



Senate Employment Bulletin

Placement Office
Office of the Sergeant at Arms
Hart Senate Office Building, Room SH-116
Washington, D.C. 20510. Phone (202) 224-9167
TTY (202) 224-4215

November 25, 2008

The Senate Employment Bulletin is published weekly as a service to Senate offices choosing to advertise staff vacancies. The listing is updated online at www.senate.gov/employment and printed copies are available in the Placement Office.

To apply for advertised positions, please follow the application instructions at the end of each advertisement. Indicate the job referral number associated with each ad and submit a separate resume for every position for which you wish to apply.

The advertisements appearing in the Senate Employment Bulletin do not include all staff vacancies registered with the Placement Office. To be considered for all vacancies, applicants are encouraged to complete the [Senate Employment Application Form](http://www.senate.gov/employment) accessible at www.senate.gov/employment and participate in the walk-in informational interview in the Placement Office. For more information, please consult the [Placement Brochure](#) on the Web site or contact the Placement Office at (202) 224-9167.

The United States Senate is an equal opportunity employer.

SENATOR-ELECT RESUME SUBMISSION

E-MAIL SEPARATE RESUME AND COVER LETTER TO EACH SENATOR-ELECT FOR WHICH YOU WISH TO APPLY.

COVER LETTERS SHOULD BE ADDRESSED:

SENATOR-ELECT _____
UNITED STATES SENATE
WASHINGTON, DC 20510

IN THE SUBJECT LINE PLEASE TYPE THE SENATOR-ELECT NAME
AND YOUR CAREER STAGE AS INDICATED BELOW:

ENTRY-LEVEL
(0-1 YEAR OF EXPERIENCE)
MID-LEVEL
(2-4 YEARS OF EXPERIENCE)
SENIOR-LEVEL
(5+ YEARS OF EXPERIENCE)

TO

ResumeDrop2008@saa.senate.gov

(PLEASE SUBMIT RESUMES AND COVER LETTERS AS SEPARATE DOCUMENTS AND DO NOT TYPE CORRESPONDENCE IN THE MESSAGE WINDOW)

120201 **LEGISLATIVE ASSISTANT** - Western Democratic Senator seeks a Legislative Assistant with expertise in economic policy, banking, and financial services. This individual would also be responsible for insurance, budget and tax issues. Applicants should have strong writing and communication skills. **Please email a cover letter, resume and short writing sample to demsenatorjob@gmail.com.**

120202

JUDICIARY COUNSEL - Senior Midwestern Democratic Senator seeks Counsel to work on his Judiciary Committee staff. Candidates with Hill experience, and/or legal experience (clerkships, private practice, or government work) will be preferred. A J.D. is required. In addition, the ideal candidate will be creative, hard-working, charismatic and able to work well with others in a fast-paced environment. **Please e-mail resume, cover letter, and brief writing sample (no more than two pages) to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

120203

COMMITTEE ARCHIVIST – Senate Committee on Agriculture, Nutrition & Forestry is seeking an Archivist. This position is non-designated and therefore will support the Majority and Minority staffs. Primary responsibilities include surveying records management practices, recommending improvements, working with staff to maintain textual and electronic records in an appropriate manner, ascertaining and ensuring the completeness of legislative, oversight, and nominations documentation, preparing inventories of archival transfers, and serving as liaison with the Senate Archivist in transferring and retrieving records from the Archives. Additional responsibilities involve arranging, describing, and preparing for transfer to the Archives the permanently valuable non-current records of the Committee, including papers, electronic records, photographs, and audio-visual media, ensuring that special media are provided with as much information available, such as software, names of individuals, dates, and locations. Qualified candidates should possess relevant records management background and/or education. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

