



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

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May 6, 2009

The Senate Employment Bulletin is published as a service to Senate offices choosing to advertise staff vacancies. The listing is updated frequently at www.senate.gov/employment as advertisements are received.

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 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.

040026 **LEGISLATIVE ASSISTANT** - Environment and Public Works Committee Member seeking experienced staffer to handle Energy, Environment, Agriculture and related issues. Responsibilities include drafting, evaluating, and briefing the Senator on legislation. Staffer will serve as the Member's representative to the EPW committee and related constituencies. Candidates must have a strong background and involvement in the Climate debate. Candidates must possess excellent written and oral communication skills and the ability to work in a fast-paced environment. Capitol Hill experience strongly preferred. Salary commensurate with experience. **Please e-mail a cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

040023 **LEGISLATIVE ASSISTANT** - Democratic Senator seeks experienced staffer to join active foreign policy team. Must have strong background and work experience in foreign policy, willingness to work collaboratively with other staff. No phone calls, please. **Please email resume with salary requirements and cover letter as separate attachments to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

040027 **SENIOR DEFENSE BUDGET ANALYST** – Chairman of Senate Committee seeks Senior Budget Analyst to handle defense issues and a variety of budget issues and analyses related to defense and national security. Applicants must possess strong quantitative skills, the ability to meet tight deadlines, excellent written and oral communication skills and initiative. Candidates should have significant budgeting experience at the federal, state or local levels and a strong background in defense policy issues. **Please e-mail resume and writing sample to senate_employment@saa.senate.gov indicating job referral number in the subject line, or fax to 202.228.2007.**

040003 **LEGISLATIVE DIRECTOR** - Democratic Senator seeks an experienced and well-qualified Legislative Director to manage fast-paced legislative operation. Individual will work closely with the Senator to implement a proactive legislative agenda. Applicants must have command of the legislative process, and possess good management skills, sound political judgment and work well under pressure. Senate experience is preferred, excellent organizational and written and oral communications skills are essential. **Please e-mail resume, cover letter and references to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

- 040030** **LEGISLATIVE ASSISTANT** – Democratic Senator seeks a Legislative Assistant to handle business, finance, budget, and tax issues. Law degree and previous Hill experience strongly preferred. Responsibilities will include developing legislation and advising the Senator on policy matters. Interested candidates should be proactive and efficient, have strong communication and analytical skills, and work well under pressure in a fast-paced environment. **Please send cover letter and resume to: budgetla@gmail.com.**
- 040025** **OFFICE MANAGER** - Democratic Senator is seeking an Office Manager. Person will report to the Chief of Staff and be responsible for the management of the administrative operations in the D.C. and district offices. Responsibilities include the preparation of the annual budget, oversight and implementation of the office budget; management of all office accounts, including payroll accounts; management of leave, expenditure reports and staff education and training; ensuring that office policies and procedures are followed; as well as supervision of front office and administrative staff. Strong interpersonal and organizational skills are needed. Senate or House experience preferred. Salary commensurate with experience. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 040024** **STAFF ASSISTANT** - Western Republican Senator seeks reliable, personable, and professional individual for entry level position. This position includes but is not limited to running errands for the Senator's personal assistant, logging in constituent inquiries into a correspondence database, sorting and delivering mail, and processing outgoing constituent letters. Applicants must be able to work well in a fast pace environment, and have excellent written and communication skills. A recent college graduate is preferred. **Applicants should email resume and cover letter to senate_employment@saa.senate.gov.**
- 040016** **RESEARCH ASSISTANT** – Majority staff for the Senate Subcommittee on Disaster Recovery is seeking a Research Assistant to work on disaster recovery, emergency management, and homeland security issues. Responsibilities include conducting legislative research, drafting correspondence, and assisting with hearing preparation on these issues. Candidates should have excellent writing, analytical, and organizational skills. Capitol Hill experience and knowledge of the Gulf Coast region are a plus. **Please email resume and cover letter to senate_employment@saa.senate.gov indicating job referral number in the subject line. Applications submitted by any other means will not be considered.**
- 040029** **CORRESPONDENCE MANAGER** - Pennsylvania Democratic Senator seeks a qualified, detail-oriented team player to manage a high-volume mailroom in a paperless office. This position is responsible for: the sorting and routing of all incoming constituent correspondence for response; facilitating the outgoing mail process by monitoring the office's letter approval process and coordinating with Legislative Correspondents on responses; preparing weekly reports on mail volume, processing time and other metrics; and other duties as assigned by the Administrative Director. The ideal candidate will have an interest in using technology to streamline processes and possess strong organizational, communication and interpersonal skills. Self-described perfectionists are strongly encouraged to apply. Familiarity with Intertrac and Pennsylvania ties are a big plus. Hill experience preferred. **Interested parties should e-mail a cover letter and resume to open_positions@casey.senate.gov with the subject "Mail Manager."** Absolutely no calls or drop-bys please. **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, or sexual orientation.**

