Questions? Connect with us at ResumeService@mail.house.gov or at 202-226-0221.

Member, Committee, and Leadership Openings

Week of November 16, 2026

Executive Assistant and Scheduler - MEM-370-26

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

Responsibilities include but are not limited to:

- Developing, coordinating, and managing all aspects of the Representative's daily and long-term schedule and calendar as well as tracking, evaluating, and responding to all invitations and scheduling requests;
- Coordinating all travel for the Representative and her staff and other logistical support tasks as required including coordinating personal security;
- Working closely with and supporting the Chief of Staff, Deputy Chief of Staff/District Director, Legislative Director, Communications Director, and security team to ensure smooth daily schedules and operations.
- Create documents including memos, official letters, security reimbursement forms and ensure on time and accurate submissions.
- Other tasks as assigned include: helping plan all office activities including birthdays, quarterly staff outings, and supporting on larger projects such as holiday parties and staff retreats.

The ideal candidate will have:

- 2-3 years of experience as a Scheduler, Executive Assistant, or other similar role
- Passionate about public service and committed to progressive values;
- A hard worker with excellent attention to detail;
- Adept at juggling complex schedules, competing priorities;
- Able to anticipate problems, seek solutions, and effectively communicate them to the Representative and her staff;
- Able to work long hours, including nights and weekends;
- Eager to learn, grow, and thrive in a dynamic and high-paced environment.

The Office of Congresswoman Pramila Jayapal is an equal opportunity employer. Women, people of color, LGBTQ+ individuals, people with disabilities, and members of other underrepresented communities are strongly encouraged to apply. State and/or district ties are a plus.

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

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

Communications Director - MEM-369-26

Congressman Josh Harder (CA-09) seeks an experienced, creative, and highly motivated **Communications Director** to lead an ambitious and proactive communications operation. The ideal candidate is a strong writer, strategic thinker, and aggressive media pitcher who can drive local and national press coverage. As founder and chair of the bipartisan Build America Caucus, Congressman Harder is focused on advancing practical solutions to build more housing, expand energy production, improve healthcare, and make government work better. The Communications Director will play a central role in elevating the Caucus's national brand, shaping the conversation around abundance, and positioning the Congressman as a leading voice.

Responsibilities include:

- Leading proactive communications strategy to elevate Congressman Harder's legislative priorities, accomplishments, and national profile through compelling messaging, earned media, and strategic storytelling.
- Growing the Build America Caucus brand by securing national media coverage, cultivating relationships with reporters and policy influencers, and elevating its bipartisan legislative agenda.
- Overseeing press and media operations, including national and local media outreach, press events, rapid response, and development of speeches, op-eds, press releases, talking points, and other communications materials.

Qualified candidates should have:

- At least 3–5 years of experience in congressional, political, campaign, or advocacy communications
- A proven track record of securing earned media coverage and developing relationships with reporters, particularly national political and policy media.
- Exceptional writing and editing skills, strong political instincts, and the ability to communicate complex issues clearly and persuasively.

This position is based in Washington, D.C., reports to the Chief of Staff, and requires occasional evening and weekend availability as well as regular travel to the district. The

salary range for this position is $95,000 - $110,000. The office offers a competitive federal benefits package and generous paid time off policy.
To apply, submit a resume and cover letter to Harder.Resumes@mail.house.gov with the subject line "Communications Director – Full Name."

The Office of Congressman Josh Harder is an equal opportunity employer. Candidates from diverse backgrounds are encouraged to apply.

Staff Assistant - MEM-368-26

The House Committee on Ways and Means seeks a **Staff Assistant**. This entry level position requires the ability to work independently with minimal supervision. This position is responsible for all operational aspects of with full Committee hearings, including witness management, document production and management, and tracking and preparation of all materials for publication. This is the administrative support position for the Committee, primary duties will include scheduling meetings, document preparation and assembly, answering phones, managing visitors, and communicating with Member offices.

The position reports directly to the Chief Counsel but will assist all Subcommittee staff and sometimes work at the direction of other Committee staff, including the Office Manager and the Deputy Parliamentarian. Work will be primarily in-person and occasionally extend outside of normal business hours.

Over time, there may also be opportunities to support the Committee's professional staff, by doing research, assisting with legislative drafting and hearing planning, and drafting documents on issues before the Committee.

Qualifications:

- A bachelor's degree in a related field required. Graduate degree is a plus.
- Previous research or Hill experience preferred. Strong organizational, research, writing, and communication skills required.
- Strong analytical skills, including experience with Microsoft Excel, preferred.
- Experience with data visualization and/or statistical software (e.g., Tableau, R, etc.) is a plus.
- Ability to exercise discretion and independent judgment.
- Ability to work in a fast-paced environment with shifting priorities.
- Thoroughness and attention to detail.
- Ability to work cooperatively and courteously with others.
- Knowledge of office policies, practices, and procedures.
- Ability to work a flexible schedule, including long hours, nights, and weekends.

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 explaining your suitability for the position, resume, three references, and a short writing sample in one PDF to wamdsub@mail.house.gov. Please list your first and last name and "Staff Assistant" in the subject line. All applications will be held in confidence.

Professional Staffer - MEM-367-26

The House Committee on Science, Space, and Technology Democrats seek to hire a **Professional Staffer** for the Subcommittee on Investigations & Oversight. The position entails: investigative and policy research; fact-finding; document review and review of other investigative materials; drafting of letters and other official forms of communication; preparation for and support of oversight hearings; preparation for and participation in transcribed interviews and depositions; interaction with whistleblowers; assisting in the development of oversight strategy; and general support for investigative and oversight activities.

Candidates for the position must possess at least an undergraduate degree from an accredited four-year college or university. Exceptional research and writing skills are required. A minimum of 3-5 years' worth of experience related to investigative research or the conduct of institutional oversight, or some related equivalent, is required. A general familiarity with the legislative branch is desirable but not required. A general familiarity with science policy, or an academic background in a scientific field, is desirable but not required. Candidates must be competent, responsible, detail-oriented, creative, and able to work in a collaborative manner. Salary will be commensurate with experience. This is not an entry level position.

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.

Targeted Start Date: Early 2027

Salary Range: $75,000 – $95,000 commensurate with experience.

Interested applicants should submit a cover letter, resume, and three references (including at least one previous supervisor) to SciResumes@mail.house.gov with the subject line "First Name Last Name – Investigations & Oversight Professional Staff". No phone calls or drop-ins. Please submit applications by November 30th.

Oversight Counsel - MEM-366-26

The House Committee on Science, Space, and Technology Democrats seek to fill an **Oversight Counsel** position. The position entails: legal research; fact finding; reviewing and drafting letters and other official communications; document review; preparation for and participation in transcribed interviews and depositions; support for oversight hearings; crafting oversight strategy; interacting with whistleblowers; committee operation and litigation support; and general support for oversight and investigative activities, including providing investigation related legal advice to the Chair of the Committee.

Candidates for the position must be graduates of an accredited law school and members in good standing of a state bar or the District of Columbia Bar. A strong academic background and exceptional legal research and writing skills are required. Candidates must have at least five years of legal or related experience. No legislative experience or science background necessary. Some form of litigation, prosecutorial, or investigatory experience is a requirement for the position.

