

House Vacancy Announcement and Placement Service

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Member and Committee Openings

Week of September 28, 2026

Paralegal-MEM-281-26

The Office of the Legislative Counsel of the U.S. House of Representatives (HOLC) transforms the policy goals of Members and committees of the House into clear, concise, and legally effective legislative language to help ensure that the legislation introduced and debated in Congress, and the enacted laws of the United States, clearly express congressional intent. HOLC carries out this mission by providing expert legislative drafting services and related legal services on a non-partisan, impartial, and confidential basis.

Position Description:

A **Paralegal** for HOLC assists the attorneys and teams of the Office to meet the legislative drafting needs of the House of Representatives through a wide variety of activities.

This position will report to the Assistant Office Administrator and does not have any supervisory responsibilities.

Primary Duties and Responsibilities:

- Assisting attorneys in the Office with the creation of legislative text, including by formatting text provided from a variety of sources, making edits from marked copy, and working collaboratively with attorneys in person and using Microsoft Teams.
- Carefully editing legislative text to minimize errors during the process of formatting, updating, or drafting the text and effectively communicating issues discovered.
- Drafting certain types of legislation, under the supervision of an attorney, while working directly with the offices of House Members.
- Administrative tasks, including maintaining equipment in the Office.
- Additional duties as assigned.

A successful candidate for the position of Paralegal should possess the following:

- Excellent written and oral communication skills.
- Attention to detail.
- Knowledge of, and experience with, various information and office systems, including word processing and email.
- Ability to self-start, multi-task, and effectively prioritize under tight deadlines.



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- Ability to work both independently and cooperatively.
- Willingness to learn, including a willingness to initiate learning and ask questions.

Qualifications:

To be eligible for the position of Paralegal, an applicant must (1) be a U.S. citizen, and (2) have a bachelor's degree (candidates with paralegal training encouraged).

In addition, a successful applicant must (1) have a willingness to work a flexible schedule, including late evenings and occasional weekends, given the varying demands of the congressional schedule, and (2) have an ability to be impartial, in appearance as well as in fact, on matters of politics and public policy.

Application

To apply, please submit your resume and cover letter by October 9 via [this link](#). Either your cover letter or resume must indicate your citizenship.

Supplemental Information

HOLC is an equal opportunity employer.

The Legislative Counsel, who is appointed by the Speaker of the House, appoints and fixes the compensation of the personnel of HOLC, subject to the approval of the Speaker. The House offers a comprehensive benefits package, including health and life insurance, retirement benefits, transit benefits, and a student loan repayment program.

Continued employment is contingent upon satisfactorily completing a criminal history records check. Employment with the U.S. House of Representatives is at-will.

Digital Media Specialist - MEM-280-26

The Office of Congresswoman Rashida Tlaib (MI-12) seeks a **Digital Media Specialist** based in her Washington, DC, office, who is a highly motivated and detail-orientated individual with experience in communications, digital media, and social media. This position works directly with the Communications Director to develop and execute digital strategies that communicate the Member's legislative priorities, engage constituents, and amplify the office's message across social media and digital platforms.

The ideal candidate will be digitally savvy with the ability to apply digital skills and creativity to progressive issues and the priorities of the Office. This candidate will take initiative, be creative, learn quickly, and work independently to craft social media content and resident-focused messaging across platforms and mediums. Excellent writing and strong organizational skills are essential.



This is a full-time position based in Congresswoman Tlaib's Washington, DC, office. The starting salary for this position will be commensurate with experience. The Office offers competitive, comprehensive benefits.

The duties and responsibilities of this role include:

- Writing, posting, and managing daily social media content across all platforms in Congresswoman Tlaib's voice and style
- Designing digital content, including graphics, reels, direct-to-cameras, videos, and other creative content
- Writing and sending weekly e-newsletter to residents
- Designing printed materials, including event fliers, floor posters, and event posters
- Taking photos and videos at events and press conferences
- Staffing the Congresswoman at photo-opportunity events
- Clipping, editing, and captioning videos
- Updating the office website
- Assisting with Franking materials, such as designing paid digital ads or newsletters
- Assisting with drafting written materials such as speeches and press releases
- Other duties as assigned by the Congresswoman, Communications Director, and/or Chief of Staff