- 040015** **PROFESSIONAL STAFF MEMBER** – Majority staff for the Senate Subcommittee on Disaster Recovery is seeking a Professional Staff Member to work on disaster recovery, emergency management, and homeland security issues. Responsibilities include drafting, evaluating, and advancing legislation, contributing to the subcommittee’s oversight functions, and assisting with hearing preparation. This position requires a team player with policy experience in these areas, excellent written and oral communications skills, and the ability to meet deadlines in a fast-paced environment. Capitol Hill experience strongly preferred. Knowledge of the Gulf Coast region is a plus. **Please email resume and cover letter to senate_employment@saa.senate.gov indicating job referral number in the subject line. Applications submitted by any other means will not be considered.**
- 040802** **SENIOR LEGISLATIVE ASSISTANT** - Democratic Senator seeks senior foreign policy advisor to handle Foreign Relations Committee work, trade and defense policy issues. Qualified individuals should have a minimum of 3-5 years experience as a legislative assistant handling these issues, an advanced degree and/or related experiences in the field. Expertise in human rights, international development and regions outside Europe sought. Qualified candidates must have excellent writing and communication skills. Equal opportunity employer. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 040028** **PRESS INTERN** - The Democratic Staff of the Senate Finance Committee is currently seeking a Press Intern for the summer. 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 Committee’s internships for undergrads are unpaid, but depending on individual school requirements, may be completed for college credit. Those with a Bachelor’s degree or higher receive a stipend. **Interested applicants should send a resume, cover letter, writing sample (3-5 pages), and references to finance.majority@yahoo.com.**
- 040014** **LEGISLATIVE ASSISTANT** – Progressive Midwest Senator on the Banking Committee seeks highly motivated and energetic individual for open Legislative Assistant position. Qualified candidates must understand the legislative process and should be knowledgeable in banking and housing issues. Individual must have exceptional communication and writing skills, as well as the ability to generate quality work and meet deadlines in a fast-paced, changing environment. Prior Hill experience preferred, but not required. Send resume and cover letter to Senate placement office. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 040008** **COUNSEL/LEGISLATIVE ASSISTANT** - Democratic Senator seeks experienced Counsel/Legislative Assistant to handle high-profile legal portfolio. In addition to covering Judiciary, business/financial, and criminal justice reform issues, the candidate also will advise the Senator and staff regarding general legal issues and coordinate judicial nominations. Applicants should be highly motivated team players, possess strong analytical skills and the ability to work well under pressure, and demonstrate excellent written and oral communications skills, including legal research and writing. JD required; legal/criminal justice and Hill experience helpful. Salary commensurate with experience. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

