

House Vacancy Announcement and Placement Service

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Member and Committee Openings

Week of March 02, 2026

MEM-060-26

Digital Manager + Press Secretary

U.S. House of Representatives – Washington, D.C. The office of Rep. Greg Landsman (OH-01) seeks an experienced, organized, confident, collaborative, and energetic communications professional to serve as Digital Manager + Press Secretary in a D.C.-based, frontline Democratic Member office.

This non-supervisory, full-time position is a key member of the Communications team and plays a central role in advancing the Congressman's message across traditional and digital platforms. The Digital Manager + Press Secretary works closely with the Communications Director, Chief of Staff, Legislative Director, and District Director to develop and execute a cohesive communications strategy that strengthens the Member's public profile, promotes legislative priorities, and engages constituents.

This role is ideal for someone who thrives in a fast-paced environment, exercises sound political judgment, and combines strong media instincts with creative digital execution.

Key Duties

Digital Strategy & Content

- Lead development, drafting, scheduling, and monitoring of digital content across platforms (X, Instagram, Facebook, Substack, Bluesky, email, website, etc.)
- Translate legislative activity and district engagement into compelling digital storytelling
- Oversee creation and distribution of weekly newsletter
- Track digital performance metrics and provide strategic recommendations to increase reach, engagement, and growth
- Coordinate rapid response content aligned with press strategy and current events
- Ensure digital messaging is consistent with overall communications priorities and brand

Press & Media Relations

- Field and respond to media inquiries in coordination with the Communications Director



- Build and maintain relationships with national, regional, trade, and new media outlets
- Assist in developing and executing proactive media strategies aligned with legislative and district priorities
- Monitor media coverage and develop engaging social media content
- Manage staffing and execution of DC-based events, including press conferences, podcasts, TV interviews, and roundtables

Strategic Communications

- Support the Communications Director in implementing short- and long-term communications plans
- Collaborate with legislative and district teams to identify opportunities for message amplification
- Assist in preparing the Member for media interviews and public appearances
- Contribute to crisis communications and rapid response efforts as needed

Key Skills & Qualifications

Featured Skills

- Excellent written communication
- Excellent verbal communication
- Video editing expertise
- Graphic Design expertise
- Attention to detail
- Digital media expertise
- Media relations experience

Additional Skills

- Political acumen and sound judgment
- House and legislative knowledge
- Planning and coordination
- Research and analysis
- Adaptability and initiative
- Interpersonal and coalition-building skills
- Teamwork and stakeholder service orientation
- Decision-making and advising capabilities

Preferred Education & Experience

- Bachelor's degree or equivalent combination of education and experience preferred
- Experience on Capitol Hill and/or in fast-paced media environments preferred

Work Environment

This position is based in Washington, D.C., in a standard office setting. The role may require carrying equipment such as cameras, lighting equipment, laptops, and other small office equipment. The position must meet minimum physical requirements (e.g., lifting, bending, crouching, standing). Reasonable accommodations are available.



Salary Range

\$68,000 – \$72,000 annually

Comprehensive federal benefits included.

To apply, please email jobs.landsman@mail.house.gov with "Your Name - Press Secretary + Digital Manager" in the subject line (EX: Jane Smith - Press Secretary + Digital Director) and the following application materials attached as one combined PDF.

- Cover letter summarizing your experience and why you want to work in a Frontline member office, and any salient work experience
- Resume
- Writing sample which can include a newsletter primarily written by the applicant, op-ed, strategy memo, etc
- Sample graphic, invitation, flyer, poster, etc
- Video editing sample – a google or youtube link 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, national origin, disability, military status, age, marital status, or parental status.

MEM-054-26

Rep. Marie Gluesenkamp Perez (WA-03), a distinctive voice in the Democratic party who is also the Administrative Co-Chair of the Blue Dog Coalition, is seeking a **Digital Manager/Press Assistant** to help amplify the unique interests of her district. This position reports to the Communications Director and will work across the team to elevate the Member's communication operation. Position can be based in the District or DC office.

Duties will include, but are not limited to:

- Producing graphics and videos.
- Using non-traditional storytelling tools to connect with constituents.
- Getting creative with platforms like adobe or canva and deploying various social media platforms.
- Assisting with newsletters, media advisories, speeches, and other press materials.
- Maintaining the website and overseeing the distribution of daily press clips.