120204

LEGISLATIVE CORRESPONDENT/STAFF ASSISTANT - Majority Staff of the Senate Committee on Agriculture, Nutrition & Forestry is seeking a Legislative Correspondent/Staff Assistant. Responsibilities include greeting visitors and answering incoming telephone calls, maintaining office voicemail system, ensuring that requests for assistance are directed to appropriate staff, maintaining hearing room and conference room meeting schedule, organizing and distributing office mail, hearing transcripts and bills referred to the Committee, assisting staff with special projects on a variety of policy issues, assisting Clerk in preparation of meetings and hearings, conducting research to adequately respond to correspondence, formulating general letters for response to correspondence, drafting responses to letters that cannot be answered with a standard reply and detailed responses on new issues, as well as assisting with writing speeches, floor statements, and articles which may be used as enclosures with letters. Qualified applicants should possess a highly professional approach to the office's function, strong aptitude and interest in writing, attention to detail, ability to function without close supervision or instruction, a professional manner in dealing with staff and visitors, general understanding of the legislative process and Senate procedure, a willingness to work long or unusual hours when required by the Committee's or the Senate's schedule and flexibility and creativity in dealing with novel situations. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

120205

PROFESSIONAL STAFF MEMBER – Majority Staff of the Senate Committee on Agriculture, Nutrition & Forestry is seeking a Professional Staff Member whose responsibilities will encompass assisting with Committee and Staff Director’s schedule, managing incoming telephone calls, ensuring that requests for assistance are directed to appropriate staff, screening and routing incoming correspondence, maintaining conference room meeting schedule, assisting with writing speeches, floor statements, and articles which may be used as enclosures with letters from the Committee, assisting with hearings, coordinating preparation of witness lists, drafting background memoranda and questions for witnesses, editing transcripts and ensuring that relevant materials are submitted for the hearing record, and acting as liaison with other Committees, House staff, government agencies, and outside groups. Qualified applicants will possess a highly professional approach to the office's function, strong communication, writing, and organizational skills, attention to detail, ability to function without close supervision or instruction, a professional manner in dealing with staff and visitors, a general understanding of the legislative process and Senate procedure, a willingness to work extended or weekend hours on occasion when required by the Committee's or the Senate's schedule as well as flexibility and creativity in dealing with novel situations. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

120206

COUNSEL - Senator Feingold is seeking a Counsel to join his Senate Judiciary Committee staff. Responsibilities include staffing the Senator on legislation and nominations within the Committee’s jurisdiction, committee hearings, Senate floor proceedings and other legislative business. Senator Feingold chairs the Constitution Subcommittee of the Senate Judiciary Committee. Ideal applicants will be 3 to 6 years out of law school, have excellent writing skills, and have a demonstrated ability to work in a fast-paced environment. **To apply, please send a resume and writing sample to senate_employment@saa.senate.gov indicating job referral number in the subject line. No phone calls please.**

120207

MAIL AND DATABASE COORDINATOR - Northeastern Independent Democratic Senator has an immediate opening for a Mail and Database Coordinator. Responsibilities include processing incoming and outgoing hard mail and electronic mail, data input and technical support, training and supervising interns, and assisting the Systems Administrator and serving as backup in his absence. Ideal candidate will be a college graduate with a strong interest in following Senate and House legislative and committee activities, good interpersonal skills, able to multi-task, and have an advanced knowledge of Microsoft Office suite. Attention to detail is a must, and a familiarity with Capitol Correspond is desirable but not mandatory. Ties to Connecticut preferred. **Please e-mail resume and cover letter to northeastssenatjobs@gmail.com. No phone calls or walk-ins please.**

112501

SPRING PRESS INTERNS –Senator Charles E. Schumer’s press office seeks full-time, unpaid spring interns in Washington, DC. Part-Time interns will also be considered but candidates with full-time availability will be given preference. Responsibilities include compiling press clips, answering reporter inquiries, organizing press conferences, writing press releases and memos, conducting research and assisting the Communications Director with day-to-day operations of a very active press office. Applicants must work well under pressure; have excellent written and oral communications skills and a desire to learn. Previous experience in politics and press are not required but candidates should have a general understanding of governmental process, knowledge of the Northeast, and interest in communications. **If interested, please send Cover letter, Resume and References via email to SchumerPressInternship@gmail.com or fax to (202) 224-7023.**

