayment (terms apply); transit or parking benefits; and partial remote work flexibilities.

Working for this sophomore office represents an opportunity to build something dynamic and lasting from the ground up, particularly for a Member of Congress who is a great communicator and cares deeply about the well-being and professional development of his staff.

Please submit a cover letter; a resume, including two to three references; and a writing sample to md04resumes@gmail.com with the subject line: "Full Name – Legislative Counsel." We will accept applications until the position is filled.

Candidates of diverse backgrounds are encouraged to apply, and this office is an equal-opportunity employer that does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

MEM-149-26

The House Committee on Education and Workforce (Democratic Staff) seeks a **Professional Staff Member** responsible for the portfolio covering workforce development, among other related issues. Candidates should have familiarity with the Workforce Innovation Opportunity Act, the National Apprenticeship Act, the Worker Adjustment and Retraining Notification Act, and other program areas within the Department of Labor's Employment and Training Administration (ETA). Candidates also should have knowledge of Perkins Career and Technical Education Act, related programs administered by the Department of Education, and AmeriCorps.



Duties will include supporting the development of legislation and amendments; assisting with the preparation of Committee hearings, markups, and briefings; drafting Committee reports, memoranda, and other documents; conducting research; providing technical assistance to the Committee and Member offices; researching pertinent issues; preparing legislative analyses; and supporting the execution of committee proceedings and events. This is not an entry level position.

Applicants should have a Bachelor's degree and at least three to five years of experience working with an organization, Congress, or government agency related to workforce development.

To apply, applicants must submit a resume, two short writing samples, and two references to E&L.Jobs@mail.house.gov with "Professional Staff Member" in the subject line. The 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.

MEM-148-26

Vacancy Announcement

Office of the General Counsel

Position Available: Director of Administration and Member Services

Office/Location: U.S. House of Representatives, 5140 O'Neill HOB, Washington, DC

Closing Date: Until filled

Salary Level/Range: Commensurate with experience

Proposed Starting Date: August/September 2026

JOB SUMMARY:

The Office of General Counsel ("OGC"), which provides legal advice and representation to Members, committees, officers, and employees of the House on matters related to their official duties without regard to political affiliation, seeks a motivated, detail-oriented, and energetic individual with excellent administrative skills and House institutional knowledge to serve as office administrator. Candidates should demonstrate strong interpersonal skills, be comfortable with managing multiple tasks, and have a strong work ethic. **Send cover letter and resume to OGC.Employment@mail.house.gov.**

CORE RESPONSIBILITIES:

- serve as the first point of contact for inquiries from House clients and supervise the transmission of requests for advice to office attorneys
- maintain office finance and payroll accounts in accordance with applicable House regulations and office policies
- serve as primary point of contact for IT-related issues for the office, perform IT-related tasks, and coordinate with HIR and outside computer vendors as needed



- assist with personnel/human relations matters and ensure that office policies and procedures are followed
- lead the annual office budgeting process and perform monthly financial checks
- procure and maintain software, equipment, office supplies, and subscription services for the office
- perform general administrative tasks as needed

PREFERRED QUALIFICATIONS:

- bachelor’s degree or equivalent
- at least three years of office management experience
- at least two years of experience working in a congressional office
- familiarity with House Rules, policies, and procedures relating to use of appropriated funds, purchasing, budgeting, payroll, personnel, and management of IT resources
- strong administrative and organizational skills
- ability to manage multiple tasks and projects and to work well under pressure
- thoroughness and careful attention to detail

MEM-147-26

Congresswoman Nellie Pou (D-NJ-09) seeks a self-starting and creative **Press Secretary and/or Digital Manager** to join her fast-paced communications team. The ideal candidate will work closely with the Member and Communications Director to shape and amplify the Congresswoman’s message across traditional and digital platforms and help manage the office’s constituent engagement program. The ability to speak and write in Spanish is preferred. Not an entry-level position, salary is commensurate with experience.