Qualifications

- Exceptional digital, design, and written communication skills
- Proficiency in photography, videography, and digital editing skills on Adobe platforms and Canva
- Ability to manage, prioritize, and complete multiple tasks in a fast-paced environment
- Basic understanding of the Congressional legislative process, progressive issues, and an ability to quickly learn the priorities and important contacts in the Congresswoman's district
- Strong organizational, communication, and attention-to-detail skills
- Ability to work collaboratively in a team setting

Applications will be considered on a rolling basis and are due no later than October 13, 2026. To apply to, please email a cover letter, resume, two writing samples, and two digital samples as one PDF saved as Your Name.Digital Media Specialist to: Rashida.Jobs@mail.house.gov. Please use the subject line: Your Name – Digital Media Specialist.

This office is an equal opportunity employer and does not discriminate on the basis of race, sex, marital or parental status, color, age, religion, national origin, sexual orientation, gender identity, or disability. Women, people of color, LGBTQIA+ individuals, and other members of other marginalized communities are encouraged to apply.



Policy Director - MEM-278-26

The Congressional Black Caucus (CBC) seeks a **Policy Director** to manage the Caucus' policy agenda, including crafting and executing effective legislative strategies to advance Caucus policy priorities, representing the Caucus as point of contact on all policy engagements, working with Members' staff to advance legislative proposals, developing materials to support the goals and mission of the Caucus, and promoting the Caucus both internally within the House of Representatives and externally to the public. The Policy Director's responsibilities will include:

- In conjunction with Members, developing Caucus' policy priorities and strategic objectives
- Executing Caucus' policy agenda through nuanced understanding of community stances
- Working collaboratively with the Executive Director and other Caucus staff to advance CBC's work internally on Capitol Hill and through deep engagement with stakeholder entities to push CBC priorities forward
- Collaborating with CBC Member office staff to further Caucus policy objectives and managing communication with CBC policy councils
- Collaborating with communications staff to convey legislative positions and wins into external messaging through statements, social media, and press engagement
- Organizing policy-focused events for Caucus members and external stakeholder participation

Qualified candidates must have an understanding of CBC policy priorities and familiarity working with the African American community. Outstanding writing and communication skills, sound political judgment, and the ability to work closely and collaboratively with multiple Member offices and key stakeholders are essential. Top candidates should also be detail-oriented and possess the ability to multi-task, work well in a fast-paced setting, and act as a team player.

This is not an entry-level position and candidates should have a demonstrated understanding of House and Senate legislative processes. To apply, please send a cover letter, resume, and writing sample to vincent1.evans@gmail.com. No walk-ins or calls please.

Director of Operations - MEM -277-26

The Congressional Black Caucus (CBC) seeks an exceptionally motivated, organized, detail-oriented, and solutions-driven Director of Operations to oversee the day-to-day operations, administration, and logistics of the Caucus.



The Operations Director will be responsible for ensuring the effective and efficient functioning of CBC operations, including internal administrative systems, meeting and event logistics, staff onboarding and offboarding, records and databases, and coordination with CBC Member offices.

The Operations Director will work closely with the Executive Director, CBC staff, Caucus leadership, and Member office staff to ensure that the CBC's operational needs are effectively managed and that Caucus meetings, programs, and activities are executed efficiently.

Responsibilities

- Oversee day-to-day operations of the Congressional Black Caucus.
- Coordinate the logistics and operational execution of weekly CBC meetings, leadership meetings, special meetings, retreats, briefings, and other Caucus convenings.
- Manage meeting logistics, including scheduling and securing House or Capitol rooms, coordinating virtual meeting platforms, preparing meeting materials, tracking RSVPs and attendance, and ensuring necessary logistical arrangements are in place.
- Provide logistical and administrative support for CBC programming, meetings, events, and other activities.
- Maintain staff contact information, internal databases, distribution lists, and other operational records.
- Build and maintain databases of internal and external stakeholders as necessary to support Caucus operations.
- Provide orientation and administrative onboarding for new CBC staff, including coordination of House identification, keys, equipment, technology access, office procedures, and other operational needs.
- Coordinate administrative offboarding procedures for departing employees, including the return of keys, House identification cards, equipment, files, records, and other CBC or House property.
- Maintain administrative files and personnel records consistent with applicable House requirements and office procedures.
- Oversee mail operations and other administrative systems of the CBC office.
- Manages the Executive Director's calendar and coordinates scheduling of internal and external meetings and engagements
- Assist CBC staff and Member offices with scheduling House or Capitol rooms for Caucus-related functions and activities.
- Coordinate with CBC Member office staff, including schedulers and other designated staff, on meeting logistics, scheduling, attendance, and operational matters.
- Develop and maintain internal operational systems, processes, calendars, trackers, and procedures to improve the efficiency and effectiveness of the CBC.
- Identify operational needs and potential challenges and proactively develop solutions to ensure the smooth functioning of Caucus activities.