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.

Salary Range: $90,000 – $125,000 commensurate with experience.

Target Start Date: Early 2027

Interested applicants should submit in one pdf file a cover letter, resume, and a list of three references with at least one being a previous supervisor to SciResumes@mail.house.gov with the subject line "Last name – Oversight Counsel". No phone calls or drop-ins. Please submit applications by November 30th.

Committee Counsel - MEM-365-26

The House Committee on Science, Space, and Technology Democrats seek to fill a **Committee Counsel** position. The position entails: legislative drafting; jurisdictional analysis; advising on parliamentary procedure; negotiation and correspondence with Republican staff, other Congressional committees, Representatives, Senators, and Executive agencies; oversight and investigative activities; committee operation and litigation support; and providing general legal advice to the Chair of the Committee.

Candidates for the position must be graduates of an accredited law school and members in good standing of a state bar or the District of Columbia Bar. A strong academic background and exceptional legal research and writing skills are required. Candidates must have at least two years of legal or related experience. Legislative experience, legal practice, interest in the federal research enterprise, and/or investigatory skills will be weighed positively, but are not required.

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.

Salary Range: $80,000 - $90,000 commensurate with experience.

Target Start Date: Early 2027

Interested applicants should submit in one pdf file a cover letter, resume, and a list of three references with at least one being a previous supervisor to SciResumes@mail.house.gov with the subject line "Last name – Counsel". No phone calls or drop-ins. Please submit applications by November 30th.

Clerk - MEM-364-26

The House Committee on Science, Space, and Technology seeks to fill a **Clerk** opening on the Full Committee staff. Duties include assisting with the preparation and conduct of markups; assisting with hearing preparation, maintaining and archiving Committee records; assisting with the printing of Committee documents; and executing other administrative duties as needed. Applicants should possess strong organizational and communication skills, the ability to work under tight deadlines, and be able to multi-task effectively. Hill experience is required. Previous clerking experience is strongly preferred.

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.

Salary Range: $75,000 - $100,000 commensurate with experience.

Target Start Date: Early 2027

Interested applicants should submit in one pdf file a cover letter, resume, and a list of three references with at least one being a previous supervisor to SciResumes@mail.house.gov with the subject line "Last name – Clerk". No phone calls or drop-ins. Please submit applications by November 30th.

Press and Digital Assistant - MEM-363-26

The House Transportation and Infrastructure Committee Democratic Staff seek a **Press and Digital Assistant** to join an active communications team.

Responsibilities include but are not limited to:

- Compiling daily press clips
- Managing digital properties including drafting social media and e-newsletter content, designing graphics, and updating the website
- Drafting press releases and advisories
- Assisting with research and writing projects
- Compiling weekly analytics reports
- Taking photos of hearings and events

Applicants must have strong writing skills, professional social media and digital experience (graphic design, photo and video editing, etc.), and should be able to handle multiple projects at once. Previous experience on the Hill or in communications strongly preferred. The ideal candidate will be a detail-oriented team player who is highly motivated and eager to learn. Candidates of diverse backgrounds are encouraged to apply. The committee 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, submit a resume, cover letter and two writing samples to TransportDems@gmail.com with "Press Assistant" and [First Name] [Last Name] in the subject line. The deadline to apply is November 29, 2026. Applications will be reviewed on a rolling basis. Salary Range: $55,000 – $65,000 commensurate with experience.

Press Secretary - MEM-362-26

The New Democrat Coalition is hiring a **Press Secretary** to join our communications team in Washington, DC. If you love pitching reporters and bookers, landing stories, wading into new media, advising others, and setting the narrative, this is the job for you. The growing New Democrat Coalition will be the majority of the Democratic Caucus in the 120th Congress, and this role will place you on the ground floor working with our 142 members as we shape the national conversation.

This is a front-line press job. You will pitch stories, book Members on cable and podcasts, build relationships with the reporters who cover the Hill, and jump on breaking news. You will report to the Communications Director and work alongside a small, fast-moving team.

Start date: Jan 3, 2027, with the new Congress
Salary: $75,000 - $85,000 (~75th percentile for House Press Secs)
Benefits: Health, vision, and dental insurance, TSP retirement account, transit benefits, and student loan repayment program.
Location: Washington, DC. In person when the House is in session; hybrid and work-from-

home flexibility when out of session
Reports to: Communications Director

What you'll do:

- Pitch stories and serve as a day-to-day contact for Beltway, cable, podcast, and new media reporters, producers, and bookers
- Book and schedule Member interviews across cable, print, podcasts, newsletters, and digital shows, and prep Members to deliver
- Build and maintain relationships with the reporters and producers who cover Congress, the economy, and the New Dem agenda
- Monitor breaking news and help drive rapid response, including outside normal business hours when news breaks
- Draft press releases, statements, talking points, and remarks for Members and Coalition leadership
- Help plan and staff earned media events, press conferences, and briefings featuring multiple Members of Congress
- Support the Coalition's digital presence by turning press wins into social content and helping develop new media ideas

What we're looking for:

- 2–4 years of communications experience on the Hill, a campaign, in advocacy, at an agency, or in a similar press-facing role
- A track record of pitching and placing stories in Beltway, cable, podcast, and new media outlets
- Hands-on experience booking and scheduling interviews and managing the logistics around them
- Existing reporter and producer relationships, or a demonstrated knack for building them fast
- A sharp, fast writer who can turn around a clean statement or release on deadline
- Strong attention to detail, organizational skills, and good judgment under pressure
- Comfort monitoring the news cycle and jumping in when news breaks, including nights and weekends
- An understanding of the New Dem brand and the Coalition's policy priorities
- Digital and new media instincts are a plus

How to apply:

- **Send the following to NDCNewDemJobs@mail.house.gov with the subject line "Full Name – Press Secretary":**
- **Cover letter**
- **Resume**
- **Three references (name, title, organization, phone, email, and relationship to you)**
- **Writing sample**

Applications are due Nov 24, 2026, but we are reviewing on a rolling basis and encourage you to apply early.

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

Community Liaison - MEM-361-26

The Office of Congressman Greg Steube is seeking an experienced **Communications Director** to develop and execute a robust strategic communications plan and manage all media operations for the office, including but not limited to:

- Pitching & Booking Local and National Media Regularly
- Developing Strong Local and National Press Relations
- Overseeing an active digital program, crafting statements, press releases, media advisories, 499s, radio ad scripts, op-eds, and a weekly newsletter
- Preparing all talking points and speeches
- Overseeing and implementing a large communications budget consisting of mass mailers, digital ads, radio ads, telephone town halls, telephone surveys, and email campaigns
- Producing, Editing, and Clipping Video Content Regularly

The Communications Director will also manage a Deputy Communications Director to help facilitate these items. This position requires strong writing, organizational, and time-management skills.

