# Member, Committee, and Leadership Openings

## Week of November 23, 2026

### Scheduler | Executive Assistant - MEM-391-26

**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 CA44Resumes@mail.house.gov.**

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

## National Press Secretary

**National Press Secretary - Office of the Democratic Leader (NY-08)**
**Salary:** Commensurate with Experience
**Closing Date:** 11/30/2026

**Overview:**
The National Press Secretary serves as a senior advisor and manages the Office's day-to-day national press operation. Working closely with the Communications Director, the National Press Secretary develops and executes media events, manages relationships with national reporters, drives rapid response efforts, and serves as a spokesperson for the Office. This position regularly represents the Office in communications with reporters, including on-the-record, on-background and off-the-record conversations, and plays a central role in advancing the Leader's legislative priorities through earned media.

**Key Responsibilities**

- Manage media inquiries, coordinate interviews and press events, develop media guidance, cultivating relationships with reporters, and serve as a day-to-day spokesperson in on-the-record, on-background and off-the-record communications.
- In conjunction with the Digital Engagement Director and other colleagues, coordinate rapid response efforts during breaking news, legislative developments, and major political events by developing timely messaging, statements, talking points, press guidance and communications strategies.
- Draft, edit, and distribute press releases, statements, speeches, media advisories, op-eds, talking points, newsletters, and other communications products written in the Leader's voice, ensuring accuracy and consistency.

- Build and maintain strong relationships with national reporters, editors, producers, and bookers by proactively pitching stories, facilitating interviews and identifying opportunities.
- Monitor national news coverage, political developments and public sentiment to recommend proactive media strategies.
- Collaborate with policy, digital, scheduling, leadership, and Democratic Caucus communications staff to ensure coordinated messaging across earned media, digital platforms, public appearances and legislative initiatives.

**Qualifications**

- Minimum of five years of progressively responsible communications or press experience in government, political campaigns, journalism, public affairs or a related field.
- Experience serving as a spokesperson and communicating with reporters on the record, on background and off the record.
- Exceptional writing and editing skills with demonstrated experience writing in the voice of a principal.
- Strong existing relationships with reporters, editors, producers, and bookers.
- Demonstrated success managing rapid response and high-profile media events in a fast-paced political environment.
- Ability to manage multiple high-priority projects simultaneously while exercising exceptional political judgment and discretion.
- Excellent interpersonal skills and the ability to collaborate effectively with senior leadership, policy staff, digital teams and external stakeholders.

**Salary**

Competitive and commensurate with experience.

**To Apply**

**Interested candidates should submit a resume, cover letter, and two to three writing samples (such as a press release, speech, op-ed, statement, newsletter, media advisory) that demonstrate their ability to write clearly, strategically and in the voice of a principal.**

**Application:**

**https://house.csodfed.com/ux/ats/careersite/19/home/requisition/5742?c=house&source=House**

## Energy & Commerce Committee Parliamentarian - MEM-390-26

**Energy & Commerce Committee Parliamentarian**

The House Committee on Energy and Commerce is seeking candidates to work on procedural and clerical matters for the Committee's Democratic staff.

**Responsibilities include working with the General Counsel to:**

- Ensure Committee activities comply with House Rules and Committee rules;
- Serve as a resource for Members and staff on procedural matters;
- Oversee preparation and filing of Committee reports;
- Oversee preparation and posting of Committee documents within required deadlines;
- Advise Members in real time of procedural matters at hearings and markups;
- Monitor and provide advice on Committee's jurisdiction under House Rule X; and
- Negotiate and draft jurisdictional letters.

This is not an entry-level position. The successful candidate will have significant experience with Committee proceedings and knowledge of House Rules. A minimum of four years of relevant legislative experience is strongly preferred. Salary is commensurate with experience.

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.

**To apply, please submit a resume, cover letter, and short writing sample to ecd.jobs@mail.house.gov with the subject line, "E&C Parliamentarian." The Committee will accept applications until the position is filled. No calls or drop-ins, please.**

## Counsel - MEM-389-26

**CMT Counsel Posting**

The Committee on Energy and Commerce Democratic staff seeks a Counsel to join the Commerce, Manufacturing, and Trade Subcommittee for a portfolio involving consumer protection, privacy, and kids' online safety. The ideal candidate will have a law degree and at least five years of legal and/or policy experience. Excellent writing, verbal, and organization skills, a high attention to detail, and a solid understanding of the legislative process are essential attributes. Additionally, the ability to thrive under pressure, meet strict deadlines, and manage multiple priorities are key. This is not an entry-level position.