- 040017** **STAFF ASSISTANT/WEB DESIGNER** – Senate Committee majority staff seeks experienced Web Designer to maintain and update Committee and personal websites. Candidate will also work with outside vendor to design and implement new website. Candidate will be responsible for drafting website copy and ensuring site stays up-to-date. Thorough understanding of HTML, Cold Fusion and Adobe Dreamweaver required. Ideal candidate will have experience working with Adobe Photoshop, Illustrator and InDesign. Experience with Senate websites preferred. Candidate will also assist the staff when necessary to prepare for hearings, etc. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 040013** **ONLINE COMMUNICATIONS COORDINATOR** – Western Democratic Senator seeks Online Communications Coordinator to develop and maintain Senator’s web-based initiatives. Responsibilities will include, but are not limited to, design and maintenance of website, constituency list building, blog posting and outreach, email newsletters and implementation of new media technology. Previous tech/online outreach and web development is preferred. **To apply, send cover letter and resume, including all relevant program and application skills, to WesternDemCommTeam@gmail.com.**
- 040018** **PROFESSIONAL STAFF MEMBER** – Majority staff of Senate Subcommittee seeks experienced Professional Staff Member to handle federal workforce issues. The Subcommittee handles the full range of federal workforce issues, including pay, benefits, employee rights and protections, collective bargaining, and other matters affecting federal employees. The new staff member’s specific issue areas will depend on his or her background and experience. Responsibilities will include drafting, reviewing, and promoting legislation; conducting oversight of federal agencies; and planning hearings. Must have substantial experience related to the issue areas, as well as strong writing, analytical, organizational, and interpersonal skills. Capitol Hill experience and an advanced degree preferred. Executive branch experience a plus. Equal opportunity employer. To apply, please submit a cover letter, resume, and short writing sample to **OGMHiring@gmail.com.**
- 040007** **MILITARY LEGISLATIVE ASSISTANT** - Midwestern Democratic Senator on the Armed Services Committee seeks a Legislative Assistant to handle military and veterans’ issues portfolio. Applicants should have expertise in issue areas. Hill experience and ability to maintain a Top Secret clearance is required; military experience, civilian agency employment, and current clearance preferred. Qualified candidates will also have strong writing, analytical, negotiation, and organizational skills; the ability to perform well under pressure while juggling multiple tasks; and sound political judgment. **Please e-mail resume and cover letter senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 040019** **FIXED ASSET ACCOUNTANT US SENATE** - US Senate seeks fixed asset accountant to plan, coordinate & conduct annual physical inventory of capital assets. Ensures that fixed assets system is accurately populated w/capitol assets. Resolves discrepancies between physical counts of assets & recorded assets verifying the make, model, serial number, quantity, location, etc. Review financial & procurement documents & identify capital assets. Respond to customer inquiries on use of fixed assets system and proper inventory control procedures. Prepare/develop monthly inventory, financial and procurement reports for management. Recommend procedural changes & enhancements to fixed assets systems. Must be an energetic self starter, cooperative, team player, customer focused w/exceptional oral & written communications skills. Min. qualifications include Bachelor’s Degree in accounting or finance & 5 yrs of progressively responsible capitol asset physical inventory management exp; knowledge of government capitol asset accounting principles & best practices; skills in resolving differences between sets of data, tracking capital assets & organizing, scheduling, & coordinating activities. **To apply submit cover letter and resume in PDF or WORD documents ONLY to: resumes@saa.senate.gov DEADLINE: 5/8/09**