Contact: floridarepublicanjobs@gmail.com.Materials Required: Resume, Writing Samples

Community Liaison - MEM-360-26

The North Counties **Community Liaison** serves as a representative for Rep. Larsen to the communities of Whatcom, Skagit, and San Juan Counties. The liaison is responsible for engaging with constituents, businesses, organized labor, nonprofit organizations, federal agencies, tribal governments and federal, state and local officials throughout the Northern Counties region. The position covers a broad portfolio of federal issues, including immigration and border issues, flood response and mitigation, maritime, federal grants, housing, transportation, agriculture, national parks and access to recreation and outdoor spaces, as well as other matters assigned by the District Director.

The liaison is expected to build strong relationships with community stakeholders, develop a detailed understanding of local projects and policy concerns, and communicate those priorities to Rep. Larsen and office staff. The liaison will also help stakeholders understand federal policies, programs, and opportunities that affect the Northern Counties.

The position is based in Representative Larsen's Bellingham office and reports directly to the District Director. District staff work closely with the Washington, D.C., office, and all staff report to the Member and Chief of Staff. Additionally, this position will work closely with the other North Counties outreach staffer to divide stakeholders and priorities effectively for the office.

Essential job functions include:

- Serve as an official representative for Rep. Larsen at meetings, forums and public events;
- Build and maintain relationships with constituents, businesses, labor, non-profit organizations, federal agencies, tribal and local government, and other stakeholders;
- Travel regularly throughout the district to monitor local issues, projects and activities;
- Work with Washington, D.C.-based staff on federal policy development and help interpret federal policies for local stakeholders;
- Assist constituents and organizations in navigating federal agencies, grants and other federal resources.
- Plan and coordinate meetings, public events, site visits, and other district activities.

Desired skills and knowledge:

- Strong knowledge of the Northern Counties, and NW Washington;
- Experience conducting outreach with government officials, cultural communities, the business community, organized labor and local stakeholder groups;
- Ability to exercise discretion and independent thinking while working as part of a team on sensitive projects and issues;
- Excellent written and verbal communication skills and comfort with public speaking;
- Flexibility to work evenings and occasional weekends;
- A valid driver's license, reliable access to a vehicle and the ability to travel regularly throughout the Northern Counties and the congressional district.

This position provides an opportunity to be part of a hard-working, cohesive, and dynamic team with a common mission of making a difference in the lives of others. The ideal candidate is self-motivated, great at multitasking, has great interpersonal skills with a teamwork-oriented attitude, and has a strong desire to help people channeled by a deep drive to work hard and make life better for the people of the Second Congressional District. This position requires someone who is very detail-oriented and organized.

This is a full-time position with federal benefits such as health care, the Federal Employees Retirement System, Student Loan Repayment Program, vacation/annual leave, paid sick and parental leave, and others.

The annual salary for this position depends on relevant experience and ranges from $63,000 - $67,000.

This office is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability. We are committed to building and maintaining an organization that reflects the needs of the diverse community we serve.

Application Process and deadline:

Applications are due by December 11, 2026. Interested candidates should send a resume and cover letter to Larsen.applications@mail.house.gov as a single PDF document with the subject line "Community Liaison Application [Your Name]"

Press Assistant - MEM-359-26

Press Assistant
The Energy and Commerce Committee Democratic Staff seeks a motivated and hardworking communications professional to join fast-paced communications team as a press assistant.

Responsibilities include:

- drafting press releases, social media posts, talking points, and the committee newsletter;
- designing graphics for both social media and web content;
- producing and editing videos and photos;
- monitoring social media;
- maintaining and updating press lists; and
- compiling daily press clips.

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 campaign communications experience, as well as professional social media and digital experience is preferred.

Our office deeply values the diversity of our employees and encourages candidates from diverse backgrounds to apply.

Qualified candidates should submit a cover letter, resume, and two digital samples to ecdjobs@mail.house.gov with the subject line "PRESS ASSISTANT: Last name."

The deadline to apply is November 20, 2026.

Communications Director - MEM-358-26

Communications Director — Congresswoman Lois Frankel (FL-22)

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

Responsibilities include:

- Developing and implementing strategies to best communicate the Congresswoman's work through TV, print media, social media, and paid media.
- Drafting communications materials including media advisories, press releases, Floor and Committee remarks, op-eds, newsletters, statements, and press conference and event remarks and memos.
- Collaborating with legislative staff to prepare talking points and background for the Congresswoman.
- Managing intake of press inquiries and drafting responses.
- Coordinating press events and pitching reporters.
- Other duties as assigned.

The ideal candidate will be an exceptionally strong writer, able to adapt to the Congresswoman's voice and needs, willing and able to effectively incorporate AI tools into their writing, and be a team player who is eager to collaborate with colleagues. Florida ties are a bonus. **This is not an entry-level position; candidates should have a minimum of 3-5 years of full-time, professional political communications experience.**

The starting salary range is $100,000 - $120,000 annually, commensurate with experience. Salary includes a generous benefits package, including health, vision, and dental insurance, paid vacation days and sick time, student loan repayment, and transit benefits.

Interested candidates should submit a resume, cover letter, and writing sample at tinyurl.com/FrankelCD. Applications will be reviewed on a rolling basis.

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

Video Production Assistant – MEM-357-26

Ranking Member Robert Garcia of the House Committee on Oversight and Government Reform has an immediate need to hire a creative, organized, **Video Production Assistant** to take our digital storytelling to the next level. This role is perfect for someone who thrives in a fast-paced environment at the intersection of politics, media, and film. This is not an entry-level position. The ideal candidate has at least 2 years of relevant experience and thrives in a fast-paced environment.

POSITION OVERVIEW

- Create compelling video: Use video to communicate governmental ongoings in a way that resonates with the American public.
- Produce end-to-end: Concept, shoot, edit, and deliver content on quick turnarounds.
- Experiment & innovate: Use new formats, vertical video, captions, graphics, and trends to meet audiences where they are.
- Mentor & collaborate: Guide interns and work closely with the communications, press, and digital teams.
- Stay agile: Help film both polished productions and scrappy real-time moments, from press gaggles to committee hearings.

WHAT WE'RE LOOKING FOR

- 2-3 years of experience in video production, advocacy, journalism, or creative media.
- Strong portfolio that shows storytelling skills that break through online.
- Expertise in Adobe Creative Suite (Premiere Pro, After Effects, Photoshop, Audition)
- Skilled at shooting on DSLR/mirrorless cameras, mobile, and in-the-moment environments.
- A deep understanding of digital trends, audience engagement, and what makes compelling video.
- Strong project management and collaboration skills.
- Comfortable juggling multiple deadlines in a fast-paced environment.

PREFERRED BUT NOT REQUIRED

- Experience livestreaming or producing broadcast-quality video
- Skills in animation, motion graphics, or graphic design are a big plus.
- Basic familiarity with Congress, federal policy, or political campaigns.
- A degree in film and video, creative producing, film and media studies, or a closely related field.

COMPENSATION & WORKPLACE

The salary range for this position is $60,000 – $70,000, with the negotiated salary highly commensurate with the level of educational and professional experience.

The Oversight Committee is committed to, and benefits from, a diverse staff, and candidates of all backgrounds are encouraged to apply. All applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, or national origin.