**Essential Job Duties**

- Staff and prepare for congressional hearings, including witness interviews and preparation, member outreach and consultation, drafting member remarks, and other duties, as necessary.
- Develop and draft legislation, including by conducting legislative research and soliciting stakeholder feedback.

- Draft written work product including policy memoranda, reports, correspondence, and statements.
- Liaise with agency staff, other committees, and stakeholders.
- Perform other duties as assigned.

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.

**Interested candidates should send a cover letter, resume, three references, and a short writing sample as one combined pdf to ECD.jobs@mail.house.gov with "CMT Counsel 2026" in the subject line. Applications are due on December 1, 2026. No calls or drop-ins, please.**

## District Director - MEM-388-26

**District Director – Rep. Susie Lee (NV-03)**
The Office of Congresswoman Susie Lee (D-NV) seeks an experienced, highly organized, and enthusiastic District Director to lead and manage her District Office in Las Vegas, Nevada. In close collaboration with the Member, Chief of Staff, and other departmental heads, the District Director will oversee management and operations of the District Office and its staff, advise the Congresswoman on strategic decision making, manage the Congresswoman's outreach and casework programs, and serve as a liaison to local organizations, officials, and other stakeholders.

This position reports to the Chief of Staff and is based in Las Vegas, Nevada, with travel to Washington, D.C. as needed. This position requires flexibility to work long and irregular hours including mornings, nights, and weekends. This is a senior leadership role, not an entry level position. Salary will be commensurate with experience.

The District Director will be responsible for developing and executing a strategic plan for the District Office that coordinates seamlessly with the D.C. office and each department to deliver on the Congresswoman's goals and priorities. This includes building and maintaining District Office systems, standard operating procedures, and processes to consistently meet and deliver on those goals; hiring, training, and managing a high functioning team of district staff; and overseeing the Congresswoman's district scheduling, district operations, outreach, and casework programs.

The District Director will work with the office's scheduling and outreach staff to build and execute a strategic schedule of events and community outreach commitments for the Congresswoman in the district. The District Director will also maintain their own casework and outreach portfolio as needed, and complete other operations and administrative duties as assigned, including driving the Congresswoman. Applicants must possess a valid driver's license, have strong driving skills, and own a registered vehicle.

Qualified candidates have significant experience hiring and managing a high functioning team and building a collaborative and highly motivated team culture. The position requires strong problem-solving, critical thinking, conflict-resolution, and intrapersonal skills. The position also requires adept oral and written communication skills, strategic planning capabilities, and high attention to detail. Qualified candidates are coachable, resourceful, masterful at juggling multiple priorities at once, and have a strong desire to help people.

Ideal candidates will have prior experience in coalition building, familiarity with the federal legislative process, and in-depth knowledge of southern Nevada and its key community, government, and political stakeholders.

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.

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

## Press/Digital Manager - MEM-387-26

Congressman-elect Adrian Boafo seeks a creative, highly motivated, and digitally savvy **Press/Digital Manager** to join his office. The Press/Digital Manager will play an important role in developing and executing the Congressman's digital communications strategy, creating engaging content, and expanding his presence across social media platforms. The ideal candidate is a strong writer and creative storyteller who understands how to translate the Congressman's work and priorities into compelling digital content that reaches constituents and a broader audience.

The Press/Digital Manager will report to the Communications Director to support the office's day-to-day communications operation, with a particular focus on digital strategy and content creation.

The ideal candidate is a creative self-starter who is plugged into the digital landscape, brings fresh ideas to the table, and understands how to make political communications engaging and accessible. This individual should be comfortable working in a fast-paced environment, managing competing priorities, and producing high-quality content on tight deadlines.

The position is based in person in the Congressman's Washington, D.C. office and will require travel with the Congressman to the 5th Congressional District. This role reports to

the Communications Director. The salary range for this role is $50,000-$60,000, commensurate with experience.