- 112502** **COMMITTEE ARCHIVIST** - Senator Patrick Leahy, Chairman of the Senate Judiciary Committee, is seeking an Archivist on the Committee. The Committee Archivist will survey records management practices, recommend improvements, work with staff to maintain textual and electronic records in an appropriate manner, ascertain and ensure the completeness of legislative, oversight, and nominations documentation, prepare inventories of archival transfers, and serve as liaison with the Senate Archivist in transferring records to the Archives and in retrieving records from the Archives. Required professional credentials, include a graduate degree in American history or archival/library management, or specialized training at an archival institute. Experience on Capitol Hill or with the political process is desirable, as well as knowledge of the historic role of the Senate Judiciary Committee in executive and judicial nominations, executive branch oversight, and legislative issues. **Please e-mail resume and cover letter to senate_employment@saa.senate.gov indicating job referral number in the subject line. Application deadline is December 12.**
- 112503** **INTERNS** – Senator Kennedy’s Education Policy Office in the Committee on Health, Education, Labor, and Pensions is now accepting applications for full-or part-time spring interns. Intern duties will include data collection, short-and long-term research projects, drafting memos for staff members, attending briefings, and general office duties. Applicants should have a strong interest in education policy, excellent written and verbal communication skills, a professional demeanor, and be comfortable in a fast-paced environment. Start and end dates are somewhat flexible, though applicants should be available for at least 10-14 weeks. The internship is unpaid, but offers a great opportunity to gain a deeper background in a wide range of education issues, better understanding of the legislative process, and valuable Capitol Hill experience. **To apply, please follow the instructions at <http://help.senate.gov/Intern/Intern.html>.**
- 112504** **COUNSEL** - The Chairman of the Senate Judiciary Committee, Senator Patrick Leahy (D-VT), is seeking an attorney with three or more years of legal experience as well as two or more years of Capitol Hill or related experience to serve as a Counsel on the Judiciary Committee staff. This person will serve as nominations counsel and will review all materials related to judicial and non-judicial nominations; prepare written material relevant to Committee nomination hearings; and assist the Chief Counsel for Nominations and Oversight with preparation for judicial nomination hearings. **Please e-mail resume and cover letter to senate_employment@saa.senate.gov indicating job referral number in the subject line. Application deadline is December 5.**
- 112505** **EDUCATION ADVISOR** – Senator Edward M. Kennedy is seeking an Education Policy Advisor to work on the staff of the Health, Education, Labor and Pensions Committee on a variety of issues, including elementary and secondary education, early education, higher education, student aid, and workforce policy. Duties include policy research, drafting legislation, preparing for hearings, and writing memos, speeches, and talking points. Interested applicants must be strong writers, independent self-starters, and work well in a fast-paced environment. Applicants with strong backgrounds in education policy are especially encouraged to apply. Prior Capitol Hill experience encouraged. Applicants should share our commitment to championing equal educational opportunities for all students. This office provides an excellent opportunity to be actively involved in the legislative process. The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or sexual orientation. **Please send cover letter, resume, and references to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