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

APPLICATION INSTRUCTIONS
This is a full-time, benefits-eligible position based in Washington, D.C.
Interested applicants are encouraged to submit a resume, video portfolio and/or reel to OversightPress@mail.house.gov with Video Production Assistant - FirstName LastName in the subject line by November 30, 2026. Applications will be reviewed on a rolling basis. No calls or walk-ins please.

Counsel and Professional Staff Member – MEM-356-26

The Committee on Oversight and Government Reform, Democratic staff, seeks **counsels and professional staff members** for the 120th Congress to support the Committee's oversight and investigations work. This position is based in Washington, D.C.

This is not an entry-level position. Previous legal, Capitol Hill, or related experience, in addition to substantive experience with investigations or oversight, is strongly preferred. An active security clearance is a plus.

Exceptional writing and research skills, sound political judgment, the capacity to articulate technical and legal issues clearly and concisely, and the ability to work closely and collaboratively with other congressional offices and stakeholders are essential.

Responsibilities include supporting the Committee's investigative and oversight work, preparing for and conducting transcribed interviews and depositions; preparing for and staffing hearings and briefings; drafting statements, memos, letters, and other materials; and serving as a resource for Democratic Members and staff on matters within the Committee's jurisdiction.

Please send a resume and cover letter to oversightjobs@mail.house.gov, with "Counsel/Professional Staff Member" in the subject line. Please attach your resume

and cover letter as a single, combined PDF with the file name using the following format: "LastName.FirstName."

Applications will be considered on a rolling basis. No unsolicited calls, emails, or drop-ins, please.

The salary range for this position is $90,000 – $120,000, with the negotiated salary highly commensurate with the level of educational and professional experience.

The Oversight Committee is committed to, and benefits from, a diverse staff, and candidates of all backgrounds are encouraged to apply. All applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, or national origin.

Senior Counsel – MEM-355-26

The Committee on Oversight and Government Reform, Democratic staff, seeks a **Senior Counsel** for the 120th Congress to help lead the Committee's oversight, legal, and investigations work. This position is based in Washington, D.C.

This is a senior-level position. Candidates should have at least seven years of post-J.D. legal experience. Substantial experience on Capitol Hill, in government, or in investigations or oversight is strongly preferred. An active security clearance is a plus.

Essential qualifications are exceptional writing and research skills, sound political and legal judgment, and the capacity to articulate complex technical and legal issues clearly and concisely. Candidates must also be able to work independently, delivering complete, high-quality work products with minimal review, and to work closely and collaboratively with other congressional offices and stakeholders.

Responsibilities include leading significant components of the Committee's investigative and oversight work; developing investigative strategy; leading and conducting transcribed interviews and depositions; preparing for and staffing hearings and briefings; drafting statements, memos, letters, reports, and other materials; and providing strategic advice to Democratic Members and senior staff on matters within the Committee's jurisdiction.

Please send a resume and cover letter to oversightjobs@mail.house.gov, with "Senior Counsel" in the subject line. Please attach your resume and cover letter as a single, combined PDF with the file name using the following format: "LastName.FirstName."

Applications will be considered on a rolling basis. No unsolicited calls, emails, or drop-ins, please.

The salary range for this position is $120,000 – $130,000, with the negotiated salary highly commensurate with the level of educational and professional experience.

The Oversight Committee is committed to, and benefits from, a diverse staff, and candidates of all backgrounds are encouraged to apply. All applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, or national origin.

Senior Professional Staff Member – MEM-354-26

The Committee on Oversight and Government Reform, Democratic staff, seeks a Senior Professional Staff Member for the 120th Congress to help lead the Committee's oversight, investigations, and policy work. This position is based in Washington, D.C.

This is a senior-level position. Candidates should have at least seven years of relevant professional experience. Substantial experience in government, legislative, investigative, or oversight work is strongly preferred. Prior Capitol Hill experience is beneficial, and an active security clearance is a plus. A law degree is not required.

Essential qualifications are exceptional writing and research skills, sound political judgment, deep subject-matter or policy expertise, and the capacity to explain complex policy and technical issues clearly and concisely. Candidates must also be able to work independently, delivering complete, high-quality work products with minimal review, and to build strong working relationships with congressional offices, agencies, and outside stakeholders.

Responsibilities include leading significant components of the Committee's investigative, oversight, and policy work; developing investigative and policy strategy; analyzing documents, data, and agency programs; preparing for and supporting transcribed interviews and depositions; preparing for and staffing hearings and briefings; drafting statements, memos, letters, reports, and other materials; and providing strategic advice to Democratic Members and senior staff on matters within the Committee's jurisdiction.

Please send a resume and cover letter to oversightjobs@mail.house.gov, with "Senior Professional Staff Member" in the subject line. Please attach your resume and cover letter as a single, combined PDF with the file name using the following format: "LastName.FirstName."

Applications will be considered on a rolling basis. No unsolicited calls, emails, or drop-ins, please.

The salary range for this position is $120,000 – $130,000, with the negotiated salary highly commensurate with the level of educational and professional experience.

The Oversight Committee is committed to, and benefits from, a diverse staff, and candidates of all backgrounds are encouraged to apply. All applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, or national origin.

Research Analyst – MEM-353-26

The Committee on Oversight and Government Reform, Democratic staff, seeks a **Research Analyst** for the 120th Congress to support the Committee's oversight and investigations work. This position is based in Washington, D.C.

This position requires a minimum of one year of relevant professional experience, such as work in research, investigations, journalism, policy, law, or on Capitol Hill. The Research Analyst will sit on one of the Committee's investigative teams and report to the Team Lead.

Essential qualifications are strong research and writing skills, exceptional attention to detail, strong organizational skills, and the ability to manage multiple deadlines in a fast-paced environment. Candidates must also be able to handle sensitive information with discretion and to work closely and collaboratively with colleagues across the Committee. Capitol Hill experience is a plus.

Responsibilities include conducting independent research and analysis; reviewing, analyzing, and summarizing document productions and other source material; drafting memos, letters, hearing materials, and reports; preparing hearing exhibits and binders; supporting the team's preparation for hearings, transcribed interviews, and depositions; and helping guide and review the work of Research Assistants on the team.

Please send a resume, cover letter, and short writing sample to oversightjobs@mail.house.gov, with "Research Analyst" in the subject line. Please attach your materials as a single, combined PDF with the file name using the following format: "LastName.FirstName."

Applications will be considered on a rolling basis. No unsolicited calls, emails, or drop-ins, please.

The salary range for this position is $70,000 – $80,000, with the negotiated salary highly commensurate with the level of educational and professional experience.

The Oversight Committee is committed to, and benefits from, a diverse staff, and candidates of all backgrounds are encouraged to apply. All applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, or national origin.

Research Assistant – MEM-352-26

The Committee on Oversight and Government Reform, Democratic staff, seeks a **Research Assistant** for the 120th Congress to support the Committee's oversight and investigations work. This position is based in Washington, D.C.

