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Member and Committee Openings

Week of October 26, 2026

District Staff Assistant - MEM-325-26

Staff Assistant

Congressman Ted Lieu (CA-36)
Los Angeles, California

October 26, 2026

Congressman Ted Lieu has an opening for a Staff Assistant in his Los Angeles District Office. Primary responsibilities include answering phones, maintaining the front office, assisting with various administrative and legislative duties and aiding constituents with federal casework. The Staff Assistant will greet constituents, ensures that constituent requests for assistance are directed to the appropriate staff member in a timely manner and will assist district staff to ensure the proper execution of events and programs in the district. The Staff Assistant will also serve as coordinator of the district office internship program.

The successful applicant must have a positive attitude and the ability to work and set priorities in a fast-paced and challenging environment. Strong writing and verbal communications skills are essential. A valid California Driver License and automobile are required. Bilingual skills are a plus.

The position is full-time with federal benefits. Congressman Lieu's primary district office is located in West Los Angeles.

This office is an Equal Opportunity Employer.

If interested, please send a resume, cover letter, and two short writing samples no later than November 4, 2026 to:

NICOLAS RODRIQUEZ
Deputy Chief of Staff - District Director
Congressman Ted Lieu (CA-33)
1645 Corinth Avenue, Suite 101
Los Angeles, CA 90025



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Lieu.Staff@mail.house.gov

Press Secretary - MEM-323-26

Congressman Jason Crow (D-CO) seeks a proactive, detail-oriented **Press Secretary** to serve in his Washington, DC or Aurora, CO office. The position will support press needs for both national and state/local media and will lead bookings for new media.

Candidates must be willing to travel, work extended hours (including nights and weekends), and be part of an office on the front lines of resisting harmful Trump Administration policies and building a government that responds to the needs of working class Americans. With the Congressman serving on both the House Armed Services Committee and House Permanent Select Committee on Intelligence, as well as co-chairing the End Corruption Caucus, we welcome candidates in particular with an interest in national security policy and anticorruption/good governance.

This is not an entry-level position. The ideal candidate has a background in political communications, campaigns, or the national security space. The Press Secretary will work regularly with the Congressman, report to the Communications Director, and collaborate hand-in-hand with the rest of a four-person communications team.

Responsibilities include:

- Drafting high-quality written materials for both internal and external consumption, including press releases, statements, quotes, talking points, and memos
- Working with press on deadline, including with written materials and a comfort communicating on the record and on background
- Amplifying the Congressman's work in the media, including by pitching stories to reporters and newsletters and answering press questions about it
- Booking the Congressman on new media platforms—including with podcasts, Substacks, and digital content creators—and coordinating/staffing appearances for them
- Prepping and staffing the Congressman for interviews with local and national print and TV outlets
- Supporting press clips sent each weekday, with the help of intern(s)
- Assisting with rapid response needs, including with quick statements and support for the Director of Digital & New Media
- Managing relationships with press and digital partners and building new ones to advance the Congressman's brand
- Collaborating with policy staff and the rest of the communications team to translate the Congressman's priorities in a digestible way
- Supporting other day-to-day needs of the Communications team



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The salary range for this position is \$70,000-75,000 per year, commensurate with experience. In addition, the Congressman's office offers a competitive package of benefits, including health insurance, transit benefits/parking, 401(k) retirement match, student loan repayment/tuition assistance, paid family leave, and more.

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.

Interested applicants are encouraged to submit a resume, cover letter, and two professional writing samples as a single PDF to co06.resumes@mail.house.gov with the subject line "[LAST NAME] – Press Secretary." Please include in your application whether you would be interested in working out of the Washington, DC office, Aurora, CO office, or both. Applications will be considered on a rolling basis. No walk-ins or phone calls, please.

Digital Manager / Communications Assistant - MEM-322-26

Digital Manager | Communications Assistant — Rep. Nanette Barragán

Location: Washington, DC

Salary Range: \$60,000-\$70,000 *commensurate with experience*

Job Title: Digital Manager | Communications Assistant

Congresswoman Nanette Barragán (CA-44) is seeking a Digital Manager | Communications Assistant to join our communications team. The Digital Manager | Communications Assistant will work under the office's Communications Director to carry out the Congresswoman's communications and outreach strategy. Ideal candidates are motivated self-starters, detail-oriented, highly organized, possess problem-solving skills, thrive in a very fast-paced environment, and are willing to work extended hours and in tight time constraints.

