



Senate Employment Bulletin

Placement Office
Office of the Sergeant at Arms
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Website: www.senate.gov/employment

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The Senate Employment Bulletin is published on behalf of Senate offices choosing to advertise staff vacancies. The Bulletin is updated online daily and advertisements are listed in the order in which they are received.

Advertisements remain listed until Senate offices notify the Placement Office they have received a sufficient response or have filled the position. To apply, please follow the application instructions at the end of each advertisement. Submit a separate resume for every position for which you wish to apply.

In addition to the advertisements appearing in the Senate Employment Bulletin, the Placement Office maintains a resume bank for unadvertised positions. To become registered, applicants must complete the [Senate Employment Application Form](http://www.senate.gov/employment) accessible at www.senate.gov/employment and participate in an informational interview.

For more information, please consult the [Placement Brochure](#) on the Website or contact the Placement Office at (202) 224-9167.

Offices within the United States Senate are equal opportunity employers.

- 082701** **FINANCE/BUDGET ANALYST US SENATE** - US Senate seeks a budget analyst to prepare & review budget justification & analysis documents; prepare budget summary reports & presentations; manage web-based budget system; perform ad hoc financial analysis. Ideal candidate will be detail oriented and have 5 or more years exp. in budget or accounting environment. Must have BA/BS in accounting or finance. Starting salary is \$52K. Free parking/metro +federal benefits. Submit cover letter & resume; resumes@saa.senate.gov in WORD or PDF FORMAT ONLY. Use job code BA. **DEADLINE: 9/9/09.**
- 082702** **PRESS INTERN** - Midwestern Democratic Senator is currently seeking a Press Intern for Fall semester (starting in August or early September). The Press Intern assists members of the press staff with a variety of tasks including monitoring press coverage, researching issues, drafting press materials, compiling press lists, and carrying out administrative tasks. This is an unpaid position, but college credit may be earned subject to the individual's school requirements. Those with Midwestern ties are strongly encouraged to apply. **Please send your resume, cover letter, writing sample and references to midwestdempres@gmail.com.**
- 082601** **PRESS INTERN** - Senator Barbara Mikulski's (D-Md.) press office is accepting applications for an unpaid Fall 2009 intern. The intern will be responsible for answering press calls, maintaining clips, compiling media lists and contacts, and assisting in the day-to-day tasks of the Senator's Capitol Hill press office. This is a great opportunity for a junior or senior with an interest in communications, journalism and/or politics. **Please e-mail a resume and cover letter to senate_employment@saa.senate.gov indicating job referral number in the subject line. No calls please.**

- 082501** **LEGISLATIVE ASSISTANT** - Republican Senator seeks Legislative Assistant to serve as principal advisor on foreign affairs, immigration, and trade issues. Responsibilities include serving as Senator's representative with constituents and other offices, analyzing and formulating legislation. Successful candidate will have a minimum of 3 years Hill experience as an LA or committee staffer in the issues, excellent writing skills, and the ability to exercise independent judgment. **Please e-mail resume and two writing samples to senate_employment@saa.senate.gov indicating job referral number in the subject line. No calls please.**
- 082401** **FALL INTERNS** - Senator George Voinovich's office seeks part-time and full-time interns for his Washington D.C. office. Intern responsibilities include but are not limited to: researching legislative issues, attending hearings, preparing follow up memos, assisting with constituent services, and administrative duties. Applicants must be motivated, hard working and have good communication skills. These unpaid internships are a great introduction to Capitol Hill. Ohio ties preferred. **To apply, please submit a completed application form (attached and also available at www.voinovich.senate.gov), a current resume, a college transcript, two references and a writing sample Internships_Voinovich@voinovich.senate.gov or fax to (202) 228-2088.**
- 082402** **PRESS INTERN** - US Senator Kirsten Gillibrand of New York's press office is currently seeking a Press Intern for the fall semester (starting immediately). The ideal candidate will be available 20-40 hours per week. Responsibilities include assisting with press clips, conducting research and assisting the Washington, DC-based press office with day-to-day operations. Applicants must be flexible, work well under pressure; have excellent written and oral communication skills and have a desire to learn. Previous experience in politics and press are not required, but candidates should have a strong interest in communications. This is an unpaid position, but college credit may be earned subject to the individual's school requirements. **Please send resume, writing sample and letter of intent to Gillibrand_internship@gillibrand.senate.gov.**
- 082001** **LEGISLATIVE ASSISTANT** - Moderate Democratic Senator seeks experienced Legislative Assistant to support work on the Senate Commerce Committee. Issues include telecommunications, consumer protection, small business, insurance, and privacy. Relevant Hill, academic, and professional experienced required. Legal background preferred. **Please send cover letter and resume to frstaffer@gmail.com. No phone calls.**
- 082002** **HEALTH POLICY FELLOW** - Moderate Democratic member of Senate Finance Committee seeks Legislative Fellow to work on health care issues. The Fellow will work closely with legislative staff on health reform, with an emphasis on Medicare policy. Responsibilities will include meeting with constituents and interest groups, preparing background memos, and assisting legislative staff with policy development. Strong background and expertise in health policy is required, as well as flexibility, attention to detail, and the ability to work under tight deadlines. Looking for an individual who can start immediately, work at least three days per week, and commit to work for a minimum of two months. **Please send cover letter and resume to healthpolicyfellow@gmail.com.**
- 081901** **LEGISLATIVE CORRESPONDENT** - Northeast Democratic Senator is seeking a Legislative Correspondent to answer constituent mail and research issues related to health care, Social Security, seniors, and others. Ties to Rhode Island and Hill or other experience in one or more of these issue areas are strongly preferred. Qualified candidates must have excellent writing, research, and communication skills. **Please e-mail cover letter and resume to senateposition@gmail.com. No phone calls please.**