Key Responsibilities Include:

- Leading digital strategy and content across multiple platforms, including the official office website
- Creating original digital content, graphics, and videos
- Translating legislative and district work into compelling digital storytelling
- Fielding and responding to media inquiries
- Building relationships with national, regional and new media outlets
- Serving as liaison with Spanish media outlets
- Supporting proactive media strategy and rapid response
- Staffing DC-based events
- Assisting with media prep and message development

Qualifications:

- Excellent written and verbal communication skills
- Strong digital media expertise



- Video editing and graphic design skills
- Media relations experience
- Sound political judgment and knowledge of the legislative process
- Ability to manage multiple priorities in a fast-paced environment
- Spanish language fluency is preferred

Please submit a resume and cover letter to nj09job@gmail.com with “Pou Press Secretary (First Name Last Name)” in the subject line to apply. Samples of digital work are encouraged. The office is an equal opportunity employer; diverse candidates are encouraged to apply.

MEM-146-26

The office of Congressman Greg Landsman is seeking a **Staff Assistant/Driver** to join our D.C.-based team. The Staff Assistant/Driver is a key member of the D.C. team, serving as the face of the office and ensuring seamless day-to-day operations. This role manages the front desk, delivers high quality constituent service, drives the Member to official engagements, and oversees the internship program. The position requires strong judgment, discretion, and the ability to operate in a fast-paced, high-demand environment. This role works closely with the Director of Operations and Scheduling to keep the office running efficiently and on time.

Core Responsibilities:

- Serve as the first point of contact for the office, providing a professional, responsive, and
- welcoming experience for constituents, stakeholders, and VIPs
- Manage front desk operations, including phones, visitor intake, and daily office opening/closing procedures
- Ensure smooth execution of the Member’s daily schedule by coordinating visitor flow
- and communicating in real time with staff
- Drive the Member to official duties throughout Washington, D.C., including evenings and offsite events
- Lead and manage the D.C. internship program, including onboarding, scheduling, and day-to-day oversight
- Triage and route constituent requests and inquiries efficiently and accurately
- Support constituent services, including Capitol tours, flag requests, and general casework intake
- Assist with mail processing in coordination with legislative staff
- Maintain office operations, including supplies, deliveries, shipping, and overall



- organization
- Manage room reservations and provide on-the-ground support for meetings and events
- Execute special projects and provide general administrative support as needed

Qualifications:

- Bachelor’s degree or equivalent professional experience preferred
- Strong customer service or constituent services experience
- Highly organized, detail-oriented, and able to manage competing priorities
- Strong communication skills and sound professional judgment
- Demonstrated commitment to public service

Requirements:

- Valid driver’s license, clean driving record, and insured, reliable personal vehicle
- Availability to work extended and irregular hours, including being on call while the
- Member is in Washington, D.C.

Interested parties should email a resume and cover letter as a single PDF to jobs.landsman@mail.house.gov with the subject line “First name, last name – Staff Assistant”

Salary range: \$50,000 - \$56,000

MEM-145-26

The District Office of Congresswoman Janelle Bynum OR-05 has an immediate need to hire an experienced **Caseworker** for the Oregon City office in a full-time capacity. Interested candidates are encouraged to submit a resume and cover letter by May 15th 2026. Once the application period closes, the office will contact the best qualified candidates to begin our interview process. This position is limited duration with the possibility of transition to permanent.

Job Expectations:

The Caseworker plays an important role by serving as a liaison to the federal government on behalf of the Member’s constituents. The Caseworker will also work closely with the District Director, and Field Representatives to provide outstanding service to the Member’s constituents. The Caseworker is responsible for answering casework correspondence and verbal communications with constituents.