Job Duties:

- Draft social media copy, newsletters, press releases, media advisories, statements, talking points, and other communications materials.
- Help turn legislation, district events, constituent stories, and breaking news into engaging digital content.
- Film the Congresswoman and edit content into reels and DTCs to be posted across social media platforms.
- Assist with posting across social media platforms.
- Update and manage the official website.
- Monitor breaking news, media coverage, social media trends, and digital performance.



- Clip and caption TV appearances, floor speeches, long and short form videos, and more.
- Organize photos, videos, graphics, and other digital assets.
- Help track press inquiries and prepare materials for interviews, press events, and public appearances.
- Maintain press contact lists and support external communications efforts.
- Work closely with the Communications Director and broader communications team on rapid-response and other projects.

Qualifications:

- Exceptional writing, editing, and organizational skills
- Experience with social media platforms and tools (e.g., Twitter/X, Facebook, Instagram, Bluesky, CapCut, Canva, Adobe Creative Suite, and similar tools)
- Ability to create engaging graphics, visuals, and videos
- Strong interest in digital media and trends
- Detail-oriented, with the ability to juggle multiple tasks and meet tight deadlines

Benefits: Health insurance, student loan repayment, and other competitive benefits.

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

To apply, please email JobsCA44@mail.house.gov with “Full Name – Digital Communications Manager” in the subject line and the following application materials attached as one PDF:

- Resume
- Cover letter
- One writing sample; One graphic digital work sample; One video work sample
- Examples or a link to a portfolio of your design and content work (*optional, but encouraged*)

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.

Scheduler/Executive Assistant - MEM-321-26

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

Location: Washington, DC

Salary Range: \$60,000-\$80,000 *commensurate with experience*

Job Title: Scheduler | Executive Assistant



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

Main responsibilities include:

- maintaining the Member's daily and long-term schedules for both DC and the District;
- organizing and evaluating all incoming meeting requests and invitations;
- keeping the Member on schedule throughout the day;
- working with legislative and communications staff to ensure the Member is prepared for events/meetings;
- coordinating travel arrangements;
- processing and managing expenses and reimbursements for the Member;
- supporting planning and scheduling for the Congressional Hispanic Caucus related to the Chairwoman;
- Facilitate weekly scheduling meetings with the Member and Chief of Staff to evaluate meeting requests;
- Coordinating with the Member and Chief of Staff regarding political scheduling requests;
- Communicating with constituents by phone and email to address requests;
- Drive the Member as needed;
- And additional administrative responsibilities as necessary.

Candidates must be highly organized, detail-oriented, energetic, and capable of thriving in a fast-paced and rapidly changing workplace.

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

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

Benefits: Health insurance, student loan repayment, and other competitive benefits.

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

Interested candidates should send a cover letter, resume, and three references with "Full Name - Scheduler" in the subject line to JobsCA44@mail.house.gov.

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Legislative Director - MEM-319-26



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Resident Commissioner Pablo José Hernández seeks an experienced **Legislative Director** to lead a high-performing legislative team and drive a strategic, organized, and proactive policy operation based in his Washington, DC office. This is a senior leadership role, working closely with the Member, Chief of Staff, and Deputy Chief of Staff/District Director to set the office's legislative direction. The ideal candidate is a strong manager and operator who can establish structure, set clear priorities, and ensure effective coordination across the team. The Legislative Director reports directly to the Chief of Staff.