081301

INTERNSHIP OPPORTUNITY – Junior Democratic Senator seeks applications for full-time internship positions in the Washington, DC personal office. Duties will include, but are not limited to the following: archiving office files, transcribing press mentions, conducting research, drafting memos, data management, assisting with mailing projects, sorting mail, distributing newspapers, and corresponding with constituents via telephone, mail and facsimile. A strong applicant will have solid written and oral communication skills, a high propensity for academic achievement, and the ability to work diligently and upon instruction in a fast-paced work environment. Applicants should be available for a minimum of 4 weeks beginning immediately and preference will be given to those able to devote a substantial amount of hours during the 5-day work week (excepting federal holidays). Those in externship programs are especially encouraged to apply. This is an unpaid internship, but it is a fantastic opportunity for individuals who are interested in pursuing careers related to public policy on or off Capitol Hill. **Those with Delaware ties are encouraged to apply. Please email your cover letter, resume, and one 2 to 3 page writing sample to ssfw.internsearch@gmail.com. Applicants must note not only a date range but days of availability in their cover letters. If one is available to intern beyond the fall, note this as well.**

081201

LEGAL INTERNSHIPS – Senator Schumer seeks law clerks for his Judiciary Committee staff for the autumn quarter of 2009. Current law students and recent law school graduates are welcome to apply for these unpaid positions. Law clerks typically conduct research and assist in drafting legislation related to topics under the Judiciary Committee’s jurisdiction, including but not limited to immigration policy, oversight of the Department of Justice and the administration of the courts (including nominations), antitrust and consumer protection, crime and the criminal justice system, and national security. Past law clerks have prepared for Supreme Court confirmation hearings, drafted questions for Committee and Subcommittee hearings, and researched a wide variety of policy issues to develop into legislation. Law clerks work closely with Senator Schumer’s Chief Counsel and other Judiciary Committee Counsels. Strong research and writing skills required. **To apply, send a cover letter, résumé and dates of availability to Marco De León of the Senator’s staff at SchumerLawInterns@gmail.com.**

081101

PRESS SECRETARY – Midwestern Democratic Senator seeks experienced, energetic, media-savvy professional to serve as Press Secretary. Position requires strong verbal and written communications skills, previous on-the-record experience, an interest in public policy issues and the ability to work with other staff on a variety of topics. Candidates must be able to work quickly, accurately and creatively in an active environment, under tight deadlines. Candidates must also possess excellent writing and editing skills and a team mentality. Duties will include media contact, drafting news releases, advisories, op-eds and implementing press strategies. Prior Hill press experience is a plus. **Please email cover letter, resume, and two writing samples to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

081102

COMMUNICATIONS DIRECTOR –Democratic Senator seeks an experienced Communications Director to manage 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 the Senator’s 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. Hill experience required. Salary commensurate with experience. **Please email cover letter, resume, and two writing samples to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