This is an entry-level position, well suited to recent college graduates or candidates with less than one year of relevant professional experience. No prior Capitol Hill experience is required. Research, writing, or related experience, including internships, campaign work, or coursework, is preferred. The Research Assistant will sit on one of the Committee's investigative teams, report to the Team Lead, and serve as the team's liaison to the Clerk Team.

Essential qualifications are strong research and writing skills, exceptional attention to detail, strong organizational skills, and the ability to manage multiple deadlines in a fast-paced environment. Candidates must also be able to handle sensitive information with discretion and to work closely and collaboratively with colleagues across the Committee.

Responsibilities include conducting research; formatting and proofing hearing materials, memos, letters, and reports; logging and tracking document productions; preparing hearing exhibits and binders; and coordinating with the Clerk Team on the Committee's correspondence.

Please send a resume, cover letter, and short writing sample to oversightjobs@mail.house.gov, with "Research Assistant" in the subject line. Please attach your materials as a single, combined PDF with the file name using the following format: "LastName.FirstName."

Applications will be considered on a rolling basis. No unsolicited calls, emails, or drop-ins, please.

The salary range for this position is $60,000 – $70,000, with the negotiated salary highly commensurate with the level of educational and professional experience.

The Oversight Committee is committed to, and benefits from, a diverse staff, and candidates of all backgrounds are encouraged to apply. All applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, or national origin.

Investigator – MEM-351-26

The Committee on Oversight and Government Reform, Democratic staff, seeks an **Investigator** for the 120th Congress to support the Committee's oversight and investigations work. This position is based in Washington, D.C.

This is not an entry-level position. Candidates should have substantial professional experience conducting complex investigations, including developing cases from initial allegations through final findings. Experience with federal, state, or local law enforcement, an inspector general's office, or a similar organization is strongly preferred, as is hands-on field experience. Prior Capitol Hill experience is beneficial, and an active security clearance is a plus. A law degree is not required.

Essential qualifications are proven investigative skills; experience interviewing witnesses and cultivating sources, both remotely and in person; the ability to trace financial transactions, corporate structures, and relationships among people and entities; and proficiency with public records and open-source research. Candidates must also exercise sound judgment and discretion in handling sensitive information, write clear and well-supported reports, and work independently with minimal supervision.

Responsibilities include developing investigative leads and running them to ground; identifying, locating, and interviewing witnesses and whistleblowers, including through in-person outreach when needed; analyzing financial records, document productions, and other evidence; conducting public records and open-source research; preparing investigative memos and reports of findings; and supporting transcribed interviews, depositions, and hearings. The role may involve occasional fieldwork and travel.

Please send a resume and cover letter to oversightjobs@mail.house.gov, with "Investigator" in the subject line. Please attach your resume and cover letter as a single, combined PDF with the file name using the following format: "LastName.FirstName."

Applications will be considered on a rolling basis. No unsolicited calls, emails, or drop-ins, please.

The salary range for this position is $100,000 – $130,000, with the negotiated salary highly commensurate with the level of educational and professional experience.

The Oversight Committee is committed to, and benefits from, a diverse staff, and candidates of all backgrounds are encouraged to apply. All applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, or national origin.

Clerk – MEM-350-26

The Democratic staff of the Committee on Oversight and Government Reform seeks a **Clerk** for the 120th Congress to support all aspects of the Committee's work. This position is based in Washington, D.C.

This is not an entry-level position; Capitol Hill experience is preferred. Reporting to the Director of Operations and Chief Clerk, the Clerk will play a critical role in supporting the full Committee and its subcommittees. An active security clearance is preferred.

Essential qualifications include exceptional recordkeeping, organization, and time-management skills; close attention to detail; strong written and verbal communication; and the ability to manage multiple priorities in a fast-paced environment. Candidates must handle sensitive information discreetly and collaborate effectively as part of a team.

Responsibilities include coordinating logistics for Committee hearings, markups, briefings, and other events; maintaining official Committee records; distributing materials to Committee members and staff during official events; managing the Committee calendar, shared files, and distribution lists; and proofreading and formatting memoranda, reports, official transcripts, and other materials.

Email your resume and cover letter to oversightjobs@mail.house.gov with "Clerk" in the subject line. Combine both documents into one PDF named "LastName.FirstName."

Applications will be reviewed on a rolling basis. Please do not make unsolicited calls, send emails, or visit the office.

The Oversight Committee values the benefits of a diverse staff and encourages candidates from all backgrounds to apply. Applicants will be considered without regard to race, color, religion, sex (including marital or parental status), sexual orientation, gender identity, disability, age, or national origin.

Scheduler/Executive Assistant – MEM-349-26

The Democratic Staff Director of the House Energy and Commerce Committee seeks a **Scheduler/Executive Assistant** to manage a demanding calendar and serve as a trusted gatekeeper in a fast-moving legislative environment.

Responsibilities include:

- Own the Staff Director's daily and long-range calendar: meetings, hearings, markups, member and stakeholder requests;
- Triage competing requests and make real-time judgment calls on priorities;
- Coordinate closely with House leadership offices, member offices, and senior Committee staff;
- Handle front-office administration and other logistics; and
- Manage sensitive information and internal communications with complete discretion.

Qualifications:

- 1–2 years of scheduling experience in a House or Senate member office strongly preferred;
- Demonstrated discretion and sound judgment with confidential information;
- Proven ability to stay organized and even-tempered under pressure and amid shifting priorities;
- Exceptional attention to detail and follow-through;
- Strong written and verbal communication skills; comfortable interfacing with senior staff and principals; and
- Capitol Hill experience required; Energy and Commerce issue familiarity a plus.

This is a high-tempo role requiring flexibility outside standard business hours, especially when Congress is in session.

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 résumé, cover letter, and two references to ecdjobs@mail.house.gov with "Scheduler – Staff Director 2026" in the subject line by November 20, 2026. No calls or drop-ins, please.

Immigration Caseworker – MEM-347-26

Massachusetts Democratic Congressman-elect seeks an **Immigration Caseworker** based in the Congressman's district office.

The ideal candidate is a motivated self-starter and problem-solver who possesses strong organizational and communication skills, thrives independently and also as part of a highly collaborative team, and maintains a positive attitude while working in a fast-paced environment. Past experience in immigration related constituent services or immigration related issue advocacy is preferred. Candidates with proficiency or fluency in Spanish are preferred. This role is located in-person at the district office with occasional travel both during the week and on some nights and weekends. Though not required, the ideal candidate possesses a valid driver's license and has reliable access to a car in order to travel to occasional in-person events in the district. The ideal candidate will be based in the 6th Congressional District. This position would likely start in spring of 2027.

Primary responsibilities include, but are not limited to:

- Managing and responding to constituents' casework requests for help with immigration related federal departments or agencies.
- Building and maintaining relationships with immigration-focused community stakeholders and organizational leaders.

- Planning and advancing events and meetings within the district (some of which occur in evenings and on weekends).