Key Responsibilities

- Advise the Member on all legislative and policy matters
- Manage and lead the legislative team—setting priorities, assigning work, mentoring staff, and ensuring accountability
- Oversee development and execution of the office's legislative agenda, in coordination with the Member and Chief of Staff
- Maintain up-to-date status reports on legislation affecting Puerto Rico, bills for which the Member is principal sponsor, and bills the Member has cosponsored
- Ensure timely, accurate tracking of cosponsorships, dear colleague letters, appropriations requests, and other legislative activity
- Establish and maintain clear internal processes for legislative operations—approvals, briefing prep, and tracking systems
- Serve as the primary liaison between the legislative team and the Member, ensuring alignment on priorities and positions
- Collaborate closely with Senior Counsel to advance the Member's long-term legislative strategy
- Partner with the communications team on press releases, talking points, and other materials, turning around requests promptly

Qualifications

- 5–7+ years of legislative experience in a congressional office; this is a senior, not entry-level, position
- Demonstrated management and leadership experience in a congressional environment, including supervising staff
- Proven ability to create structure, manage competing priorities, and operate under tight deadlines
- Sound judgment and strong decision-making skills
- Excellent written and verbal communication skills
- Full professional fluency in Spanish and English (written and spoken) required
- Experience with the appropriations process and legislative procedure
- Ties to Puerto Rico and extensive knowledge of Puerto Rican issues strongly preferred

Preferred Qualities

- Proactive, solutions-oriented, and comfortable operating both strategically and tactically



- Highly organized and detail-oriented
- Strong interpersonal skills and the ability to build trust across teams

To apply, send in in a single PDF a resume, cover letter, and writing sample to HernandezJobs@mail.house.gov with the following subject line: "Hernandez LD—[Last Name]" by Tuesday, November 10, 2026. Interviews will be held on a rolling basis.

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

Communications Director - MEM-317-26

Communications Director - Office of Congresswoman McClain Delaney

POSITION SUMMARY:

The Office of Congresswoman McClain Delaney seeks an experienced, energetic, and creative Communications Director to lead a dynamic communications operation in a fast-paced, proactive, and collaborative office. This position will help develop and execute a comprehensive communications strategy that advances the Member's legislative priorities, highlights constituent services, elevates district voices and issues, and strengthens local and national media connections. This is not an entry level position and requires availability on nights and weekends.

CORE JOB DUTIES:

- Collaborate closely with the Congresswoman, Digital Director, and Senior Staff to craft cohesive and engaging messaging across platforms.
- Collaborate with staff to ensure innovative, effective communication of policy initiatives and constituent services.
- Develop social media content creation, including rapid response and support digital media efforts.
- Write and edit a range of content, including speeches, newsletters, public statements, talking points, and op-eds.
- Oversee a robust franking operation, including newsletters, 499s and mailers, e-blasts, and other constituent communications.
- Stay up to date on local and national current events and legislation relevant to the Member and district priorities; provide media analysis and strategic counsel to the Member and staff on messaging.
- 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. 3-5 years of experience in political, campaign, and/or advocacy communications.



- Proven track record of managing creative or comms teams in high-pressure, high-profile environments.
- Creativity 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; adapt quickly for rapid response.
- Superior writing, editing, and oral communications skills.
- A good sense of humor!

SALARY AND BENEFITS:

\$100,000-\$115,000 annually. Compensation is commensurate with experience. Additionally, the Office provides a robust benefits package.

TO APPLY:

Please submit **ONE ATTACHMENT** that includes a cover letter; resume; two writing samples; and one digital work sample to MD06.jobs@gmail.com with the subject line **“COMMS DIRECTOR - Name.”**

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.

Communications Professional - MEM-311-26

SUMMARY:

Congressman Jake Auchincloss (D-MA) is seeking a Massachusetts-based **communications professional** to join a fast-paced communications team. This individual will have experience working in or pitching TV in the Boston or Providence media markets paired with strong digital and videography skills. This role will be heavily focused on regional and local media outreach, working with both the Communications Director and District Director on strategy. Candidates seeking to join a highly active press team across national, local, and digital media are encouraged to apply.

This role requires access to a vehicle to conduct outreach across the district successfully and, oftentimes, some work must be done outside of business hours and on weekends. The title and salary for this role will be determined based on the candidate's qualifications. The individual can work out of either the Newton or Attleboro office.

