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Member and Committee Openings

Week of October 05, 2026

Professional Staff Member or Counsel- MEM-291-26

The Democratic staff of the House Natural Resources Committee (HNRC) Subcommittee on Energy and Mineral Resources seeks a **Professional Staff Member** (PSM) or **Counsel** to play a lead role in planning, coordinating, and executing the legislative and oversight agenda of HNRC Democrats. The ideal candidate is a creative thinker with a sophisticated understanding of the subcommittee's jurisdiction, including but not limited to fossil fuels, mining, and renewable energy development on federal lands and waters, as well as permitting and the National Environmental Policy Act.

Primary responsibilities include:

- Working closely with the Subcommittee Staff Director to develop legislation and recommend positions, strategies, and tactics on bills within the Subcommittee's jurisdiction.
- Assisting with the Committee's oversight agenda, including drafting letters, document requests, and conducting investigations and oversight of federal agencies and activities within the Subcommittee's jurisdiction.
- Preparing for hearings and events with legislative memos, talking points, and reference materials for Committee Members and staff.
- Developing and maintaining relationships with Committee Members, staff, federal agencies, non-governmental organizations, and other relevant stakeholders.
- Updating Members and their staff with relevant news, schedule updates, and meeting information.
- Working with the Committee Communications teams to draft press releases and engaging with relevant stakeholders on Committee business, including briefing members of the press.

Preferred qualifications:

- A clear understanding of the policies, laws, and politics of U.S. energy and/or minerals policy and public lands management. Demonstrates an understanding of the legislative process, House organization and procedure, and the overall jurisdiction of HNRC.
- Ability to prepare briefing materials, questions, and statements for hearings, markups, and other committee business and to develop communications materials



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succinctly explaining the ongoing work of the Subcommittee on Energy and Mineral Resources.

- An awareness of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and perspectives. They will understand how HNRC issues intersect with racism, economic, and social inequality in the U.S. and have a passion for working to dismantle these systems. They will help foster a diverse and inclusive workforce.
- Candidates with a law degree and experience with investigations will be considered for the Counsel title.

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

Compensation: Salary is commensurate with experience and ranges from approximately \$70,000-\$100,000 per year. The office offers benefits including competitive options for health, dental, vision, and life insurance; retirement match; student loan repayment program and transit/parking benefits.

Please apply via the job posting below.

<https://democrats-naturalresources.house.gov/contact/job-postings>

Digital Director - MEM-285-26

Digital Director

The Energy and Commerce Committee Democratic Staff seeks a motivated and hardworking digital director to join our fast-paced communications team.

Responsibilities include:

- developing and implementing a proactive digital strategy;
- creating engaging content for the Committee's and Ranking Member's social media channels;
- producing and editing videos, graphics, and photos;
- monitoring social media and finding creative ways to connect the Committee's jurisdiction to almost any conversation and to a variety of audiences;
- analyzing data to generate actionable insights and expand our audience;
- collaborating closely with Committee policy and communications staff on the development of communications and messaging materials;



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- coordinating with the communications staff of Committee members and the larger Democratic caucus on social media and other online opportunities;
- overseeing the Committee's visual and brand standards; and
- managing and updating the Committee's website.

Qualified candidates must have at least three years of professional social media and digital experience, excellent written and oral communication skills, a proven ability to perform under pressure while juggling multiple tasks, and sound political judgment. Prior Hill or campaign digital communications experience is preferred.

Interested candidates should submit a resume and a link to a digital portfolio or three to four work samples to ecd.jobs@mail.house.gov with the subject line "DIGITAL DIRECTOR: Last name."

Our office deeply values the diversity of our employees and does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability.

Applications will be reviewed on a rolling basis with a deadline to apply by October 9, 2026. No calls or drop-ins, please.

Staff Assistant - MEM-284-26

Staff Assistant

The Democratic staff on the Committee on Energy and Commerce seeks an enthusiastic, motivated, and highly organized Staff Assistant for fast-paced committee office.

Responsibilities include:

- tasks associated with a front office such as answering phones, greeting visitors, sorting incoming mail, maintaining office supplies, and ensuring the office is kept in order;
- supporting staff in preparations for committee events such as hearings, markups, meetings, and events;
- delivering documents and obtaining signatures on letters;
- training and supervising interns;
- maintaining both digital and paper records and files; and
- mastering basic equipment operations, assisting other staff with research, web content, special projects, and other duties as assigned.

Qualified applicants must possess excellent written and oral communication skills, attention to detail, professionalism, exceptional time management skills, and an ability to work collaboratively. Prior Hill experience is preferred.



Our office deeply values the diversity of our employees and does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability.

Please submit a cover letter, resume, three references, and a short writing sample in one PDF with “Staff Assistant 2026” in the subject line to ecdjobs@mail.house.gov by Friday, October 23, 2026. No calls or drop-ins, please.