Job Duties:

- Serves as a liaison with federal government entities for individual constituent concerns
- Monitors casework trends to provide updates to the Member and District Director



- Prepares incoming and outgoing constituent casework to manage casework in assigned areas of expertise
- Maintains accurate and complete files on all assigned casework to keep track of all casework progress
- Screens and monitors cases to determine if referring the case to other government entities is appropriate
- Answers casework correspondence, meets with constituents, and serves as a liaison with federal, state, and local authorities to act as the representative for the Member within their areas of responsibility
- Attends community meetings to support public events
- Writes responses to constituent letters relating to casework to answer questions or inform them of case progress
- Organizes workload to prioritize tasks in accordance with varying deadlines and ensure work is completed in an efficient and effective manner

Featured Skills:

- Attention to Detail: Performs work thoroughly and accurately; acts conscientiously when attending to detail.
- Constituent / Stakeholder Service Driven: Anticipates and meets the needs of constituents. Delivers high-quality products and services.
- Interpersonal Skills: Develops and maintains effective relationships with others from diverse backgrounds and in different situations. Shows understanding, courtesy, tact, empathy, and politeness.
- Teamwork: Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit; works with others to achieve goals.
- Written Communication: Writes in a clear, concise, organized, and convincing manner for the intended audience.

Preferences:

- Bachelor's degree or equivalent combination of education and experience preferred
Prior experience working for federal, state, or local government, especially related to casework is preferred
- Experience handling sensitive information and maintaining confidentiality is preferred

Applicant Instructions:

All interested candidates are encouraged to submit a cover letter and resume by 05/15/2026 to Jala.Hooks@mail.house.gov

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-144-26

Legislative Assistant | Representative Nanette Barragán (CA-44)

Rep. Nanette Barragán (CA-44) seeks a **Legislative Assistant** in her **Washington, DC office**. The primary responsibility for this position will be handling the Member's work on telecommunications issues as a member of the Energy and Commerce Committee. Other priority issues in the legislative portfolio include; housing|homelessness, artificial intelligence, labor, education, and other issues as assigned.

Responsibilities will include drafting legislation, policy letters, memos, and talking points, preparing for and staffing committee hearings, making vote recommendations, meeting and maintaining relationships with constituents and advocacy groups, working closely with the communications team and district staff, advancing a number of the Member's legislative priorities, and other tasks as required. The position requires strong written and oral communication skills, the ability to manage multiple priorities in a fast-paced work environment, and to work collaboratively in a team environment.

This is NOT an entry-level position. Candidates should have at least 2-3 years of Capitol Hill or relevant policy experience, be highly motivated, detail-oriented professionals with strong organizational and time-management skills, a positive attitude, and the ability to work under pressure and meet deadlines in a fast-paced work environment.

Candidates with previous experience in telecommunications policy and working knowledge of the FCC and NTIA are preferred. Applicants should also have experience with coalition building and the ability to maintain strategic relationships with constituent organizations.

Previous experience working on housing and homelessness issues, Los Angeles Metro Area|Southern California ties, and Spanish language skills are a plus.

Candidates of diverse backgrounds are strongly encouraged to apply.

Salary range is \$65-75,000 - commensurate with skills and experience.

Interested candidates should send a cover letter, resume, two references, and two writing samples with "Legislative Assistant" 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-140-26

Office of Congressman Eric Sorensen (D-IL-17)
Constituent Service Representative (Caseworker)

Congressman Eric Sorensen has an immediate need to hire a full-time **Constituent Services Representative (Caseworker)** in the Peoria or Rock Island district office. Interested candidates are encouraged to submit a resume, a writing sample (see prompt below), and 2-3 professional references.

Summary:

The Caseworker acts as a liaison to federal agencies for the Member's constituents. This position will handle a portfolio of cases on behalf of the Member and work closely with the District Director, Deputy District Director, and colleagues to provide outstanding service to the Member's constituents. The Caseworker is also responsible for meeting and communicating with constituents, submitting and answering correspondence with constituents and federal agencies, and referring non-federal casework to the appropriate state or local office.

Qualified candidates should be capable of managing time effectively and prioritizing assignments with tact. Applicants must be able to exercise discretion and work well in a team environment.

Salary Level/Range: \$50,000 - \$55,000, commiserate with experience.