**Qualified candidates should submit a resume (.pdf), cover letter, and relevant writing, graphic design, and video samples to resumes@adrianboafo.com with "Press/Digital Manager" in the subject line.**

The Congressman's office is an equal opportunity employer. The office does not discriminate on the basis of race, color, religion, national origin or citizenship status, sex, gender identity or expression, pregnancy, sexual orientation, age, disability, or military status. The office values diversity and inclusion and encourages qualified candidates from all backgrounds to apply.

## Digital Director - MEM-386-26

The Office of Congressman-elect Adrian Boafo seeks a highly motivated, experienced, and creative **Digital Director** to join its communications team. The Digital Director will be responsible for developing and executing a strong digital communications strategy, building the Congressman's online presence, capturing his work and activities, and amplifying his priorities through engaging digital content and constituent communications.

The ideal candidate is creative, digitally savvy, and experienced in developing content across multiple social media platforms. They should have strong writing skills, proficiency in graphic design, experience shooting and editing video, and a strong understanding of the evolving digital landscape. The candidate must be a detail-oriented team player who can manage multiple projects, meet tight deadlines, and bring fresh ideas to the office's digital operation.

The Digital Director will work closely with and report to the Communications Director to develop and execute the Congressman's digital strategy. The ideal candidate is a self-starter who can work independently, collaborate with a small team, and thrive in a fast-paced congressional office.

This is not an entry-level position. The position is based in person in the Congressman's Washington, D.C. office and will require travel with the Congressman to the 5th Congressional District. This role reports to the Communications Director. The salary range for this role is $60,000-$70,000, commensurate with experience.

**Qualified candidates should submit a resume (.pdf), cover letter, one to two examples of previous graphic design projects, and at least one video sample to resumes@adrianboafo.com**

The Congressman's office is an equal opportunity employer. The office does not discriminate on the basis of race, color, religion, national origin or citizenship status, sex,

gender identity or expression, pregnancy, sexual orientation, age, disability, or military status. The office values diversity and inclusion and encourages qualified candidates from all backgrounds to apply.

## Counsel or Professional Staff Member - MEM-385-26

The House Committee on Transportation and Infrastructure Democratic Staff are seeking a **Counsel** or **Professional Staff Member** for the **Aviation Subcommittee**.

Responsibilities include serving as a resource to the Full Committee Chair, Subcommittee Chair, and Democratic Members of the Subcommittee on matters of law and/or policy pertaining to the Subcommittee's jurisdiction of all programs within the FAA, as well as aviation programs of the Department of Transportation, commercial space transportation, the National Mediation Board, and the National Transportation Safety Board; coordinating hearings and assisting with Committee markups; drafting legislation; conducting oversight and research; drafting statements, memos, and briefing materials; and engaging stakeholders.

This is not an entry-level position; the ideal candidate will have several years of work experience in transportation policy, with at least three years of relevant experience working on policy and/or legal issues in Congress or a relevant federal agency. A background in aviation is preferred. Qualified candidates must have excellent writing and analytical skills, sound political judgment, work well under pressure, be self-motivated, and have the ability to work closely and collaboratively within a team and with other congressional offices. Salary is commensurate with experience.

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.

**Qualified candidates should submit a resume, cover letter, and two short writing samples to T&IDem.Jobs@mail.house.gov with the subject line AVIATION COUNSEL/PSM. The deadline to apply is December 1. Applications will be reviewed on a rolling basis.**

## Counsel or Professional Staff Member - MEM-384-26

The House Committee on Transportation and Infrastructure Democratic staff seek a **Counsel** or **Professional Staff Member** for the **Economic Development, Public Buildings and Emergency Management Subcommittee.** Responsibilities include serving as a resource to the Full Committee Chair, Subcommittee Chair, and Democratic Members of the Subcommittee on matters of law and/or policy pertaining to the Subcommittee's jurisdiction of federal real estate programs, programs promoting

economic development in communities suffering economic distress, and programs addressing federal management of emergencies and disasters; coordinating hearings and assisting with Committee markups; drafting legislation; conducting oversight and research; drafting statements, memos, and briefing materials; and engaging stakeholders.

This is not an entry-level position; the ideal candidate will have several years of work experience in federal emergency management, economic development or public building policy, with at least three years of relevant experience working on policy and/or legal issues in Congress or a relevant federal agency. A background in federal emergency management or public buildings is preferred. Qualified candidates must have excellent writing and analytical skills, sound political judgment, work well under pressure, be self-motivated, and have the ability to work closely and collaboratively within a team and with other congressional offices. Salary is commensurate with experience.