Professional Staff Member/Counsel - MEM-283-26

Professional Staff Member/Counsel Position with House Energy and Commerce Committee, Health Subcommittee, Democratic Staff

The Democratic Staff of the Health Subcommittee of the Committee on Energy and Commerce is seeking an experienced Professional Staff Member or Health Counsel to work on issues related to the Medicare program, including Medicare Part B and the Medicare Part D Prescription Drug Program. Ideal candidates will have extensive policy expertise related to the Medicare Program, including a deep knowledge of the Social Security Act, related legislation, regulations and guidance, and the Centers for Medicare & Medicaid Services (CMS).

Responsibilities include:

- Developing and drafting legislation regarding the Medicare program, including considering new policy proposals to improve access to care and lower costs, implementing technical assistance feedback, and managing policy development;
- Providing recommendations, insight, and guidance for the Committee’s position on Medicare policy, such as providing feedback to Caucus Members on policy proposals and analyzing bills, regulations, and guidance;
- Collaborating closely with Health Subcommittee staff on additional policy areas within the Committee’s jurisdiction, as well as with staff on the Oversight & Investigations Subcommittee on issues related to the Medicare program and policy implementation;
- Drafting memos, letters, talking points, messaging materials, and other written materials for use by the Committee and Ranking Member; and
- Providing support to the Ranking Member and Democratic Caucus on Medicare policy.

Qualified candidates must have excellent written and oral communication skills, a proven ability to perform under pressure while juggling multiple tasks, and sound political judgment. Prior Hill or Administration experience is preferred.

Interested candidates should submit a resume and writing sample to ecdjobs@mail.house.gov with the subject line “PROFESSIONAL STAFF MEMBER: HEALTH SUBCOMMITTEE”



Our office deeply values the diversity of our employees and does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability.

Applications will be reviewed on a rolling basis with a deadline to apply by October 16, 2026. No calls or drop-ins, please.

DC Scheduler - MEM-282-26

DC Scheduler Job Posting – Office of Congresswoman Susie Lee (NV-03)

Congresswoman Susie Lee (D-NV) seeks a highly organized, good-humored, hard-working DC Scheduler to develop, coordinate, and manage all aspects of the Member's daily and long-term schedule and logistics in DC, as well as national travel. The DC Scheduler will report to the Chief of Staff and work closely with the Member, DC staff, and District Office staff, including a district-based scheduler responsible for in-district scheduling.

This is not an entry-level role; prior scheduling experience is preferred. Salary and title commensurate with experience. This position is based in Washington, D.C., with occasional travel to the district as needed. This position requires flexibility to work long hours and be responsive to urgent scheduling needs, including on nights and weekends.

Responsibilities include tracking, evaluating, and responding to all invitations and scheduling requests, coordinating travel for the Member, compiling the Congresswoman's nightly briefing materials, and managing office operations, including but not limited to facilitating Member meetings and calls, coordinating internal and external events, assisting with onboarding and training for staff and interns, and other duties and special projects as assigned. Responsibilities also include providing staffing support, including driving the Congresswoman as needed. Applicants must possess a valid drivers' license and strong driving skills. Having a car is not required.

Strong candidates will be creative problem solvers and self-starters who thrive at managing cross-departmental projects with tight deadlines. They will demonstrate excellent attention to detail, communicate succinctly and effectively, and embrace performance-related feedback. The position requires the ability to juggle multiple priorities at once, stay calm under pressure, and exercise sound judgement to make quick decisions.

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



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

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.
- 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

Policy Director, Congressional Black Caucus (CBC)



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The Congressional Black Caucus (CBC) seeks an experienced Policy Director to serve as the senior policy and legislative adviser to the Caucus. Reporting to the Executive Director, the Policy Director will lead the development, coordination, and execution of the CBC's legislative and policy agenda and advise Caucus leadership and Members on significant legislative, policy, and strategic matters before Congress.

The Policy Director will work closely with CBC leadership and Member offices to translate the priorities of the Caucus into coordinated legislative and policy strategies. The position requires a strong command of House and Senate legislative processes, congressional committees and floor activity, and the relationships among Member offices, committee staff, congressional leadership, federal agencies, and external stakeholders.

The successful candidate will bring significant congressional or legislative experience, sound political and policy judgment, and the ability to operate effectively in a complex, fast-moving legislative environment. The Policy Director must be able to assess developments across Congress, anticipate issues requiring Caucus attention, provide clear recommendations to senior leaders, and work effectively with experienced congressional staff to advance CBC priorities.