Preferred qualifications:

- Outstanding written and oral communications skills.
- Ability to manage multiple tasks and think critically in a deadline-driven environment.
- Commitment to understanding the Member's unique voice and messaging.
- Sharp attention to detail.



- Strong visual intelligence and photography skills.
- Familiarity with logging, automotive, commercial fishing, or southwest Washington a strong plus.
- A college degree is not required. Non-traditional candidates are strongly encouraged to apply.

Qualified candidates should submit a cover letter, resume, one writing sample, and one digital sample to WA03jobs@mail.house.gov with the subject line: "Full Name – Digital Manager/Press Assistant." Please share where you learned of this opportunity in the body of the email. Resumes will be reviewed on a rolling basis until the position is filled. The office does not discriminate. Please no phone calls or drop ins.

MEM-053-26

Communications Director – Rep. Jimmy Panetta (CA-19)

United States Representative Jimmy Panetta (CA-19) seeks an experienced and creative Communications Director to lead a dynamic communications operation in a fast-paced, proactive, and collaborative office. The Communications Director will be responsible for developing and executing a comprehensive communications strategy that advances the Representative’s legislative priorities, highlights constituent services, and strengthens connections with local and national media.

Responsibilities include:

- Serving as chief spokesperson and primary point of contact for national, regional, and local press.
- Drafting and editing press releases, op-eds, newsletters, talking points, speeches, and other written materials.
- Managing the Representative’s digital presence, including social media platforms, website, and multimedia content.
- Producing and overseeing video, graphics, and other creative content to expand the office’s reach.
- Pitching the Representative for media opportunities, op-eds, interviews, and speaking engagements.
- Coordinating interviews, press conferences, and public events in Washington, D.C. and in California’s 19th Congressional District.
- Overseeing and managing a robust franking operation, including newsletters, e-blasts, and other constituent communications in compliance with House rules.
- Monitoring press coverage, providing media analysis, and advising the Representative and staff on messaging.
- Collaborating with legislative and district staff to ensure consistent, effective communication of policy initiatives and constituent services.



- Supervising press staff, interns, and district communications support.

Qualified applicants will have:

- Strong writing and editing skills with the ability to translate complex policy into clear, compelling messages.
- Experience working with reporters and producers; on-the-record experience strongly preferred.
- Experience with video production, graphic design, or digital storytelling.
- Familiarity with California’s Central Coast, Spanish-language fluency, or multimedia skills are a plus.
- Ability to work in a fast-paced environment, manage multiple projects, and respond quickly to breaking news.
- Commitment to public service, teamwork, and advancing the Representative’s priorities on behalf of the people of California’s 19th Congressional District.

Salary & Benefits:

Compensation is commensurate with experience, in line with House salary ranges. The office provides a robust benefits package.

To Apply:

Please send a cover letter, resume, a digital portfolio, two writing samples, and three references to ca19.jobs@mail.house.gov with “Communications Director” in the subject line. Applications will be reviewed on a rolling basis.

MEM-050-26

Congresswoman Michelle Fischbach is seeking a motivated, detail-oriented individual to serve as a full-time **District Outreach Representative** in her Moorhead and Willmar Minnesota district offices. This position plays a key role in community engagement and representing the Congresswoman throughout Minnesota’s 7th Congressional District.

Primary Responsibilities

- Build and maintain relationships with local leaders, stakeholders, and community organizations
- Represent the Congresswoman at meetings, events, and roundtables as assigned
- Assist with planning and executing district events and outreach initiatives
- Monitor local issues and provide timely updates to district and Washington, D.C. staff
- Support constituent services and special projects as needed
- Assist with general administrative and office operations



Qualifications

- Strong written and verbal communication skills
- Professional demeanor and strong organizational abilities
- Ability to work independently and manage multiple priorities
- Knowledge of or interest in public policy, agriculture, rural issues, or local government preferred
- Proficiency in Microsoft Office required
- Residency in or strong connection to Minnesota's 7th District preferred

Position Details

- Full-time position based in the Moorhead or Willmar district offices
- Some travel within the district required
- Salary commensurate with experience

How to Apply

Interested candidates should submit a resume and cover letter to jack.vaughn@mail.house.gov. Applications will be reviewed on a rolling basis.