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.

**Qualified candidates should submit a resume, cover letter, and writing sample to T&IDem.Jobs@mail.house.gov with the subject line ECODEVO COUNSEL/PSM. The deadline to apply is December 1.**

## Counsel or Professional Staff Member - MEM-383-26

The House Committee on Transportation and Infrastructure Democratic Staff are seeking a **Counsel** or **Professional Staff Member** for the **Railroads, Pipelines and Hazardous Materials Subcommittee.**

Responsibilities include serving as a resource to the Full Committee Chair, Subcommittee Chair, and Democratic Members of the Subcommittee on matters of law and/or policy pertaining to the Subcommittee's jurisdiction of federal rail infrastructure and safety programs, pipeline safety programs, and hazardous material safety program; coordinating hearings and assisting with Committee markups; drafting legislation; conducting oversight and research; drafting statements, memos, and briefing materials; and engaging stakeholders.

This is not an entry-level position; the ideal candidate will have several years of work experience in transportation policy, with at least three years of relevant experience working on policy and/or legal issues in Congress or a relevant federal agency. A background in railroads, pipelines, and/or hazardous materials is preferred. Qualified candidates must have excellent writing and analytical skills, sound political judgment, work well under pressure, be self-motivated, and have the ability to work closely and collaboratively within a team and with other congressional offices. Salary is commensurate with experience.

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.

**Qualified candidates should submit a resume, cover letter, and two short writing samples to T&IDem.Jobs@mail.house.gov with the subject line RAIL COUNSEL/PSM. The deadline to apply is December 1. Applications will be reviewed on a rolling basis.**

## Counsel or Professional Staff Member - MEM-382-26

The House Committee on Transportation and Infrastructure Democratic Staff are seeking a **Counsel** or **Professional Staff Member** for the **Water Resources and Environment Subcommittee.**

Responsibilities include serving as a resource to the Full Committee Chair, Subcommittee Chair, and Democratic Members of the Subcommittee on matters of law and/or policy pertaining to the Subcommittee's jurisdiction of all programs within the U.S. Army Corps of Engineers (Civil Works), the U.S. Environmental Protection Agency (EPA) clean water and superfund programs; the Tennessee Valley Authority (TVA); and several other water related federal agencies; coordinating hearings and assisting with Committee markups; drafting legislation; conducting oversight and research; drafting statements, memos, and briefing materials; and engaging stakeholders.

This is not an entry-level position; the ideal candidate will have several years of work experience in water resources and environmental policy, with at least three years of relevant experience working on policy and/or legal issues in Congress or a relevant federal agency. A background in the Corps' civil works program and/or clean water related policy is preferred. Qualified candidates must have excellent writing and analytical skills, sound political judgment, work well under pressure, be self-motivated, and have the ability to work closely and collaboratively within a team and with other congressional offices. Salary is commensurate with experience.

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.

**Qualified candidates should submit a resume, cover letter, and two short writing samples to T&IDem.Jobs@mail.house.gov with the subject line WATER COUNSEL/PSM. The deadline to apply is December 1.**

## Professional Staff Member - MEM-380-26

**HOUSE COMMITTEE ON VETERANS' AFFAIRS**

**TITLE**: Professional Staff Member – Subcommittee on Disability Assistance & Memorial Affairs, House Committee on Veterans' Affairs (Democratic Staff)

**SUMMARY**: The Democratic Staff of the House Committee on Veterans' Affairs seeks a Professional Staff Member (PSM) for the Disability Assistance and Memorial Affairs Subcommittee. **This is not an entry level position.**

The PSM will be responsible for assisting the Staff Director and other subcommittee staff in conducting the activities of the Subcommittee. Such activities include oversight, policy development, legislative efforts and managing stakeholder relationships related to veterans' injury and illness compensation, military toxic exposure, survivor benefits, and burial and memorial benefits for veterans and their families.