Compensation: The salary range for this role is $55-65k
The U.S. House also operates a matched retirement savings account program.
The Congressman's office is an equal-opportunity employer. The office does not discriminate based on an individual's race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service. The Office is committed to inclusion and encourages all individuals from all backgrounds to apply. **Please submit a resume and cover letter in PDF form, to dankohjobs@gmail.com by Tuesday, December 1.**

Legislative Correspondent - MEM-344-26

Legislative Correspondent
Massachusetts Democratic Congressman-elect seeks a Legislative Correspondent based in the Congressman's Washington, DC office. The Legislative Correspondent manages the office's constituent correspondence program and supports the legislative team. This role is the front line for hearing from constituents on the issues of the day, and is responsible for making sure every constituent receives a timely, thoughtful, and accurate response that reflects the Congressman's positions and legislative work. The Legislative Correspondent reports to the Legislative Director and works closely with the Legislative Assistants and the district office.

This is an early-career position and an excellent opportunity for someone who wants to build a career in Congress. The ideal candidate is an excellent writer who is organized, detail-oriented, and eager to learn about policy and the legislative process.

Primary responsibilities include, but are not limited to:

- Managing the constituent mail program, including sorting, batching, and tracking incoming letters, emails, and web messages, in coordination with the Legislative Director.
- Researching policy issues and drafting clear, accurate responses to constituents that explain the Congressman's positions and votes.
- Maintaining and updating the office's constituent database and correspondence system, and ensuring timely turnaround times.
- Tracking and reporting on trends in constituent mail, and flagging emerging issues and high-volume topics to the legislative and communications teams.
- Staying current on legislation and news related to the issues in the correspondence portfolio, and keeping response language up to date.
- Supporting the legislative team with research, memos, meeting preparation, hearing and briefing coverage, and tracking of legislation.

- Working with the district office to coordinate on casework-related correspondence and constituent follow-up.
- Assisting with coordination of the Washington, DC intern program and other administrative tasks as assigned.

Qualifications:

- 1-2 years of experience in a congressional office, on a campaign, in government, or in a related setting; experience on the Hill is preferred.
- Excellent writing, editing, and research skills. A writing sample will be requested.
- Strong organizational and time management skills with keen attention to detail.
- The ability to manage a high volume of work, multitask, and meet deadlines in a fast-paced environment.
- A friendly, professional, and collaborative demeanor when interacting with constituents and staff.
- Interest in policy, and familiarity with Massachusetts and the issues important to the district, is a plus.

The ideal candidate is a motivated self-starter and problem-solver who thrives independently and as part of a highly collaborative team, and who maintains a positive attitude in a fast-paced environment. This role is located in person in the Washington, DC office.

The U.S. House also operates a matched retirement savings account program.
The Congressman's office is an equal opportunity employer. The office does not discriminate based on an individual's race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service. The office is committed to inclusion and encourages all individuals from all backgrounds to apply. **Please submit a resume, cover letter, and writing sample in PDF form, to dankohjobs@gmail.com by Tuesday, December 1.**

Deputy District Director - MEM-343-26

Deputy District Director
Massachusetts Democratic Congressman-elect seeks a Deputy District Director based in the Congressman's district office. The Deputy District Director is an integral part of a dynamic team and serves as a leader in the District office alongside the District Director. The most ideal candidate is comfortable guiding any aspect of the district office management, and has experience in constituent services, regional policy, community organizing and/or campaigns. Primary responsibilities will include overseeing District Representatives' and the Immigration caseworker's casework portfolios, regional policy oversight, ensuring and providing principal staffing and event planning support, understanding that often these events will take place on nights and weekends.

Qualifications:

- 3-4 years of constituent services, issue advocacy, community organizing, government or campaigns experience.
- Experience staffing a principal, planning, and advancing political events.
- Strong organizational and project management skills with keen attention to detail.
- The ability to multitask, prioritize, and problem-solve in a fast-paced environment.
- A friendly, approachable, professional, and collaborative demeanor when interacting with principals, stakeholders, constituents, and staff alike.

The ideal candidate is a motivated self-starter and problem-solver who possesses strong organizational and communication skills, thrives independently and also as part of a highly collaborative team, and maintains a positive attitude while working in a fast-paced environment. Past experience in constituent services, issue advocacy, community organizing, campaigns or government relations is required. This role is located in-person at the district office with regular travel throughout the district both during the week and on some nights and weekends. The ideal candidate possesses a valid driver's license and has reliable access to a car in order to travel to in-person events. **This position has a hiring date of January 3, 2027.**

Compensation: The salary range for this role is: $75-90k
The U.S. House also operates a matched retirement savings account program.

The Congressman's office is an equal opportunity employer. The office does not discriminate based on an individual's race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service. The office is committed to inclusion and encourages all individuals from all backgrounds to apply. **Please submit a resume and cover letter in PDF form, to dankohjobs@gmail.com by Tuesday, December 1.**

District Representative - MEM-342-26

District Representative
Massachusetts Democratic Congressman-elect seeks a District Representative based in the Congressman's district office. The District Representative is a critical member of a dynamic team and serves as the Congressman's liaison to constituents, community organizations, and state and local elected officials and manages constituent casework within the district.

The ideal candidate is a motivated self-starter and problem-solver who possesses strong organizational and communication skills, thrives independently and also as part of a highly collaborative team, and maintains a positive attitude while working in a fast-paced environment. Past experience in constituent services, issue advocacy, community organizing, campaigns or government relations is preferred. This role is located in-person

at the district office with regular travel throughout the district both during the week and on some weekends and the ideal candidate possesses a valid driver's license with reliable access to a car in order to travel to in-person events in the district two to three days per week. The ideal candidate will be based in the 6th Congressional District. **This position has a hiring date of January 3, 2027.**

Primary responsibilities include, but are not limited to:

- Managing and responding to constituents' casework requests for help with federal agencies and departments.
- Serve as a liaison between the office and municipal and state elected officials.
- Building and maintaining relationships with community stakeholders, business owners, higher education and organizational leaders and unions within the district.
- Supporting constituents with regional policy issues in coordination with legislative colleagues.
- Planning and advancing events and meetings within the district (some of which occur in evenings and on weekends).

Qualifications:

- 1-2 years of constituent services, issue advocacy, community organizing, or campaign experience.
- Strong organizational and project management skills with keen attention to detail.
- The ability to multitask, prioritize, and problem-solve in a fast-paced environment.
- A friendly, professional, and collaborative demeanor when interacting with principals, stakeholders, constituents, and staff alike.

Compensation: The salary range for this role is $55-60k

The U.S. House also operates a matched retirement savings account program.
The Congressman's office is an equal-opportunity employer. The office does not discriminate based on an individual's race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service. The Office is committed to inclusion and encourages all individuals from all backgrounds to apply. **Please submit a resume and cover letter in PDF form, to dankohjobs@gmail.com by Tuesday, December 1.**

Staff Assistant - MEM-341-26

Staff Assistant

Massachusetts Democratic Congressman-elect seeks a Staff Assistant for their district office. Primary responsibilities include responding to constituent inquiries, managing front office operations, and supporting events. The Staff Assistant is also responsible for co-managing the district office internship program, managing mail and correspondence processes, and completing additional administrative tasks as needed. Staff Assistants

also work closely with District Representatives to support their work liaising with community stakeholders, elected officials, and supporting policy issues in the district. This position requires strong organizational, communication, and prioritization skills. The ideal candidate is a team player who demonstrates outstanding attention to detail and maintains a positive attitude while working in a fast-paced, constituent services-oriented environment.