- 112506** **OFFICE MANAGER** - Midwest Democratic Senator seeking Office Manager for Washington, DC office. This person is responsible for managing all office accounts and expenditures. The Office Manager also assists in hiring and oversees support staff and interns. This person works with the Legislative Correspondents and manages the mail program. Additional responsibilities include acting as the liaison to the Sergeant at Arms, AOC and Senate Ethics. The ideal candidate will be detail-oriented, exercise discretion and maturity, and have strong interpersonal and organizational skills. Administrative and Hill experience strongly preferred. **Interested applicants should submit a resume and cover letter to midwestsenatejob@gmail.com.**
- 112507** **REPUBLICAN COMMITTEE TAX COUNSEL** - Senate Committee is seeking experienced tax attorney for Minority Professional Staff to handle a variety of tax and small business issues. Candidates must have extensive knowledge of tax and finance laws. Qualified applicants will have excellent oral and written communication skills, be aggressive and innovative thinker, and able to work well in an extremely fast-paced office. Attorneys with strong background in tax law are encouraged to apply. Capitol Hill/legislative oversight experience preferred. **Please send resume, cover letter and two writing samples to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 112508** **LEGISLATIVE ASSISTANT** - Senior Democratic Senator seeks a Legislative Assistant to handle a defense and foreign policy portfolio including some work on international trade issues. Candidates must be familiar with Senate organization and procedures, knowledgeable on DoD and State Department structure and operations, and comfortable communicating with senior military and diplomatic officials. The position requires outstanding oral communication and writing skills, as well as the ability to produce quality work under pressure and in an extremely fast-paced environment. Advanced degree and previous Hill experience strongly preferred. **Interested applicants should e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 112509** **ECONOMISTS** - The Democratic Staff of the Joint Economic Committee of the U.S. Congress seeks staff economists with a serious interest in public policy research. Subject areas of interest include macroeconomics, the Federal budget and tax policy, health care policy, energy markets, the U.S. labor market and work-life issues. Successful candidates will have strong communication skills. The position requires independent research as well as working closely with other economists on the staff, in the federal government, and academics throughout the country. A full-time, professional staff position is being offered, but single-year appointments will be considered. A Ph.D. in economics or a related field, or commensurate work experience, is required. Capitol Hill experience is also a plus. The Joint Economic Committee's mission is to review economic conditions and make recommendations to Congress about a broad range of policy issues. The Committee holds hearings, conducts original research and analysis, and advises Members of Congress on economic policy. For more information on the work of the Democratic staff of the Committee, please visit our website at <http://jec.senate.gov/democrats>. **If interested, please submit a resume, references, and two writing samples to: JOBS@jec.senate.gov. The Joint Economic Committee is an Equal Opportunity Employer.**
- 111802** **INTERNS** – Senior Midwest Republican Senator seeks undergraduate students to apply to its 2009 spring semester internship program. Duties will include assisting with general administrative duties, conducting Capitol tours, performing legislative research, and drafting correspondence. Candidates must have strong verbal and written communication skills, an attention to detail, and the ability to work in a demanding and fast-paced environment. The office is interested in full-time and part-time interns. **Please email a cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

- 111803** **STAFF ASSISTANT** – Midwestern Republican Senator seeks personable, dependable and professional Staff Assistant. This is an entry-level position. Responsibilities include, but are not limited to, answering telephones, greeting visitors to the office, monitoring delivery and pickup of materials, maintaining front office, answering constituent requests for general information, flags, tours, and other non-legislative inquiries, and assisting with various administrative duties. Qualified applicants must possess an enthusiastic demeanor as well as the ability to excel in a fast-paced, often stressful office environment. Midwest ties required. **Interested applicants should e-mail resume and cover letter to mwrepsenator@gmail.com.**
- 111103** **PRESS INTERN** - The Democratic Staff of the Senate Finance Committee is currently seeking a Press Intern for Spring Semester, 2009. The Press Intern assists members of the Press Staff with a variety of tasks including monitoring press coverage of Chairman Baucus and topics under Finance Committee jurisdiction, drafting press releases and other press materials, attending Committee hearings, organizing press conferences and other press events, researching various topics and media outlets, and completing administrative tasks. The internship is unpaid, but depending on individual school requirements, may be completed for college credit. **Those interested should send a resume, cover letter, writing sample (5-10 pages), and references to finance.majority@yahoo.com indicating PRESS INTERN in the subject line.**
- 111104** **INTERNS** - The Democratic Staff of the Senate Finance Committee is seeking interns for Spring Semester, 2009. Positions are available in health, tax, economic development and trade areas. Interns conduct in-depth research, attend meetings and briefings on and off the Hill, and provide critical support to Senate Staff as they make legislative recommendations to Senator Baucus and other Senators on the Finance Committee. The Committee's internships for undergrads are unpaid, but depending on individual school requirements, may be completed for college credit. Graduate Students receive a stipend. **Those interested should send a resume, cover letter, writing sample (5-10 pages), and references to finance.majority@yahoo.com indicating INTERNS in the subject line.**
- 111107** **BANKING/FINANCIAL SERVICES COUNSEL** – Republican office seeks aggressive staff member to handle banking/financial services, housing/real estate, and small business issues. Knowledge of financial sector, credit card industry and federal housing finance issues a plus. The position involves drafting legislation, planning legislative strategy, building coalitions, preparing for hearings, writing policy memos, speeches and talking points. Interested applicants must be strong writers, independent self-starters and work well in a fast paced environment. Law degree and Capitol Hill/legislative oversight experience preferred but not required. Salary commensurate with experience. **Please email a cover letter, resume and two writing samples to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 111108** **DATA ENTRY ASSISTANT** - Midwestern Democratic Senator is seeking a part-time Data Entry Assistant to aid the office with logging mail into Internet Quorum (IQ). Attention to detail is a must. Knowledge of IQ is desirable, but not mandatory. This part-time position is 20 hours per week. A minimum commitment of one year is required. **Please send resume and references to senate_employment@saa.senate.gov, indicating the job referral number in the subject line.**
- 111109** **PRESS SECRETARY** - Midwest Democratic Senator seeks an experienced media relations professional to serve as Press Secretary in an active Senate press office. Ideal candidate will have established relationships with print and broadcast media, strong writing and editing skills, solid news judgment, strategic planning and project management skills, and significant on-the-record experience. This position will have primary responsibility for handling the Senator's state media portfolio. Preference will be given to candidates with Indiana ties. **Send resume, cover letter, and three writing samples to INPressSec@gmail.com. No calls please.**