The deadline to apply is **5 pm ET on Wednesday, December 23, 2026; however, applications will be reviewed and interviews may be conducted on a rolling basis.**

**CORE RESPONSIBILITIES**

- Assist in the execution of a robust congressional oversight plan of programs and facilities within the Subcommittee's jurisdiction, including hearings, oversight letters, site visits, etc., in consultation with Committee and Subcommittee leadership.
- Advise Committee Chair, Subcommittee Chair, and senior committee staff on issues within the Subcommittee's jurisdiction and assist in development and implementation of strategy and policy goals.
- Assist and advise on legislative initiatives and activities of the Committee, including drafting of legislation, hearing statements and floor speeches for the Committee Chair and Subcommittee Chair.
- Maintain professional relationships with key stakeholders and communities of interest to facilitate oversight and legislative activities.
- Assist in monitoring legislative needs and developments in other congressional committees and on the House floor within the disability and burial benefit space, including the Senate.

**PREFERRED QUALIFICATIONS**

Candidates must possess strong research and critical thinking skills, superior writing and communications skills, thoroughness and attention to detail, and a demonstrated ability to work on a team, generate ideas, develop legislative and oversight strategies, execute events, work non-traditional hours on occasion, and handle competing projects and priorities. Candidates should have the ability to travel on occasion to conduct oversight of Department facilities and personnel.

Exceptional candidates will have strong knowledge of and experience with any of the following:

- Knowledge of Capitol Hill, the House of Representatives, and the legislative process
- Understanding of and experience with congressional oversight
- Working knowledge of veterans' benefits issues is a plus, but not required

Candidates will be evaluated based on experience, skills, and character, as well as how they meet the qualifications and requirements above. In an effort to build a diverse and more inclusive work environment, the committee strongly encourages veterans, minorities, women, people with disabilities, and LGBTQ+ candidates to apply. Salary range is $75k - $95k, commensurate with experience.

**All candidates are required to complete an online application at https://democrats-veterans.house.gov/opportunities for consideration. Candidates must submit a resume, cover letter, and professional writing sample of no more than two pages.**

## Communications Director - MEM-376-26

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

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

**Primary responsibilities:**

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

- Performing other duties as assigned.

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

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

## Professional Staff Member - MEM-375-26

**HOUSE COMMITTEE ON VETERANS' AFFAIRS**

**TITLE:** Oversight Counsel, House Committee on Veterans' Affairs (Democratic Staff)

**SUMMARY:** The Democratic staff of the House Committee on Veterans' Affairs seeks an Oversight Counsel to join the Committee in the 120th Congress. This is not an entry-level position. The Oversight Counsel will manage a portfolio of issues related to the operations of the Department of Veterans Affairs (VA), the enforcement and administration of laws related to veterans' benefits and healthcare, and all related aspects of congressional oversight of veterans policy. Some travel will be required.

The deadline to apply is **5 pm ET on Wednesday, December 23, 2026, however applications will be reviewed and interviews may be conducted on a rolling basis.**

**Key Responsibilities:**
Among other things, the Oversight Counsel will be responsible for:

- Legal research, legislative analysis, and fact finding;
- Drafting and reviewing correspondence and other communications, including, memoranda, talking points, reports, and other written product;
- Document review;
- Preparation for and participation in transcribed interviews and depositions;
- Committee and subcommittee operations support, including preparing for hearings and other official events; and,
- General oversight and investigations support, and other duties as assigned.

**Preferred Qualifications:**
Qualified candidates will be graduates of an accredited law school, members in good standing of a state or the District of Columbia bar, and have at least five years of legal or related experience.

Candidates must possess strong research and critical thinking skills, superior writing and communications skills, thoroughness and attention to detail, and a demonstrated ability to work on a team, generate ideas, develop legislative and oversight strategies, execute events, work non-traditional hours on occasion, and handle competing projects and priorities.

Exceptional candidates will have strong knowledge of and experience with any of the following (though not necessarily all):

- VA programs, policies, and operations;
- Veterans policy or advocacy;
- Federal acquisitions and contracting;
- Public policy development and execution;
- Congressional oversight of federal programs and private sector entities; and/or
- Legislative process, including planning and executing committee hearings.

Candidates will be evaluated based on experience, skills, character and fitness, and how well they meet the qualifications and requirements above. In an effort to build a diverse and more inclusive work environment, the Committee strongly encourages veterans, minorities, women, people with disabilities, and LGBTQ+ candidates to apply. Salary range is $90-125k, commensurate with experience.