- Perform other operational and administrative responsibilities as assigned by the Executive Director.

Qualifications

- Qualified candidates should have strong organizational, administrative, and project management skills and demonstrated experience managing operations in a fast-paced professional environment.
- Candidates should possess excellent attention to detail, sound judgment, strong written and verbal communication skills, and the ability to manage multiple priorities and deadlines simultaneously.
- Familiarity with congressional offices, House administrative procedures, and the operations of the U.S. House of Representatives is strongly preferred. Candidates should be comfortable working collaboratively with CBC staff, Member offices, House administrative offices, and other stakeholders.
- The successful candidate must be proactive, highly organized, responsive, discreet, and able to anticipate operational needs and solve problems independently while functioning effectively as part of a team.

This is not an entry-level position, and candidates should have a demonstrated understanding of House and Senate legislative processes. To apply, please send a cover letter, resume, and writing sample to vincent1.evans@gmail.com. No walk-ins or calls please.

Press Secretary - MEM-276-26

The Office of U.S. Representative Deborah Ross seeks a highly organized, creative, and team-oriented **Press Secretary** to join its team. The Press Secretary will play a critical role in shaping, branding, and maintaining the public image of the Congresswoman, requiring a combination of strong writing skills, strategic thinking, and enthusiasm for social media. This position reports to the Communications Director and is based in the Washington, D.C., office. This is not an entry-level position.

Responsibilities include:

- Drafting written materials, including press releases, remarks, speeches, talking points, and media advisories
- Leading the Congresswoman's website and newsletter program
- Managing all social media accounts and creating digital content
- Assisting with coordinating and preparing for national and local media interviews
- Staffing press events, including occasional travel to North Carolina to staff in-district events and press conferences
- Staying informed on current issues impacting the Member and the district
- Monitoring news coverage to determine how the Member and her agenda are portrayed by the media and helping the office respond quickly and effectively



Skills and knowledge required:

- Minimum of two-three years of experience in a fast-paced, political environment
- Excellent writing, editing, and proofreading skills with experience in both long and short-form writing
- Proven ability to translate complex policy issues into clear, compelling messages
- 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
- Fluent in social and digital media

North Carolina and/or district ties are a plus. Hill experience is also a 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.

Applicants should submit a cover letter, resume, two writing samples, and two digital samples to Ross.applications@mail.house.gov with the subject line: [Full Name]_Press Sec Application. Applications accepted on a rolling basis.

Salary is commensurate with experience.

Staff Assistant - MEM-273-26

The Office of Congresswoman Maggie Goodlander (NH-02) seeks a dynamic **Staff Assistant** to join the team in the district.

To apply, please submit your application via the application portal: [Application](#)

The Staff Assistant provides administrative, logistical, casework, and outreach support in the district office. This position manages front office operations, helps compile and maintain the Congresswoman's daily briefing book when in the district, supports interns, and assists staff in drafting memos and materials. The role also includes driving the Congresswoman to and from events as needed. The Staff Assistant ensures smooth day-to-day operations of the office and provides essential support for constituent services and events.

Core responsibilities include answering phones, greeting visitors, and managing incoming mail; logging and routing casework; compiling briefing binders, event materials, and memos for the Congresswoman; managing and supervising interns; maintaining office supplies, organization, and equipment; and performing other duties as assigned.



The ideal candidate will have excellent organizational and multitasking skills; strong written and verbal communication; and a strong attention to detail and ability to manage deadlines.

This position is based in Concord, NH with occasional district travel and may require evening/weekend support. A valid driver's license is required. Salary range is \$45,000-\$50,000.