Job Duties:

- Serves as a liaison with federal government entities for individual constituent concerns
- Prepares and manages incoming and outgoing correspondence, referrals, and case intake
- Maintains accurate and complete files on all assigned casework
- Works closely with supervisor and, when appropriate, DC staff to ensure district priorities are reflected in legislative priorities
- Attends community meetings and develops relationships with local and federal points of contact to support the assigned case portfolio
- Writes responses to constituent letters relating to casework to answer questions or inform them of case progress
- Log correspondence, telephone calls, and opinions

Additional Requirements:

- Strong oral and written communication skills Proficiency in Windows-based operating systems and software



- Effective teamwork skills and the ability to support the needs of multiple team members and leaders in the office
- Professional demeanor and an upbeat disposition while interacting with visitors, staff members, and community members in a fast-paced, highly dynamic environment
- Time management skills, including the ability to prioritize and track work status
- Attention to detail
- Willingness to learn and become an expert in assigned agency or policy areas
- Able to work a flexible schedule as directed, including some nights and weekends

Interested applicants should e-mail a resume and references in a combined PDF to joscelyn.rowe@mail.house.gov with the subject “Caseworker: LAST NAME” by Tuesday, May 26, 2026. Please include in the body of the email if you currently live in the Peoria or Quad Cities region; if not, note whether you’re willing to relocate. Incomplete or late submissions will not be considered.

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.

Writing Sample Prompt

Letter of Commendation (On Behalf of the Congressman)

Context for Applicants:

You are a staff member in a congressional office. A constituent, Jordan Riley, recently alerted the office to an incident involving a local USPS letter carrier, Casey Thompson, who went above and beyond while serving the community.

Scenario Details (to incorporate into your letter):

Casey noticed mail piling up at the home of an elderly resident, Patricia Wells. Concerned for Patricia’s well-being, Casey contacted local authorities for a wellness check. The wellness check found Patricia had fallen inside her home and needed immediate medical assistance. Patricia’s family later contacted the congressional office to express their gratitude for Casey’s attentiveness. The congressional office seeks to formally commend Casey for quick thinking and exceptional service.

Your Task:

Draft a one-page formal letter of commendation written on behalf of the Congressman to the local USPS leadership.

Addressee:

Postmaster Jamie Delgado, United States Postal Service, appropriate address, city, state, and ZIP.



The letter must:

- Clearly describe the incident and Casey’s actions.
- Express appreciation on behalf of the Congressman and the office.
- Emphasize the value of public-servant dedication and community safety.
- Use a professional, warm, constituent-focused tone suitable for congressional correspondence.
- Be polished, well-structured, and free of errors.
- Include appropriate formal elements (date, salutation, closing, and the Congressman’s office representation).

Length: Approximately one page.

Formatting notes: Assume House letterhead and standard business format. Avoid partisan language; focus on public service and community impact.

- **Word count target:** ~350–500 words.
- **Submission format:** PDF or Word; 12-pt font; 1-inch margins.
- **Naming convention:** 2026.LastName_FirstName_CommendationLetter.

MEM-139-26

THE OFFICE OF CONGRESSWOMAN LAURA GILLEN
District Office - Garden City, NY

Summary: The office of Congresswoman Laura Gillen is looking for a dedicated and organized individual to join her team as a **Caseworker/Community Liaison**. This position requires bilingual proficiency in Spanish. The ideal candidate will act as a key point of contact for constituents, serving as a liaison between the office and intergovernmental agencies. Responsibilities include addressing constituent concerns, responding to casework correspondence, and facilitating timely resolutions to issues. Additionally, the Caseworker/Community Liaison will lead community engagement efforts and may represent the office at various community events. This position will be based in the District Office.

Title: Caseworker/Community Liaison *Bilingual Spanish *

Position Type: Full-time

Location: Garden City, NY

Salary: \$55,000/ year

JOB DUTIES:

- Serves as the primary point of contact for constituents seeking assistance with federal issues by navigating intergovernmental pathways.