**All candidates are required to complete an online application at https://democrats-veterans.house.gov/opportunities for consideration. Candidates must submit a resume, cover letter, and two professional writing samples.**

## Professional Staff Member - MEM-374-26

**HOUSE COMMITTEE ON VETERANS' AFFAIRS**

**TITLE:** Professional Staff Member, Subcommittee on Health, House Committee on Veterans' Affairs (Democratic Staff)

**SUMMARY:** The Democratic staff of the House Committee on Veterans' Affairs seeks a Professional Staff Member (PSM) to support the Subcommittee on Health. This is not an entry-level position. The PSM will manage a portfolio of issues related to oversight and operations of the Department of Veterans Affairs' (VA) Veterans Health Administration. The PSM will report directly to the Health Subcommittee Staff Director. Some travel will be required.

The deadline to apply is **5 pm ET on Wednesday, December 23, 2026; however, applications will be reviewed and interviews may be conducted on a rolling basis.**

**Key Responsibilities:**

Among other things, the PSM will be responsible for:

- assisting with preparation for Subcommittee hearings, including by conducting background research, developing witness questions, and drafting opening and closing statements;
- supporting and advising Democratic Committee members and other House members and their staff on veterans' healthcare issues;
- developing and drafting legislation, including by collecting technical assistance, feedback, cost-estimates, and support from agency officials and other stakeholders;
- drafting written product, to include memoranda, correspondence, reports, and public statements;
- participating in briefings with agency officials and conducting oversight visits; and
- engaging with Veterans Service Organizations (VSO), healthcare professional associations, VA employee union leaders, and other stakeholders.

**Preferred Qualifications:**

Candidates must possess strong research and critical thinking skills, superior writing and communications skills, thoroughness and attention to detail, and a demonstrated ability to work on a team, generate ideas, develop legislative and oversight strategies, execute events, work non-traditional hours on occasion, and handle competing projects and priorities. Congressional experience is a plus, and public policy experience is strongly preferred.

Exceptional candidates will have strong knowledge of and experience with any of the following (though not necessarily all):

- VA healthcare programs, policies, and operations;
- Veterans policy or advocacy;
- Public policy development and execution;
- Congressional oversight of federal healthcare programs;
- Legislative process, including planning and executing committee hearings;
- Knowledge and expertise in any of the following:
    - Long-term care, caregiver support programs
    - Clinical workforce recruitment and retention, training & professional development, etc.
    - Patient safety, quality of care, provider clinical competency
    - Patient advocacy and veteran experience
    - Emergency preparedness

Candidates will be evaluated based on experience, skills, character and fitness, and how well they meet the qualifications and requirements above. In an effort to build a diverse and more inclusive work environment, the Committee strongly encourages veterans, minorities, women, people with disabilities, and LGBTQ+ candidates to apply. Salary range is $75k to $95k, commensurate with experience.

**All candidates are required to complete an online application at https://democrats-veterans.house.gov/opportunities for consideration. Candidates must submit a resume, cover letter, and professional writing sample.**

## Professional Staff Member - MEM-373-26

**HOUSE COMMITTEE ON VETERANS' AFFAIRS**

**TITLE**: Professional Staff Member – Subcommittee on Housing, Education and Employment Assistance, Transition (HEEAT), House Committee on Veterans' Affairs (Democratic Staff)

**SUMMARY**: The House Committee on Veterans' Affairs seeks a Professional Staff Member (PSM) to support the Subcommittee on Housing, Education and Employment Assistance, Transition (HEEAT). This is not an entry-level position.

The PSM will be responsible for assisting the Subcommittee Staff Director and other subcommittee staff in conducting the activities of the Subcommittee, which include oversight, policy development, legislative efforts, and managing stakeholder relationships related to higher education benefits, home loans, homelessness programs, adaptive sports programs, and military transition. Some travel is required. The PSM reports to the HEEAT Subcommittee Staff Director.