Communications Director - MEM-272-26

Congresswoman Emilia Sykes seeks a **Communications Director** to serve in her Washington, D.C. office. Candidates must be proactive, possess superior written and oral communication skills, boast excellent leadership qualities, and be able to execute a robust communications strategy.

This is not an entry-level position. Only candidates with prior political or legislative communications experience will be considered.

Primary responsibilities:

- Creating and executing a robust communications plan;
- Establishing and maintaining relationships with Ohio, national, and D.C.-based media;
- Advancing press events and staffing the Member as needed, including occasional night and weekend commitments;
- Drafting and distributing press releases, statements, and media advisories;
- Creating, editing, and strategically placing op-eds;
- Overseeing the development of social media content creation, including rapid response;
- Managing a franked communications plan including text messages, e-newsletters, digital ads, radio ads, 499s, mailers, etc;
- Pitching to reporters and producers, responding to press inquiries, and serving as the main point-of-contact for media;
- Updating the website as needed;
- Managing the Press Secretary; and
- Performing other duties as assigned.

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

To apply, please send a resume, three references, and two writing samples in one pdf to JoinTeamSykes@mail.house.gov with the following subject line: Full Name – Communications Director.



Mid-to-Senior Legislative Staff - MEM-269-26

U.S. Congressman Ed Case (Hawai'i - 01) is seeking a **mid-to-senior legislative staff** member for his Washington, D.C. office.

Primary responsibilities include the full range of management of a diverse and active portfolio of substantive issues, to include foreign affairs. Specific duties include advising, briefing and staffing the Congressman on assigned issues, preparing and advancing related appropriations requests, monitoring and advancing related committee matters (including the Congressman's Appropriations Committee, where legislative staff are assigned one or more subcommittees) and full House activities, advancing legislative initiatives, drafting constituent correspondence, and representing the office in meetings with constituents and others. Direct report is to the Chief of Staff, although the Congressman is routinely involved in all aspects of his office operations and there is routine direct interaction with the Congressman.

The position also requires initiative, interpersonal skills, the ability to multitask, work independently and effectively under pressure, make decisions and solve problems, orientation to detail, excellent verbal communication and writing skills, and long hours especially adjusting to changing time zones.

Strong preference given to commensurate Capitol Hill experience, and Hawai'i background and knowledge is highly valued though not required. Applicants are asked to detail these attributes.

To apply, please send a resume, cover letter, three references and two short writing samples to HI01resumes@gmail.com with "DC Legislative Staffer" in the subject line. Please, no phone calls, faxes or drop-ins.

Scheduler - MEM-268-26

Scheduler – Congresswoman Jennifer McClellan (VA-04)

Location: Washington, D.C.

The Office of Congresswoman Jennifer McClellan (VA-04) seeks a highly organized, detail-oriented candidate to serve as her scheduler in her Washington, D.C. office. This position reports directly to the Chief of Staff and will work closely with both the D.C. and District staff.

The scheduler will assist in developing, coordinating, and managing all aspects of the Member's schedule and logistics in D.C. and in the district. Other responsibilities include tracking, evaluating, and responding to all invitations and scheduling requests,



coordinating travel for the Member, compiling her briefing materials, and providing operational support for the office.

Duties include but are not limited to facilitating Member to Member and stakeholder outreach, coordinating internal and external events, coordinating with the legislative, communications, and district teams for necessary briefing materials, overseeing coordination with other Member offices, committee staff, leadership offices, the White House, executive departments and other federal agencies, coordinating with campaign and non-official staff on non-official scheduling requests, and other tasks as assigned.

Previous scheduling or administrative experience is required. The ideal candidate will have excellent attention to detail, strong communication skills, thrive in a fast-paced work environment, and have previous Hill experience.

This position requires the ability to multitask, work well under pressure, manage conflicting requests, communicate scheduling changes to the Member, and the flexibility to respond to urgent scheduling needs outside of normal hours when necessary.

The salary range for this position is \$70,000 - \$80,000 and includes federal benefits such as health insurance, retirement plans, generous PTO, paid FMLA, student loan repayment assistance, transit or parking benefits, and flexible work-from-home options. **To apply, please email a resume and short cover letter or statement of interest to VA04.Jobs@mail.house.gov.**

This full-time position is based in her Washington, D.C. office. 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.