This role is located in-person at the district office with regular travel throughout the district both during the week and on some weekends and though not required, the ideal candidate possesses a valid driver's license with reliable access to a car in order to travel to in-person events in the district two to three days per week. **This position has a hiring date of January 3, 2027.**

Compensation: The salary for this role is $50k
The U.S. House also operates a matched retirement savings account program.

The Congressman's office is an equal-opportunity employer. The office does not discriminate based on an individual's race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service. The Office is committed to inclusion and encourages all individuals from all backgrounds to apply.

Please submit a resume and cover letter in PDF form, to dankohjobs@gmail.com by Tuesday, December 1.

Press/Digital Assistant - MEM-337-26

House Judiciary Committee Democratic Staff – Press/Digital Assistant

The House Judiciary Committee Democratic Staff seeks a diligent and creative Press/Digital Assistant to support a fast-paced communications team. The assistant will work closely with the Communications Director, Press Secretary, and Digital Director to advance Committee Democrats' communications priorities through drafting press materials, creating digital content, and providing day-to-day communications support.

Core Duties

- Compile daily clips and monitor breaking news and Committee coverage.
- Draft press releases, statements, talking points, social media copy, and other messaging materials.
- Assist with creating graphics; clipping, editing, and captioning videos; and publishing social media and website content.
- Maintain press and creator lists, track coverage, and conduct research.
- Help manage the press and digital internship program, including coordinating assignments and providing guidance and feedback.

- Provide logistical and administrative support for press events, hearings, and interviews.
- Pitch creative ideas to amplify Committee Democrats' work and assist with other duties as assigned.

Key Qualifications

- Strong writing, editing, and research skills, with sound news judgment and close attention to detail.
- Ability to take initiative, collaborate, and manage competing deadlines in a fast-paced environment.
- Familiarity with social media, graphic design, and video editing tools such as Canva or Adobe Creative Suite.
- Prior communications, journalism, campaign, or Capitol Hill experience preferred.
- Willingness to work irregular hours as needed.

To apply, please send your resume, cover letter, two writing samples, and a list of three references to Job.JDEM@mail.house.gov, with "Press-Digital Assistant" in the subject line. Examples of graphics, video, or social media content you have produced are welcome.

Please submit your application as one combined PDF using the following file name format: "LastName.FirstName – Press." No unsolicited calls, emails, or drop-ins, please. Applications will be considered on a rolling basis.

Executive Assistant - MEM-335-26

The Joint Committee on Taxation (JCT) is a nonpartisan, bicameral committee of the United States Congress employing attorneys, accountants, economists, and professional staff to provide tax policy expertise to Members and Committee Staff.

The Joint Committee is seeking a highly organized, detail-oriented **administrative professional** to provide support to its staff, stakeholders, and constituents. Administrative services would include front office operations, document production, calendar and records management, and other general office duties. The Joint Committee staff's work includes access to information of a confidential and/or sensitive nature.

This position requires strong attention to detail, organizational skills, initiative, and the ability to work independently while maintaining a high degree of accuracy and professionalism. JCT is seeking a dependable individual who takes ownership of assigned responsibilities, demonstrates an eagerness to learn, and can effectively manage changing priorities. A successful candidate will develop proficiency in multiple administrative functions through cross-training and provide backup support across different roles and office operations as organizational needs require.

ESSENTIAL DUTIES:

- Prepare, edit, proofread, and review office correspondence and documents to ensure accuracy and consistency with established formatting and quality standards. Communicate frequently with Member and Committee Staff. Regularly prepare and deliver electronic correspondence to Congress.
- Effectively utilize JCT's computerized document management system (DMS) to initiate, proofread, track and route documents and correspondence, including requests from congressional offices, committees, and federal agencies, to appropriate JCT staff.
- Create, maintain, and archive front office files, ensuring appropriate confidentiality.
- Schedule staff travel, track travel costs, and work with appropriate staff to ensure they are reimbursed in a timely manner.
- Answer telephones, screen callers, monitor office email and incoming correspondence, and greet office visitors, making timely referrals to the appropriate JCT staff.
- Organize and maintain conference room schedules and/or assist with locating alternative meeting locations.
- Handle matters relating to the schedule of the Chief of Staff and Deputy Chief of Staff.
- File and update library resources and periodical services. Maintain internal staff lists.
- Assist staff with furniture acquisition/removal/move requests, as well as other logistical requests.
- Provide front office coverage on a rotating basis, including late night assignments, and work overtime as needed to support JCT's operational requirements.

GENERAL REQUIREMENTS:

- Exceptional attention to detail, strong organizational skills, and demonstrated commitment to producing accurate, complete, high-quality work.
- Aptitude for learning and acquiring a baseline understanding of a specialized subject matter, namely tax policy, to understand JCT's workflow and to provide meaningful context-specific support.
- Previous experience proofreading documents to ensure a high standard of accuracy, consistency, and quality.
- Ability to demonstrate initiative and take ownership of assigned responsibilities and communicate proactively to ensure appropriate follow-through.
- Strong interpersonal and communication skills to facilitate professional and collaborative work in an interdisciplinary office of experts with wide-ranging expertise.

- Ability to quickly learn and effectively utilize new systems, technologies, and established office procedures.
- Ability to efficiently and accurately prepare documents, correspondence, and other assignments while managing competing priorities and shifting deadlines.
- Executive assistants must be familiar with all office routines/requirements and may be asked to move or rotate between office locations.

SUPERVISION:

Position reports directly to the Administrative Director and does not involve supervising or directing the work of others.

EDUCATION AND EXPERIENCE:

Bachelor's degree is strongly preferred. Minimum of two years of administrative or equivalent professional experience required. Proficiency in Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook required.

WORKING CONDITIONS:

Work is performed in a standard office environment with moderate noise levels. The position requires the ability to work effectively in a shared office setting.

Applications will be accepted through Monday, November 16. Interested candidates should submit a cover letter and resume to Taylor.Rose@jct.gov.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities, or requirements. Additional duties may be assigned. This position description may be modified at any time.

Military Legislative Assistant - MEM-334-26

Congresswoman Susie Lee (NV-03), a member of the House Appropriations Subcommittee on Defense (HAC-D), seeks an experienced **Military Legislative Assistant** (MLA) to fill a newly created role in her office in Washington, D.C. The MLA will be responsible for implementing the Congresswoman's agenda within the Appropriations Committee and across authorizing committees for a portfolio including, but not limited to, defense, national security, veterans' affairs, foreign affairs, and science/technology. This includes leading the Congresswoman's work on HAC-D, including securing funding for the Congresswoman's priorities and preparing the Congresswoman for high-profile hearings with executive branch leadership.