- 040020** **OVERSIGHT/INVESTIGATIVE COUNSEL**– Republican Health, Education, Labor, and Pensions Committee seeks an Oversight/Investigative Counsel to support the Director in conducting programmatic and funding oversight. Minimum two years of oversight experience preferred and JD required. Capitol Hill experience preferred. Responsibilities include: investigative research into contracts and federal grants, and general oversight of federal government programs. Responsibilities also include: briefing members and staff on findings; assisting with research in the executive nomination process; and preparing background materials for the Ranking Member. Strong research and writing skills essential. Initiative and sensitivity to confidential materials required. Successful candidate should be team oriented and have experience working well collaboratively. **Please e-mail cover letter, resume as attachments to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 040021** **TELEPHONE OPERATOR US Senate** - U.S. Senate is seeking an Operator to serve as the public’s interface to Congress and as Members’ trusted staff by providing around the clock telephone services for members of Congress, staff & constituents. Must be able to diplomatically answer, query, evaluate & determine constituent needs while maintaining exemplary levels of customer service. High school diploma & 3 – 5 yrs switchboard exp. in a high call volume environment required. Starting salary \$36K. Free parking/metro +federal benefits. **To apply email cover letter & resume (WORD DOCUMENTS or PDF’s ONLY) to resumes@saa.senate.gov. When applying use job code TEL OPER DEADLINE 5/8/09.**
- 040022** **CUSTOMER SUPPORT ANALYST US Senate** - U.S. Senate is seeking a Customer Support Analyst to provide office automation and information technology services to Senate offices. Must be able to assess the needs of the Senate offices and coordinate efforts to ensure requests are being fulfilled in a timely and efficient manner while maintaining exemplary levels of customer service. Requires a bachelor’s degree in communications, information technology or a related field and one to three years of professional experience in office automation or information systems management. Free parking/metro +federal benefits. **To apply email cover letter & resume (WORD DOCUMENTS or PDF’s ONLY) to resumes@saa.senate.gov. When applying use job code CUS SUP DEADLINE 5/8/09.**
- 040028** **SENIOR INFORMATION TECHNOLOGY SPECIALIST** – The U. S. Senate is seeking a Senior IT Specialist (Oracle Database Administrator on Sun Solaris servers) to support its information technology programs. The successful applicant will work as a member of a team supporting Oracle, DB2 and SQL Server on the Unix, Windows, Linux and z/OS platforms. This position will involve a variety of tasks, exercising a wide range of job skills while affording the opportunity to learn new disciplines. Requires minimum of Bachelors degree plus four years of hands on experience as an Oracle database administrator in a corporate production environment. Free parking/metro +federal benefits. **To apply email cover letter & resume (WORD DOCUMENTS or PDF’s ONLY) to resumes@saa.senate.gov. When applying use job code SR IT DEADLINE 5/15/09.**
- 040801** **LEGISLATIVE ASSISTANT** - Democratic Senator seeks lawyer with LA experience on Capitol Hill and tax expertise. New staffer would handle a number of issues, including taxes, pensions, and the broad range of financial services. Qualified candidates must have excellent writing and communication skills. Equal opportunity employer. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

032401

PROFESSIONAL STAFF MEMBER - Senator Thomas R. Carper is seeking a Professional Staff Member for his Homeland Security and Governmental Affairs Committee Subcommittee on Federal Financial Management, Government Information, Federal Services, and International Security. This position includes responsibility for agency financial management and efforts to combat waste, fraud, and abuse in federal programs. Ideal candidates would have an extensive background in government oversight work. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

040010

SCHEDULER FOR SENATOR – Senior Western Democrat seeks proactive, experienced, and energetic Scheduler for a fast-paced, team-oriented Washington, DC office. At least two years scheduling experience is necessary, Congressional scheduling experience preferred. Job responsibilities include managing all incoming invitations to DC office and working with Legislative, Press, and Executive Assistant to determine priorities for the Senator's time. Scheduler also works on some special projects when needed and provides back-up support to Executive Assistant. Independent, self-starter, and resourceful are all words to describe the successful candidate. Applicants must be able to work well in fast-paced environment, exercise discretion, and maintain confidentiality – must have strong interpersonal, written, and oral communication skills. **Please send cover letter and resumes to Manager@baucus.senate.gov.**

040002

CHIEF ECONOMIST – Senate Committee on Banking, Housing and Urban Affairs majority staff is looking for a senior, experienced Chief Economist who is comfortable in a fast-paced work environment. The position requires a detailed understanding of monetary policy, financial markets and bank regulation, fiscal policy and general economics. Substantial legislative experience, including work on Capitol Hill or in the Administration interacting with Congress, is desired. Candidates should also have working knowledge of, or be willing to learn, the US housing market, including mortgage finance as well as general questions of funding formulas, and econometric and numerical analysis. Background in economics of federal transit policy, including funding formulas, also helpful. Sense of humor, flexibility, and being comfortable working collaboratively in a team-oriented environment with senior staff important. Salary commensurate with experience. **Send resumes and brief letters of inquiry to sbc.chiefecon@gmail.com.**

040005

LEGISLATIVE ASSISTANT - Senior Democratic Senator seeks a Legislative Assistant to handle banking, housing and community development portfolio. Individual must be knowledgeable of current legislative and non-legislative issues and have a thorough understanding of the legislative process and the Senate's organization and procedures. 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 preferred and Hill experience required. **Interested applicants should e-mail cover letter and resume to senatejobs@gmail.com, ATTN: Banking LA Job in the subject line. No calls please.**