- Respond to casework correspondence (letters, emails) and manage constituent calls and inquiries.
- Work closely with government entities to facilitate the resolution of constituent and community issues.
- Manage and maintain accurate and detailed casework records to ensure efficient follow-up and reporting.
- Act as a representative of the office at community events. The Community Liaison is responsible for serving as the primary contact for organizations in the community.

QUALIFICATIONS:

- Ability to communicate clearly and interact professionally and empathetically with constituents and agencies.
- High attention to detail with the ability to manage multiple tasks simultaneously.
- Ability to work effectively in a fast-paced office environment.
- Experience in public service, customer service, or constituent relations is a plus.

TO APPLY: Please email your resume to Sarah McCarthy, District Director at sarah.mccarthy@mail.house.gov

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

MEM-134-26

Congressman Tom Suozzi seeks a **Communications Director** to serve in his Washington, D.C. office. Successful candidates will have very strong writing skills, a close eye to detail, fluency with social media platforms and digital tools, and experience working with national and local press. Responsibilities include writing press releases, statements and media advisories; creating and managing social media content, including graphics and videos; drafting talking points and op-eds; and creating franked communications, including e-newsletters, mailers and telephone townhalls.

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. Qualified individuals should submit a resume, cover letter and relevant portfolio to NY03.jobs@mail.house.gov. No calls or walk-ins please.

MEM-131-26

The Office of U.S. Representative LaMonica McIver seeks a highly organized, creative, and team-oriented **Press Secretary** to execute a fast-paced and dynamic communications plan. The Press Secretary will focus on building and maintaining relationships with state, national, and new media. Responsibilities include developing and implementing proactive communications plans, pitching and responding to inquiries, as well as writing speeches,



digital scripts, talking points, posts, releases, and other content as needed. The ideal applicant is a strategic and creative thinker who is interested in working on a team that manages an active legislative calendar and a high-profile legal case.

Applicants should be interested in expanding the office's press outreach, paid communication plan, and digital footprint, and will be able to demonstrate past success leading such efforts through relevant experience. This position reports to the Communications Director, is based in the Washington, D.C. office and requires some evening and weekend hours and travel. This position is not a typical 9-5 and requires the flexibility to be available outside of typical work hours. This is not an entry-level position. Salary is commensurate with experience.

Responsibilities include:

- Drafting written materials, including press releases, remarks, speeches, talking points, and social media content aligned with the Congresswoman's voice and priorities
- Pitching and placing stories with national, local, and issue-specific reporters
- Booking and prepping principal for major national and regional TV interviews; expand new media outreach
- Managing and executing owned media strategy, including coordination of social platforms, digital strategy, and paid communications (franking experience is a plus)
- Building and owning both press and public-facing events, such as press conferences and roundtables, both virtual and in-person
- Building local, national, and legal-specific press lists
- Support an active and growing surrogate program by drafting talking points and op-eds, booking TV interviews, and placing high-profile surrogates across media

Skills and knowledge required:

- Minimum of four years of experience in a fast-paced, political environment
- Demonstrated experience pitching and working directly with reporters
- Excellent writer, editor, and proofreader with both long and short form experience
- Proven ability to translate complex legal and legislative issues into clear, compelling messages that resonate
- Proven ability to manage multiple priorities with speed, accuracy, and message discipline
- Comfortable operating in a high-profile, high-stakes communications environment on tight deadlines
- On-the-record experience strongly preferred
- Knowledge of the legislative process, paid communications, and legal communications are all pluses

New Jersey and/or district ties are a plus. Hill experience is a major plus. Candidates of diverse backgrounds are encouraged to apply. This office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation,



gender identity and expression, national origin, disability, military status, age, marital status or parental status.

Please send a resume, cover letter, and writing sample to NJ10jobs@gmail.com with the subject line: [Full Name]_Press Sec Application. Applications accepted on a rolling basis.

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 jobopeningfordemember@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-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.

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