Responsibilities

- Serve as the senior policy and legislative adviser to the CBC Chair, Caucus leadership, membership and Executive Director on legislative and policy matters.
- Lead the development and execution of the CBC's legislative and policy agenda, working with Caucus leadership and Members to establish priorities, identify opportunities for action, and develop strategies for advancing those priorities.
- Provide strategic recommendations to CBC leadership regarding legislation, amendments, floor activity, congressional negotiations, appropriations, administrative actions, and other significant policy developments affecting Caucus priorities.
- Monitor legislative activity in the House and Senate and ensure CBC leadership and Members are informed of significant developments, emerging issues, deadlines, and opportunities requiring Caucus engagement.
- Develop and coordinate Caucus positions on major legislation and policy matters, including preparing recommendations, decision memoranda, legislative analyses, briefing materials, talking points, letters, statements, and other materials for CBC leadership and Members.
- Coordinate with CBC Member offices to develop and advance Member-led legislative initiatives, including legislation, amendments, resolutions, sign-on letters, appropriations priorities, and other congressional actions aligned with Caucus priorities.
- Track priority legislation sponsored or supported by CBC Members and develop strategies for building congressional support, navigating the committee process, and positioning priorities for consideration by the House and Senate.



- Closely monitor relevant committee, leadership, and floor activity and coordinate with Member offices, committee staff, congressional leadership staff, and other caucuses on matters affecting CBC priorities.
- Maintain strong working relationships with Legislative Directors, committee professional staff, committee counsels, leadership staff, and other senior congressional staff necessary to advance the Caucus's legislative agenda.
- Lead policy preparation for CBC business meetings, leadership meetings, Member briefings, policy convenings, and other substantive meetings, ensuring Members have clear recommendations, background materials, legislative intelligence, and proposed courses of action.
- Develop and maintain systems for tracking the Caucus's legislative priorities, Member initiatives, congressional activity, Administration actions, and outstanding policy commitments.
- Serve as a principal policy liaison between the CBC and House and Senate leadership, congressional committees, other congressional caucuses, federal departments and agencies, and relevant congressional support entities.
- Build and maintain substantive relationships with civil rights organizations, advocacy organizations, labor, business, think tanks, academics, policy experts, and other stakeholders whose expertise or engagement can help advance Caucus priorities.
- Coordinate engagement with federal departments and agencies regarding matters of importance to the Caucus, including preparing CBC leadership and Members for meetings with Cabinet officials and other senior Administration officials and managing appropriate follow-up.
- Identify emerging legislative, regulatory, judicial, and public-policy developments affecting Black communities and recommend whether and how the Caucus should engage.
- Lead the policy component of rapid-response efforts when significant legislative, judicial, regulatory, or national developments require timely CBC consideration or action.
- Work closely with the Communications Director to ensure that the Caucus's public messaging accurately reflects its legislative positions, policy objectives, accomplishments, and strategic priorities.
- Coordinate the work of CBC policy councils, working groups, task forces, and other Member-led policy structures, as assigned.
- Represent the CBC in senior-level meetings with congressional staff, federal officials, policy organizations, advocacy groups, and other external stakeholders.
- Perform other policy and legislative responsibilities as assigned by the Executive Director or CBC leadership.

Experience and Qualifications

This is a senior-level position requiring significant congressional or directly relevant legislative experience and a demonstrated command of the legislative process.

Successful candidates should possess:



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- Significant experience working in Congress or in a role requiring sustained engagement with Congress, with demonstrated experience developing legislative strategies, analyzing legislation, and providing policy recommendations to senior decision-makers.
- Deep practical knowledge of House and Senate legislative processes, including committees and subcommittees, hearings and markups, floor procedure, amendments, legislative negotiations, appropriations, and congressional leadership structures.
- Demonstrated experience working with congressional committee staff and a strong understanding of the respective roles of Member offices, committee staff, and leadership staff in developing, negotiating, and advancing legislation.
- Experience assessing legislative developments and advising senior officials on the political, procedural, and policy considerations surrounding potential courses of action.
- Demonstrated ability to analyze complex legislation and policy matters quickly and translate that analysis into clear recommendations and actionable legislative strategies.
- Experience preparing senior-level briefing materials, legislative analyses, decision memoranda, talking points, congressional correspondence, and other substantive policy work products.
- Demonstrated ability to work effectively with Legislative Directors, committee staff, leadership staff, and other senior congressional professionals.
- Strong political and legislative judgment, including the ability to recognize opportunities, identify potential obstacles, anticipate congressional developments, and recommend appropriate strategies.
- Demonstrated ability to build coalitions and develop productive working relationships across congressional offices, committees, government agencies, advocacy organizations, and other institutions.
- Exceptional written and oral communication skills, discretion, attention to detail, and sound professional judgment.
- Ability to operate effectively in a fast-paced congressional environment where priorities shift quickly and significant matters may require immediate analysis and recommendations.
- Demonstrated understanding of policy issues affecting Black communities and familiarity with the legislative and policy priorities historically advanced by the Congressional Black Caucus.

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 vincent.evans@mail.house.gov. No walk-ins or calls please.

Director of Operations - MEM -277-26



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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 vincent.evans@mail.house.gov. 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.