- 040701** **FIELD REPRESENTATIVE**—Senator Mark R. Warner seeks a Field Representative for his Abingdon office to handle outreach operations in southwest Virginia. This person would, in conjunction with the local Constituent Services Director and the Outreach Director, act as liaison to government, community and constituent groups and leaders in assigned geographic and issue areas; monitor developments, opinions and concerns in SW Virginia and update the Senator accordingly; attend civic meetings, community events and other events to represent the Senator in his absence; take and respond to constituent telephone calls and mail; and perform other duties assigned by the local Constituent Services Director and the Outreach Director. The ideal candidate will have excellent oral and written communications skills, and a proven ability to think critically and work independently. Qualified applicants will also have experience in government and/or community outreach, solid ties to Virginia, and a strong knowledge of local issues, geography and demographics. This position requires work at night and on weekends. **Interested parties should email a cover letter, resume, references and salary requirements to Warner_resumes@warner.senate.gov. No calls or drop-bys, please.**
- 033118** **LEGISLATIVE ASSISTANT** - Democratic Senator seeks experienced Legislative Assistant to handle foreign relations and trade issues. The successful candidate will possess: knowledge of committee and floor procedures; major issues and challenges in U.S. foreign policy; strong written and oral communications skills; and, the ability to work well under pressure. Experience in planning member CODELS also helpful. This is a senior position that will involve frequent interaction with the Senator. Salary commensurate with experience. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 040702** **CONSTITUENT SERVICES DIRECTOR**—Senator Mark R. Warner seeks a Constituent Services Director for his Abingdon office. This person would develop and implement policy objectives, strategies and operating plans for southwestern Virginia; direct all office activities; manage office staff; represent the Senator at events that he cannot personally attend; meet with elected officials and local groups; and take and respond to constituent telephone calls and mail, and supervise and assist with all casework issues. The ideal candidate will have excellent oral and written communications skills, and a proven ability to think critically and work independently. Qualified applicants will also have experience in government and/or community outreach, solid ties to Virginia, and a strong knowledge of local issues, geography and demographics. This position requires some work at night and on weekends. **Interested parties should email a cover letter, resume, references and salary requirements to Warner_resumes@warner.senate.gov. No calls or drop-bys, please.**
- 040704** **LEGISLATIVE ASSISTANT/COUNSEL** - Western Democrat seeks LA/Counsel for fast-paced office. In addition to covering Judiciary, Homeland Security, Immigration, and Election Reform portfolios, including related appropriations work, the candidate also will advise the Senator and staff regarding ethics compliance and general government oversight issues, as well as coordinate judicial nominations. Applicants should be highly motivated team players and creative problem-solvers. Must possess strong analytical skills, be able to meet tight deadlines and demonstrate excellent written and oral communications skills, including legal research and writing. JD required, Hill experience preferred, and Spanish language skills helpful. **Please submit resume and cover letter to westerndemcounsel@gmail.com.**
- 033120** **LEGISLATIVE ASSISTANT** – East Coast Democrat seeks Legislative Assistant to handle a variety of issues, with a specialization in transportation policy. This position would involve work on relevant committees. Knowledge of climate change issues is also preferred. Candidates should be excellent writers, self-motivating and have Hill or related experience. **Send resumes to senatetranspola@gmail.com.**