Congresswoman Fischbach's office is an equal opportunity employer and encourages all qualified individuals to apply.

MEM-049-26

The Joint Committee on Taxation (JCT) is a nonpartisan, bicameral committee of the United States Congress. The Joint Committee is seeking an **administrative professional** to provide support to all staff members within JCT. Administrative services include word processing, document production, scheduling appointments, filing, and other general office duties. Work includes access to information of a confidential and/or sensitive nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Create, type, edit, and proofread general office correspondence and documents.
- Communicate frequently with Member and Committee Staff. Regularly prepare and deliver electronic correspondence to Congress.
- Learn how to use JCT's computerized document management system (DMS). Initiate, proofread and track documents and/or requests as they move through various editing stages.
- Create, maintain, and archive front office files.
- Answer telephones, screen callers, make appropriate referrals to JCT staff, relay messages, and greet office visitors.



- Route press and constituent inquiries to the correct JCT staff.
- Organize and maintain conference room schedules and/or assist with locating alternative meeting locations.
- Monitor office email and fax machine.
- Handle matters relating to the schedule of the Chief of Staff and Deputy Chief of Staff.
- Schedule staff travel, track travel costs and work with appropriate staff to ensure they are reimbursed in a timely manner.
- Scan and upload correspondence for internal and external use. Create, maintain, and archive front office files.
- File and update library resources and periodical services.
- Assist staff with furniture acquisition/removal/move requests as well as other logistical requests.
- Process Congressional Budget Office (CBO) data requests.
- Cover late night front office duties on a rotating basis and work overtime hours, as needed.
- Maintain internal staff lists.
- Operate office equipment such as photocopier, fax machine, calculator, and scanner.

GENERAL REQUIREMENTS:

- Must type a minimum of 60 wpm with high accuracy.
- Knowledge of computer software including proficiency in the current version of Microsoft Office.
- Complete work accurately and timely under tight, shifting deadlines.
- Executive assistants are typically assigned to a particular office but must be familiar with all office routines/requirements and may be asked to move or rotate between office location.
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.
- Work is performed subject to direction and supervision; however, the JCT staff has a dynamic working environment. Initiative with respect to job responsibilities is encouraged.
- Must be motivated, detail oriented and have a willingness to learn.
- Must be able to work in a team environment.

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 preferred. Proficiency in Microsoft Office (Microsoft Word, Excel,



PowerPoint, and Outlook) and experience working with various office software applications required. Minimum of at least two years of administrative or equivalent experience is necessary.

WORKING CONDITIONS:

The work environment is characteristic of a normal office environment with moderate noise levels. Ability to work at a small workstation without an expectation of privacy is necessary.

Applications will be reviewed beginning Tuesday, March 3. Please send 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.

MEM-039-26

Moderate House Democrat - **Legislative Director**

Moderate House Democrat seeks qualified candidates for the position of Legislative Director for their Washington, D.C. office.

Responsibilities include:

- Leading the development and implementation of the Member’s short-term and long-term legislative priorities with the Member and Chief of Staff.
- Monitoring and managing activity on the House Floor, and working with the legislative team to develop vote recommendations.
- Managing the legislative team and tracking a high volume of legislative projects to ensure their timely completion.
- Developing and reviewing memos, remarks, committee materials, and other briefing materials for the Member on relevant topics.
- Proactively monitor news and developments related to the Member’s policy priorities in order to keep them informed and proactively propose additional actions.
- Working closely with the Chief of Staff and the communications team on effectively messaging legislative initiatives and preparing the Member for media appearances.
- Managing a portfolio of high level legislative projects, including assisting and advising the Member in their work in high profile negotiations.



Ideal candidates will have:

- A Bachelor's degree or related job experience.
- 3-5 years of legislative experience in a Congressional office or legislative environment
- Knowledge of the legislative process and procedures.
- Excellent attention to detail and exceptionally strong organizational skills.
- Sound judgment and the ability to anticipate and apply the Member's perspective when working on policy issues.
- Strong communication skills.
- Capacity to communicate with a wide variety of personalities in a tactful, courteous, and professional manner.
- Willingness to accept direction and guidance on performance and process improvements from the Member and the Chief of Staff.
- The ability to thrive in a fast-paced environment.
- The ability to work flexible hours including long hours, nights, and weekends.
- The ability to anticipate challenges and proactively offer solutions.