- 110401 PAID FALL INTERNSHIP** - The United States Senate Library seeks a Master of Library Science (MLS) student or recent graduate for a paid Fall internship. Responsibilities include assisting with the project of creating a data repository to store and organize metadata about the U.S. Senate. Candidates for this paid internship should have experience with or training in American History research, Web publishing, and/or creation of metadata. The ideal candidate should be available to work full-time for two months. The internship may be eligible for college course credit. **Please email cover letter, resume and references to resumes@sec.senate.gov with "internship" in the subject line. This is a rolling application process, and applications will be accepted until the position is filled.**
- 110404 SPRING INTERNS** – US Senate Committee on Small Business and Entrepreneurship (Republican office) is seeking college students and recent college graduates for unpaid, part-time internships for the Spring 2009 term. Responsibilities to include supporting staff with legislative research, drafting correspondence, administrative duties, aid with hearings and briefings, compiling daily press clips and assisting with special projects. The ability to multi-task in a fast-paced environment is also appreciated. Applicants should have strong written and verbal skills as well as an interest or background in business and economic development. No phone calls please. **Send a cover letter, and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 102805 LEGISLATIVE ASSISTANT** - Moderate Democratic Senator seeks Legislative Assistant to cover banking, business, economic, housing, insurance, and tax issues. Relevant graduate study or Hill experience required. **Please send cover letter and resume to frstaffer@gmail.com.**
- 102104 INTERNS** - Senator Kennedy's Health Policy Office for the Health, Education, Labor and Pensions Committee seeks college students or recent college graduates for unpaid full or part-time internships starting in January 2009. Responsibilities include a range of administrative and legislative work including writing letters and memos, attending hearings and briefings, performing short-term and long-term research, answering phone calls, and managing incoming and outgoing mail. Through this opportunity, you will gain valuable Hill experience and insight into legislative procedure in an office that handles a wide range of health issues. Applicants should have a highly professional demeanor, strong written and verbal skills, and the ability to multi-task in a fast-paced environment. In addition, an interest in health policy is strongly recommended. **To apply, please send a cover letter and resume to helphealthintern@gmail.com.**
- 101402 COMMUNICATIONS DIRECTOR** – Democratic Senator seeks Communications Director to oversee all aspects of press operations. The position will direct the day-to-day press outreach with state and national media, oversee press office, provide counsel and guidance to the Senator and other members of the staff regarding all aspects of communications, manage all communications including speeches and website, and be responsible for developing and implementing all aspects of a comprehensive, short- and long-term communications plan. The job requires exceptional writing skills including previous experience with speeches, op-eds, and press releases; experience working with print, broadcast, and new media; organizational and strategic planning skills; and the ability to be flexible, creative, and take initiative. Candidates with Hill or campaign experience highly desirable. **Please submit cover letter, resume and writing samples to senate_employment@saa.senate.gov indicating job referral number in the subject line.**