- 033121** **FIELD REPRESENTATIVE** - Senator Casey seeks a Field Representative for his Allentown office to handle outreach operations in Pennsylvania's Lehigh Valley. This person would act as the Senator's liaison to all government, community and constituent groups and leaders in assigned geographic and issue areas; monitor developments, opinions and concerns in the Lehigh Valley and update the Senator accordingly; attend civic meetings, community events and other events to represent the Senator in his absence; as well as other duties assigned by the State Director. The ideal candidate will have excellent oral and written communications skills, and a proven ability to think critically and work independently. Qualified applicants will also have experience in government and/or community outreach, solid ties to the Lehigh Valley, and a strong knowledge of local issues, geography and demographics. **Interested parties should e-mail a cover letter, resume, references and salary requirements to open_positions@casey.senate.gov with the subject line "Allentown Field Rep." Absolutely no phone calls or drop-bys, please. This office is an equal opportunity employer; we do not discriminate on the basis of race, sex, color, age, religion, disability, national origin, uniformed status, sexual orientation, or gender identity or expression.**
- 033122** **MILITARY LEGISLATIVE ASSISTANT** - Democratic Senator on the Armed Services Committee seeks a senior Legislative Assistant to handle military, foreign affairs, related appropriations and other issues. Applicants should have direct expertise in these issues areas. Four years of Hill experience is preferred, as well as experience working on or with the Senate Armed Services or Appropriations Committees. Qualified candidates will also have strong writing, analytical, negotiation, and organizational skills; the ability to perform well under pressure while juggling multiple tasks; and sound political judgment. **Please e-mail cover letter and resume to senateposition@gmail.com. No phone calls please.**
- 033115** **DIRECTOR OF NEW MEDIA/PRESS SECRETARY** - The non-partisan Congressional Oversight Panel is seeking an experienced New Media Director and Press Secretary for an active non-partisan Congressional Committee to assist with the development of the strategic vision for all digital media initiatives, blog communications, and to assist with daily communication office needs. Job responsibilities include day-to-day management of website, managing projects, writing press releases and other materials, building relationships with media and placing media stories, and other duties as assigned by the Communications Director. Candidates must have ability to grasp complex policy concepts and implications, have excellent writing and editing skills, strong organizational skills, the ability to think strategically, and proven ability to multi-task effectively under tight deadlines. Candidates must also have extensive HTML experience, knowledge of Java Script and CSS and other scripting languages used on web sites and knowledge of web site development from idea to implementation. **Please e-mail cover letter, resume and writing sample (no more than 3 pages) to oversightpanel@gmail.com.**
- 033107** **TRADE SPECIALIST/PROFESSIONAL STAFF** – Senior Member of the Senate Finance Committee seeks experienced counsel or professional staffer to serve as Staff Director of Trade Subcommittee, and to staff other personal office issues yet to be determined. Responsibilities include conducting oversight and investigation of trade and competitiveness issues, as well as developing, drafting and promoting legislation. Successful candidates will have extensive experience in the field, and significant Congressional experience a strong plus. Excellent opportunities for professional growth. Equal opportunity employer. **No telephone inquiries. Send resume and cover letter to TDPosition@yahoo.com.**
- 033111** **PRESS SECRETARY** – Chairman of major Senate Committee seeks an experienced Press Secretary to contribute to busy press operation. Primary responsibilities will include managing large volume of media inquiries, attending hearings, writing press releases and statements, and actively pitching Committee's actions and initiatives. Candidates must have ability to grasp complex policy concepts and implications, excellent writing and editing skills, organizational skills, and ability to think strategically. Two years Hill experience required; Committee experience a plus. **Please send resume and cover letter to senatedcjob1@gmail.com.**

033112

COMMUNICATIONS DIRECTOR – Chairman of major Senate Committee seeks an experienced Communications Director to manage busy press office in a fast-paced, dynamic environment. Primary responsibility will be to develop and execute multifaceted national communications strategy to amplify and build public support for Committee initiatives. Candidates must have ability to grasp complex policy concepts and implications; excellent writing and editing skills, and strategic planning, management and organizational skills. Candidates must have extensive on-the-record experience and know how to effectively pitch stories, columns, op-eds and other initiatives. Candidates must have strong, established relationships with members of the national press – contacts within financial media a plus. Hill experience (5+ years) required; Committee experience preferred. Salary commensurate with experience. **Please send resume and cover letter to ussen.comm.pressjob@gmail.com.**