ESSENTIAL JOB FUNCTIONS:

- Leads pitching for television networks in the Boston and Providence media markets;
- Conducts extensive outreach to local and hyperlocal news outlets, podcasts, and social media content creators across the MA-04;
- Produces and edits organic video content and clips earned-media video content;



- Works closely with the District Director to ensure press coverage of planned district field events;
- Drafts, edits or compiles the Congressman's remarks, newsletters, press releases, and other public-facing written materials for district events;
- Posts daily social media content in accordance with the social media plan under quick deadlines and suggests new ideas;
- Provides creative, proactive ideas on social media, press pitches, and events;
- Assists the Communications Director with rapid response: drafting press releases, quotes, statements, floor speeches and talking points;
- Works closely with the Communications Director to produce franked mail, texts, digital ads, and telephone town halls;
- Conducts research on podcasts and other upcoming press hits;
- Works well under pressure and with quick turnarounds;
- Other duties as assigned to support essential functions of the District Offices.

Please email a resume, cover letter, digital portfolio, and three professional references in a single PDF to AuchinclossJobs@mail.house.gov with "First Name Last Name—MA Press Job" in the Subject Line. Applications will be accepted on a rolling basis. No phone calls, faxes or drop-ins please.

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

Staff Assistant - MEM-310-26

The Committee on Ethics has an opening for a **Staff Assistant**. Duties include assisting the technology needs of Committee staff; editing and maintaining the Committee's website; answering telephones; assisting with the tracking and processing of committee correspondence; providing administrative support in setting up committee meetings; and entering data and navigating databases with accuracy. This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Applicants must have excellent organizational skills and a professional telephone manner; good computer skills; proficiency in Microsoft Word and Excel; ability to work cooperatively and courteously with others; ability to use good judgment in responding to inquiries and requests; and flexibility in assisting with daily tasks and projects.

This is an entry level position with a starting salary of \$55,420 per year. Please email cover letter and resume with "Staff Assistant" in the subject line to ethicsjobs@mail.house.gov

NO PHONE CALLS PLEASE



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Constituent Advocate - MEM-307-26

Congressman Jason Crow (CO-06) seeks a full-time **Constituent Advocate** to serve in his District Office in Aurora, Colorado.

Responsibilities include serving as a caseworker for issues related to federal agencies, taking constituent meetings and phone calls as needed, working closely with other members of the team to provide excellent constituent services, coordinating with the District Director on outreach plans, reporting to senior staff on casework trends, and staffing the Member during district work periods.

While this is not an entry level position, a college degree is not required. Non-traditional candidates with a background in casework or previous experience in a governmental office are encouraged to apply.

The ideal candidate will demonstrate exceptional organizational and problem-solving skills, commitment to public service, and discretion with sensitive information. Strong written and verbal communication skills, sound judgment, a compassionate disposition, and a constant willingness to learn and grow are essential. Knowledge of Colorado's 6th Congressional District is highly preferred.

The annual salary of this position is \$60,000. In addition, the Congressman's office offers a competitive package of benefits, including health insurance, transit benefits/parking, 401(k) retirement match, student loan repayment/tuition assistance, paid family leave, and more.

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.

Interested candidates are encouraged to submit a resume, cover letter, and a writing sample (not to exceed two pages) as a single PDF to co06.resumes@mail.house.gov with the subject title "[LAST NAME] - Constituent Advocate." Applications will be considered on a rolling basis. No walk-ins or phone calls, please.

Staff Assistant - MEM-302-26

The Office of Representative Tom Suozzi (NY-03) seeks a proactive, detail-oriented, and professional **Staff Assistant** for his Washington, DC office. Successful candidates will have strong interpersonal skills and the ability to communicate clearly in a fast-paced environment while working effectively with teams in both the DC and district offices. District ties are preferred.



This entry-level role serves as an integral member of the DC team and works directly with the Director of Operations to provide logistical support for the Congressman's daily meetings and events while in Washington. Responsibilities include, but are not limited, managing the DC intern program, greeting visitors, driving the Congressman, processing flag requests, answering phones, conducting tours, and other duties as assigned. A valid U.S. driver's license and a clean driving record are required for the position, but owning or having access to a car is not required.

This is a full-time position. The position requires the ability to manage multiple responsibilities simultaneously in a fast-paced environment while maintaining strong attention to detail and meeting tight deadlines. Candidates of all educational backgrounds are encouraged to apply. The office is an equal-opportunity employer and does not discriminate based on race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status. No phone calls or drop-ins please.