A strong understanding of defense policy issues is required. Experience with the appropriations process is a plus. This is not an entry-level position. Candidates should have a strong track record of formulating a legislative agenda, translating policy priorities

into successful legislative outcomes, and building strong relationships with on- and off-Hill stakeholders. Candidates will be expected to frequently brief and staff the Congresswoman and, as such, must demonstrate strong written and verbal communication skills. Candidates should be coachable, responsive to feedback, and enjoy working in a team-first, collaborative work environment. Candidates will work directly with the Congresswoman, Chief of Staff, Legislative Director, and intra- and inter-departmental peers in the district and D.C. offices to advance the Congresswoman's priorities. Nevada ties are a plus. Candidates must be able to secure a Top Secret security clearance. Salary will be commensurate with experience.

This position reports to the Legislative Director and is based in Washington, D.C., with travel to the district as needed. This position requires flexibility to work long hours and be responsive to urgent needs, including on nights and weekends. Candidates of diverse backgrounds are encouraged to apply.

The office does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

Qualified candidates should submit in a single PDF a cover letter, resume, and three references (including name, title, organization, phone, email, and relationship) to nv03resumes@gmail.com with the following subject line: "Full Name – Military Legislative Assistant."

Press Secretary/Digital Manager - MEM-332-26

Congressman Mike Levin (D-CA-49) is seeking a creative, highly motivated, and digitally savvy **Press Secretary/Digital Manager** in his Washington, DC office to help drive a robust and fast-paced communications strategy, develop engaging digital content, and expand his presence online and across all social media platforms.

Responsibilities include helping shape and execute social media strategy, creating original content tailored to each platform, and shooting and editing video, often on a rapid-response timeline. The role also covers core press work, including drafting press materials, writing remarks, and pitching stories, as well as coordinating the office's mass communications plan (franking), designing graphics and print materials, writing email newsletters, compiling daily press clips, and more.

The individual will work closely with the Communications Director on day-to-day operations of the communications team that also includes a district-based Press Secretary and a Press Intern.

Candidates should have excellent writing skills, demonstrated experience in social media strategy and content creation, proficiency in graphic design, strong video production and

editing skills, and a deep understanding of the evolving digital landscape and emerging trends. We're looking for someone who takes initiative, brings new ideas to the table, is eager to learn, and is always willing to jump in and help wherever needed. Ability to work well with others, manage competing priorities, and turn around high-quality work under tight deadlines are a must.

This is not an entry level position. Two to three years of press-related work experience is required and prior experience on Capitol Hill or with advocacy campaigns is preferred. Salary range is $60,000-$70,000, commensurate with experience.

To apply, please send a cover letter, resume, one to two press-related writing samples (press release or op-ed), one to two digital graphic work samples, and one video sample to ca49.applications@mail.house.gov with "Press Secretary/Digital Manager" in the subject line.

This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation. We strongly value the diversity of our employees and encourage candidates from diverse backgrounds to apply, including women, people of color, and members of the LGBTQ community.

Legal Research Analyst - MEM-331-26

The Joint Committee on Taxation seeks a highly motivated professional to join its nonpartisan staff as a **Legal Research Analyst** to coordinate and manage its print and electronic library collections and conduct legal and legislative research. The Legal Research Analyst will work under the direct supervision of the Joint Committee's Legal Research & Reference Librarian on a wide range of projects related to information management, including legal and legislative research, resource acquisition and cataloging, and archival management and records retention.
The ideal candidate is a self-directed, resourceful professional with a strong interest in legal librarianship and government information. They demonstrate initiative, sound judgement, and the ability independently to manage competing priorities, meet demanding deadlines, and balance short and long-term projects in a fast-paced environment.

Necessary skills include:

- Ability to work independently, anticipate needs, and take ownership of tasks through completion, with a strong sense of accountability and follow-through.
- Capacity to manage and reprioritize simultaneous projects and rigorous deadlines.
- Ability to balance research and administrative responsibilities while collaborating effectively with colleagues.
- Strong attention to detail, organizational skills and commitment to accuracy and timely execution.

- Sense of curiosity and resourcefulness when conducting research; adept at problem-solving.
- Familiarity with legal research and government information databases.
- Knowledge of best practices in cataloging and archiving.
- Ability to identify emerging needs, communicate concerns proactively, and recommend improvements to existing processes and workflows.

Duties include, but are not limited to, the following:

- Conduct, organize, and curate legal, legislative, and historical research on tax policy matters.
- Manage a comprehensive collection of compiled legislative histories on taxation.
- Catalog library resources, such as treatises, periodicals, and congressional documents.
- Proactively monitor relevant legislation, congressional hearings, court cases, and research developments to identify and communicate information of interest to Committee Staff.
- Negotiate with vendors to secure subscriptions, while maintaining the overall library budget.
- Post, describe, and maintain publications on the Joint Committee's website.
- Archive work product (print and digital) in accordance with established guidelines and policies.

Requirements: A bachelor's degree in political science, American history, information studies, legal studies, economics or other related field and an interest and understanding of the American legislative process – including prior congressional experience – sufficient to understand complex policy issues. Strong writing, communication, and research skills, including knowledge of specialized legal and legislative databases, and research experience are required. A Master of Library and Information Science (MLIS) degree from an ALA-accredited program is preferred, however not required.

Salary and benefits: Salary is commensurate with skills and experience.
To apply: Please submit a cover letter and resume to Ms. Taylor Rose by email at Taylor.Rose@jct.gov. Please include "Legal Research Analyst" in the subject line. Application will close on December 4, 2026.

Communications Director - MEM-327-26

Congresswoman Susie Lee (NV-03) seeks an experienced, good-humored, and highly organized **Communications Director** to lead and execute an aggressive communications strategy for a battleground district. In close collaboration with the Member, Chief of Staff, and legislative and district teams, the Communications Director will oversee the Member's communications agenda and manage a fast-paced communications team in the district and D.C.

This is not an entry-level position; candidates should have a minimum of 3-5 years of political communications experience. Salary will be commensurate with experience. This position reports to the Chief of Staff and is based in Washington, D.C., with travel to the district as needed. This position requires flexibility to work long hours and be responsive to urgent communications needs, including on nights and weekends.

Responsibilities include maintaining relationships with national and local reporters; strategically managing press inquiries; proactively pitching stories; drafting and editing press releases; developing media strategies to roll out legislative and casework wins; organizing press conferences; spearheading communications components of district outreach and events; running an aggressive and responsive social media program; overseeing a non-traditional media and content creator program; writing op-eds, talking points, and speeches; managing and coaching the communications team; and working collaboratively with District Office and legislative staff to amplify the office's work. The Communications Director will also oversee franked communications and a robust 499 program.

Candidates must have strong oral and written communication skills, sharp attention to detail, experience managing a team, and a track record of successfully pitching media and influencing positive media outcomes. Candidates must be politically astute, calm under pressure, collaborative, and willing and able to work the long, irregular hours required by a communications job in the modern-day news cycle. Nevada ties are a plus.

Candidates of diverse backgrounds are encouraged to apply. The office does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin.

Qualified candidates should submit in a single PDF a cover letter, resume, three references (including name, title, organization, phone, email, and relationship), and writing sample to nv03resumes@gmail.com with the following subject line: "Full Name – Communications Director."

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

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

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.

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.

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