032404

POLICY ANALYST FOR MILITARY AND SECURITY ISSUES - US-China Economic and Security Review Commission is seeking a Policy Analyst. Responsibilities include monitoring and assessing developments in politico-military and security affairs pertaining to China, Taiwan, and the Western Pacific Region; analyzing, evaluating, and interpreting the military balance between China and the United States, China's foreign policies, and the effect of trade with China on the U.S. defense industrial base; and preparing reports and organizing public hearings. Key requirements encompass a knowledge of U. S. armed forces (particularly the forces of the U.S. Pacific Command), the People's Liberation Army of China and other military/armed forces of the People's Republic of China, and the armed forces of Taiwan: their structure, missions, capabilities, deployment and basing, weapons systems, and support requirements; knowledge of the Chinese defense industrial base: its structure, key areas of technological development, military sales, and relationship with the People's Liberation Army; knowledge of the U.S. defense industrial base, particularly dual-use technology transfers and how the U.S. defense industrial base is affected by trade with China; knowledge of the policies and goals of the U.S. Congress and Executive Branch pertaining to the People's Republic of China and Taiwan and, more broadly, for the Asia-Pacific Region; and the history of U.S. relationships and activities in that region. Experience working in the region and Mandarin language expertise preferred. **Applicants may submit an application for this position after reviewing the application process at www.uscc.gov or www.usajobs.gov.**

030303

STAFF DIRECTOR OF THE BANKING SECURITIES SUBCOMMITTEE - Democratic Senator on the Banking, Housing, and Urban Affairs Committee seeks a senior banking/financial services policy advisor to serve as Staff Director of the Subcommittee on Securities, Insurance, and Investment as well as handle tax and related matters. Applicants should have expertise in banking and securities law and the regulatory structure of the financial system. At least four years of Hill experience is required and experience working on or with the Banking Committee is strongly preferred. Qualified candidates will also have strong writing, analytical, negotiation, and organizational skills; the ability to perform well under pressure and while juggling multiple tasks; and sound political judgment. The senior policy advisor will also be expected to handle occasional constituent matters. **Please e-mail cover letter and resume to senateposition@gmail.com. No phone calls please.**

020307

COUNSEL – Senior Democratic Senator is looking for a proactive, knowledgeable counsel to work on Judiciary Committee staff. Responsibilities to include developing, monitoring and managing Judiciary legislation, preparing for hearings and assisting in all matters related to the jurisdiction of the Judiciary Committee. Candidates must possess no less than two years of substantive legal and related policy experience, excellent research and writing skills, and strong analytical and communication skills. Must also have a sense of humor, be a team player, and able to work well under pressure and with quick deadlines. Hill experience preferred; Senate or Committee experience is a plus. J.D. is required; please no recent graduates. **Please e-mail resume and cover letter for consideration to jud.counsel@gmail.com.**

- 020308** **SENIOR COUNSEL** – Senior Democratic Senator is looking for a proactive, knowledgeable counsel to work on Judiciary Committee staff. Responsibilities to include developing, monitoring and managing Judiciary legislation, preparing for hearings and assisting in all matters related to the jurisdiction of the Judiciary Committee. Candidates must possess no less than two years of substantive legal and related policy experience, excellent research and writing skills, and strong analytical and communication skills. Must also have a sense of humor, be a team player, and able to work well under pressure and with quick deadlines. Hill experience preferred; Senate or Committee experience is a plus. J.D. is required; please no recent graduates. **Please e-mail resume and cover letter for consideration to jud.counsel@gmail.com.**
- 020311** **LEGISLATIVE ASSISTANT** - Moderate Democrat seeks highly qualified staffer to cover primarily financial services and housing issues. The Senator plans to be very active on these issues. Candidates should be highly motivated, experienced, with excellent written and oral communication skills. **Send resume to bankingstaffer@gmail.com.**
- 012702** **DIRECTOR OF STRATEGIC PLANNING AND OUTREACH** - Senate Committee (Majority) seeks Director of Strategic Planning and Outreach to work on a variety of budget issues. Applicants should be highly motivated with an outgoing personality and have strong networking skills. The candidate should have the ability to meet tight deadlines, have excellent written and oral communications skills and initiative and be ready to step in and handle projects at a moment's notice. Press experience a plus, Budget or Hill experience preferred. **Send resumes to senate_employment@saa.senate.gov or fax to 202 228-2007.**
- 012703** **LEGISLATIVE DIRECTOR** - Democratic Senator seeks Legislative Director for fast-paced office. Would be responsible for managing a large legislative staff and for the implementation of the Senator's legislative agenda. Individual must have experience with legislation, outreach and advocacy. Must be entrepreneurial and work well under pressure. Strong management and writing skills necessary. **Please fax resume and cover letter to 202-224-8858 or e-mail to jobs_mikulski@mikulski.senate.gov.**
- 123003** **INVESTIGATIVE COUNSEL/INVESTIGATIVE STAFF** - Seeking experienced attorneys or otherwise qualified professionals to work on the bipartisan Congressional Oversight Panel created by the Emergency Economic Stabilization Act of 2008 to oversee the implementation of the Troubled Assets Relief Program (TARP). Familiarity with financial services regulation, the mortgage crisis, and the financial crisis is required. Investigative counsel and staff will work with a team of attorneys and in conjunction with finance experts and economists to investigate all aspects of the U.S. Department of Treasury's TARP activities, including the use of TARP funds, the impact of TARP on financial institutions and markets, the transparency and fairness of the Treasury Department's administration of TARP, and the effectiveness of foreclosure mitigation efforts. Job responsibilities will include preparing for hearings on TARP operations, staffing Panel members, reviewing administrative agency information, conducting interviews with agency personnel, consultation with policy experts, and preparation of reports. **Please email cover letter and resume to oversightpanel@gmail.com.**
- 123004** **POLICY ADVISOR** - Seeking experienced policy analysts to work on the bipartisan Congressional Oversight Panel (COP) created by the Emergency Economic Stabilization Act of 2008 to: 1) oversee the implementation of the Troubled Assets Relief Program (TARP) and 2) make recommendations on regulatory reform to the next Congress and Administration. Experience in the fields of economics, finance and banking, financial services regulation, consumer protection, or housing policy is necessary. Job responsibilities will include research, analysis of Working Group policy papers, preparation of briefing materials for Panel Members, drafting report language, and offering substantive recommendations on regulatory reform to Panel members. **Please email cover letter and resume to oversightpanel@gmail.com.**