This position reports to the Chief of Staff.

Notice:

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

Applicant Instructions:

All interested candidates are encouraged to submit a resume and cover letter with "LD - Last Name" as the subject line to Jobs@mail.house.gov.

MEM-031-26

The Office of Congressman Ted W. Lieu (CA-36) seeks a creative and experienced **Digital Manager/Press Secretary** based in the Washington DC office. This role will support Congressman Lieu's efforts as the Representative for California's 36th Congressional District and Vice Chair of the House Democratic Caucus. This is not an entry-level position.

The ideal candidate has worked in communications for two or more years. Experience in graphic design, photography/videography, and social media management is desired. Some of the daily tasks that the Digital Manager/Press Secretary will be responsible for are



overseeing the office's social media, creating digital content, photographing events, and drafting and sending press releases.

The Office is looking for a candidate who possesses sound judgement, curiosity about new and emerging media trends, a good sense of humor, and a keen attention to detail. The Office is fast-paced and collaborative, and someone who can be proactive while balancing multiple projects will thrive. This position requires some non-traditional work hours and reports to the Deputy Chief of Staff.

Salary range is \$60,000-\$70,000 commensurate with experience. Competitive federal benefits package.

Candidates should submit the following to lieu.staff@mail.house.gov with the subject line "Digital Manager/Press Secretary":

- **Cover letter**
- **Resume**
- **Three references (name, title, phone number, email and relationship)**
- **One professional writing sample**
- **Graphics, videos, or photos you've produced in a professional capacity**
- **Social media copy you've drafted in a professional capacity**

No calls or drop-ins please. The Office of Congressman Lieu is an equal opportunity employer and does not discriminate against candidates on the basis of race, ethnicity, religion, sex, gender, sexual orientation, gender identity, disability status, or veteran status.

MEM-027-26

Title: **Press Secretary**

Position Type: Full-time

Location: Garden City, NY

Salary: \$65,000 - \$75,000 annually

Summary: The Office of Congresswoman Laura Gillen (NY-04) is seeking a **Press Secretary** to be based in the district on Long Island. The ideal candidate has excellent writing, editing, and photography skills as well as experience building press relationships. They will assist the Communications Director in drafting releases, talking points, event remarks, and quotes, staffing the Member at district-based press events, and help craft digital content. Strong proofreading and copyediting skills are a must.

The role requires the ability to operate efficiently under tight deadlines, occasionally work outside of traditional business hours, juggle multiple priorities, and work closely with colleagues across the D.C. and district offices. The Press Secretary will assist in



maintaining relationships with in- state press and will report to the Communications Director.

This is not an entry-level position. The ideal candidate will have 2-3 years of experience working with various digital platforms, working with reporters, writing, and managing social media accounts for a political candidate or elected official. Candidates should be detail-oriented and highly motivated to serve in a fast-paced environment. Ties to the district and Spanish fluency are a plus.

Key responsibilities include:

- Collaborate closely with the Congresswoman, Communications Director, and staff to craft cohesive and engaging messaging in local press and across digital platforms;
- Draft and edit press releases, media advisories, statements, remarks, and daily press clips;
- Support the Communications Director in responding to local and national media inquiries;
- Help identify and cultivate relationships with local reporters and content creators in the district;
- Staff and manage reporter interactions with the Member at district-based press events;
- Manage recording and photography at district-based press events;
- Work with the District Office and DC-based Press Assistant to craft content and publicize constituent services;
- Edit and maintain the Member’s website to include relevant updates, press releases, news, photos, and more;
- Lead the creation of the weekly newsletter to highlight the Congresswoman’s official work.

The salary range for this position is \$65,000-\$75,000, depending on experience, with full benefits including up to \$833/month in student loan repayments; health, dental, and vision insurance; and both defined-benefit and defined-contribution retirement plans.

TO APPLY: Please email a brief cover letter, resume, and two writing samples in a single PDF to NY04Press@mail.house.gov with “Press Secretary – [Your Name]” in the subject line. Applicants may also provide one example of their digital design work and/or photography (this is optional). Applications will be accepted on a rolling basis.

The U.S. House of Representatives is an equal opportunity employer.