The deadline to apply is **5 pm ET on Wednesday, December 23, 2026; however, applications will be reviewed and interviews may be conducted on a rolling basis.**

**CORE RESPONSIBILITIES**

- Carry out robust congressional oversight of programs within the Subcommittee's jurisdiction.
- Advise Subcommittee Chair and Subcommittee Staff Director and assist in development and implementation of strategy and policy goals.
- Advance initiatives for veterans related to homelessness, oversight of institutions of higher learning (IHL), home loan benefits, food insecurity, home foreclosures, apprenticeship programs, Uniformed Services Employment and Reemployment Rights Act (USERRA) protections, and Servicemember Civil Relief Act (SCRA) law.
- Assist and advise on legislative initiatives and activities of the Subcommittee, including drafting of legislation.
- Assist with execution of Subcommittee oversight plan, including proposed hearings, oversight letters, site visits, etc., in consultation with Committee leadership.
- Maintain professional relationships with key stakeholders to facilitate oversight activities.

- Monitor legislative needs and developments within congressional committees and on the House floor within the housing, education, employment, and military transition policy space.
- Draft hearing statements and floor speeches for the Committee Chair and Subcommittee chair.
- Coordinate policy oversight and investigative initiatives with other HVAC Subcommittees and relevant House Committees.

**PREFERRED QUALIFICATIONS**

Candidates must possess strong research and critical thinking skills, superior writing and communications skills, thoroughness and attention to detail, and a demonstrated ability to work on a team, generate ideas, develop legislative and oversight strategies, execute events, work non-traditional hours on occasion, and handle competing projects and priorities.

Exceptional candidates will have knowledge or experience with any of the following:

- Background in congressional oversight
- Knowledge of the legislative process
- Working knowledge of veterans' benefits issues

Candidates will be evaluated on experience, skills, character and fitness, and how well they meet the qualifications and requirements above. In an effort to build a diverse and more inclusive work environment, the committee strongly encourages veterans, minority, women, people with disabilities, and LGBTQ+ candidates to apply. Salary range is $75k - $95k, commensurate with experience.

**All candidates are required to complete an online application at https://democrats-veterans.house.gov/opportunities for consideration. Candidates must submit a resume, cover letter, and a professional writing sample.**

## Oversight and Investigation Counsel - MEM-372-26

**Oversight and Investigations Counsel**
The House Committee on Energy and Commerce Subcommittee on Oversight and Investigations is seeking an experienced Counsel to work on oversight issues related to the Committee's broad jurisdiction for the Committee's Democratic staff. Prior familiarity working for or with Congress and expertise under the Committee's jurisdiction—including health, technology, consumer protection, energy, environment or telecommunications—is required.

**Responsibilities include:**

- strategic development and execution of investigations of governmental and non-governmental entities;
- staffing congressional hearings;
- conducting transcribed interviews and depositions;
- preparing document requests and subpoenas;
- conducting research, document review, and analysis;
- drafting official letters, memoranda, and investigative reports; and
- extensive coordination with other committees and Energy and Commerce subcommittees.

The successful candidate will be a detail-oriented and proactive attorney in good standing with strong communication and writing skills. A minimum of five years of relevant work experience is required. Salary is commensurate with experience.

People of color, veterans, women, and LGBTQ+ candidates are strongly encouraged to apply. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status.

**To apply, please submit a resume, cover letter, and short writing sample to ecd.jobs@mail.house.gov with the subject line, "E&C OI Counsel." Applications are due December 4. No calls or drop-ins, please.**

## Oversight Clerk - MEM-371-26

**Oversight Clerk**

The Committee on Energy and Commerce Democratic staff seeks an Oversight Clerk to join the Subcommittee on Oversight and Investigations. Excellent writing, verbal, and organization skills, a high attention to detail, the ability to thrive under pressure, meet strict deadlines, and manage multiple priorities are key. Experience as a paralegal is a plus but not required. This is not an entry-level position.

**Essential Job Duties**

- Manage clerical and administrative responsibilities for hearings, including but not limited to:
  - distributing committee documents
  - tracking member and staff attendance
  - organizing documents for the record
  - editing hearing transcripts
  - collecting and formatting questions for the record
  - communicating with the Republican staff and Democratic member offices
- Field inquiries and act as the liaison between on and off committee member offices, outside stakeholders, and subcommittee staff;

- Take diligent notes for briefings, hearings, or meetings to distribute to staff;
- Assist staff on a wide range of projects, including research and preparation for transcribed interviews and depositions; and
- Organize document productions.

**Interested candidates should send a cover letter, resume, three references, and a short writing sample with "OI Clerk 2026" in the subject line to ecd.jobs@mail.house.gov. Applications are due December 4. No calls or drop-ins, please.**

## 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]"**

## 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.

## 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**