Interested applicants should send a resume, writing sample, and cover letter to NY03.jobs@mail.house.gov with the subject line "Last name – Staff Assistant." This position includes retirement benefits with an employer match, student loan repayment assistance, and transit or parking benefits.

Agriculture and Environment Legislative Assistant - MEM-300-26

The Office of Congressman Jimmy Panetta (CA-19) seeks candidates for an open **Agriculture and Environment Legislative Assistant** to lead the congressman's work on agriculture, environment, energy, forestry, disaster, water, and nutrition policy. The position manages priority legislation and requires working closely with diverse coalitions of stakeholders and advocates located in the district, including South San Jose, Santa Cruz and Monterey Counties, and Northern San Luis Obispo County.

Applicants should have experience in formulating legislation and planning the pathway for the legislation to become law. Other duties include drafting talking points, memos, and recommendations on legislation and floor proceedings, representing the Member before stakeholders, federal agencies, and constituents, travel to the district, and frequent outreach and involvement with constituents.

Preferred applicants have at least two years of experience primarily involved in legislative and policy affairs. The position also requires strong interpersonal communication skills, the ability to manage multiple assignments and deadlines simultaneously, and a will to work across the aisle to advance bipartisan initiatives. Successful applicants should have strong writing, verbal, research, analytical and problem-solving skills. Candidates must be able to perform under pressure and possess a strong work ethic, a commitment to public service, and an understanding of what it takes to be a part of a successful team effort.



Please send a resume, cover letter, two writing samples, and references in a single PDF document with “Agriculture/Environment LA” as the subject line to ca19.jobs@mail.house.gov.

Caseworker/District Representative- MEM-295-26

The Office of Rep. Mike Flood (NE-1) is seeking to hire a **Caseworker/District Representative** to its full-time, official office staff.

The Caseworker/District Representative’s primary duties are to act as a liaison with federal, state, and/or local agencies for constituents who need assistance from those institutions, as well as acting as the Member’s liaison to all government, community, and constituent groups in their assigned geographic area. This individual will manage casework on behalf of constituents, be the Member’s eyes and ears in their assigned region of CD-1 and be responsible for scheduling meetings/programming for the Member in those communities. Aspiring applicants should have some level of experience dealing with state and/or federal agencies and be capable of interacting with constituents effectively.

Typical responsibilities of this position may include, but are not limited to:

- Answering casework correspondence and oral communications from constituents and acting as a liaison with federal, state, and/or local agencies.
- Communicating with city, county, state, and/or federal officials to apprise them of constituents’ problems and to assist in achieving the resolution thereof.
- Screening cases and determining whether they are appropriate for reference to other area offices within the state.
- Preparing periodic reports for the Chief, District Director, and Member on pending casework activities and possible federal policy concerns
- Acting as the grassroots representative for the Member within an assigned geographic area.
- Assisting the District Director in planning and staffing meetings, events, and other programming within the assigned geographic area and accompanying the Member when appropriate
- Monitoring developments, opinions, and concerns of government, community, and constituent groups.
- Attending civic meetings and community events to represent the Member in his absence.
- Tracking current legislative and non-legislative issues relating to the assigned geographic area.

The requirements for this position are:

- Position is based in the Lincoln official district office. Regular, predictable attendance at the office is required for performance of duties.



- The ability to communicate effectively with the Member and office staff, representatives from other offices, outside organizations, and others.
- The ability to handle difficult interactions with members of the public, including constituents, with tact and diplomacy.
- Work is public-facing and requires frequent interaction with members of the public, including constituents, in a prompt, courteous and tactful manner.
- Work sometimes requires extended and unscheduled hours, based on the Member's need or schedule.
- Travel is sometimes necessary for performance of duties.
- Must be able to prioritize and perform duties under pressure in a fast-paced environment.
- Work requires use of current forms of technology and a willingness to learn new software and databases.

Compensation is commensurate with experience. Interested candidates should send their resume and a cover letter to FloodHiring@mail.house.gov.

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.”