121600

SYSTEMS ADMINISTRATOR - Democratic office seeks a Systems Administrator to oversee computer systems. Responsibilities include determining hardware, software and system requirements to meet the IT needs of the office, and maintaining and troubleshooting hardware and software problems related to the network, desktop devices, and other office equipment. **Senate experience preferred. Please 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.**

012711

EXECUTIVE DIRECTOR - Congressional advisory body has immediate opening for an Executive Director. The position requires strong leadership skills, an experienced manager who understands the congressional budget and appropriations process, and can supervise the preparation of the annual report to the Congress. Organization, writing, oral communication and interpersonal skills are expected. Reports directly to the Chairman, provides program leadership and coordinates all activities, including employment and supervision of 20 program and administrative staff; procurement and contract activities; development of congressional budget justifications and annual spending plans; preparation of publications; and implementation of all office policies including ethics guidelines and Commission rules and governance policies. Responsible to Commissioners for developing and conducting hearings and briefings and coordinating preparation of the Commission's Annual Reports to Congress. The position is comparable to the Senior Executive Level and salary will be commensurate with experience. Incumbent must be able to obtain and retain a Top Secret security clearance with designated Sensitive and Compartmented Information access. **Please submit a resume, cover letter, a writing sample and two references to EDjob@uscc.gov. For more information on the work of the Commission, to view the complete application and position description for the position, please visit our website at www.uscc.gov.**

012712

HUMAN RESOURCES SPECIALIST - The Human Resources Specialist (HRS) at the U.S.-China Commission is responsible for personnel matters for approximately twenty professional staff and interns and twelve Congressionally-appointed Commissioners. The HRS is the main point of contact for staff on issues such as federal benefits, training programs, security clearance requirements, equal employment opportunity (EEO) policies and ethics rules. In addition, the HRS coordinates recruitment and orientation of new staff and assists with payroll. Position requires: experience coordinating staff development and training; knowledge of Federal employee benefits programs and Federal HR regulations and procedures; experience preparing and submitting payroll data; experience handling security clearances; and experience developing performance management systems. **Applicants may submit an application for this position after reviewing the application process at www.uscc.gov or www.usajobs.gov.**

001900

EDUCATION LEGISLATIVE ASSISTANT - Northeastern Democratic Senator seeks highly-qualified individual for an Education LA position with extensive congressional experience. Portfolio will also include social services, general government, and campaign finance reform. Strong writing skills are a must. **Interested applicants should send their resumes to dem.sen1@gmail.com.**