- 081103** **LABOR POLICY INTERN** – Majority Policy office of a Senate Committee seeks an energetic, organized Intern for a full-time, unpaid internship. The ability to work in a fast-paced environment, remain flexible and meet deadlines is a must. Excellent organizational, administrative, writing, computer, and people skills are also a must. An interest in Labor issues is necessary. The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or sexual orientation. **To apply, please send a cover letter, resume and short writing sample to LaborPolicyintern@gmail.com.**
- 080701** **PRESS ASSISTANT-** Midwest Democratic Senator seeks hard-working and energetic Press Assistant for busy press shop. Responsibilities include compiling daily clips, writing press releases, helping manage Senate website, pitching local media outlets, conducting research, drafting letters and statements, overseeing press files, and providing administrative support. Ideal candidate will have previous Hill or campaign press experience, excellent writing and organizational skills, and the ability to handle a fast-paced environment. Job requires early-morning arrival. No calls. **Please email cover letter, resume and two writing samples to INPressSearch@gmail.com.**
- 080301** **PRESS INTERN** – Senator Rockefeller’s press office is currently seeking a full-time press intern for the fall semester (starting in early September). Part-time interns will also be considered but candidates with full-time availability will be given preference. Responsibilities include compiling press clips, conducting research and assisting the press office with day-to-day operations. Applicants must work well under pressure; have excellent written and oral communications skills; and, have a desire to learn. Previous experience in politics and press are not required but candidates should have a strong interest in communications. This is an unpaid position, but college credit may be earned subject to the individual’s school requirements. **If interested, please send cover letter, resume, and writing samples to press@rockefeller.senate.gov by September 4, 2009.**
- 080302** **SENIOR ENERGY ANALYST** – Chairman of Senate Committee seeks Senior Budget Analyst to handle energy and environment issues. Applicants should be highly motivated and must possess strong quantitative and analytic skills, and the ability to meet tight deadline, excellent written and oral communications skills and initiative. Budget experience at the federal, state or local levels, and a background in energy and environment as well as policy expertise is ideal. Congressional experience also a plus. **Send resume and writing sample to senate_employment@saa.senate.gov or 202-228-2007.**
- 080303** **CORRESPONDENCE ASSISTANT** - Democratic Senator has an immediate opening for a Correspondence Assistant in the mailroom of Washington, DC office. Individual will be responsible for managing large constituent electronic mail operation, archiving office documents, maintaining office storage facilities, and assisting the Mailroom Director with other projects as needed. Applicants must possess strong communication and technical skills, and the ability to work well under pressure in a fast-paced environment. Northeast ties and knowledge of InterTrac Constituent Management System a plus. **Please e-mail resume and cover letter to senatejobs@gmail.com with ATTN: Correspondence Assistant in the subject line.**
- 073101** **DEPUTY PRESS SECRETARY** - Midwest Democratic Senator seeks Deputy Press Secretary for fast-paced communications office. Duties include, but are not limited to, preparing daily clips, drafting press releases and talking points, assisting with media events, tracking media coverage, maintaining the office’s archiving process, and performing general press office support. Candidates must be able to work quickly, accurately and creatively in an active environment, under tight deadlines. Candidates must also possess excellent writing and editing skills and a team mentality. Prior Hill or campaign press experience is a plus. **Please email cover letter, resume, and two writing samples to: demsenatepress@gmail.com.**

- 073102** **LEGISLATIVE ASSISTANT** - Northeast Democratic Senator seeks a Legislative Assistant to cover defense, veterans, foreign affairs, trade and homeland security issues. The Senator serves on the Appropriations subcommittees on foreign operations and homeland security. Previous Capitol Hill experience strongly preferred. The candidate must be able to initiate and implement multiple projects and meet deadlines in a fast-paced office atmosphere, and have strong communication and writing skills. **Please send cover letter and resume to Senate_job@yahoo.com. No phone calls please.**
- 073103** **PERFORMANCE MANAGEMENT AND BUDGETING SPECIALIST** – Senate Committee (Majority) seeks an expert in performance-based management and budgeting to assist it in conducting oversight and assessing government-wide performance. Relevant experience may include work in the private sector or with state and local governments, although knowledge of the federal budget is a plus. The candidate must be able to conduct complex and cross-cutting research and analysis and present the results of such work in a clear, precise, and persuasive manner. Thoroughness and careful attention to detail, and strong oral and written communication skills, is a must. In addition, the candidate should be able to manage multiple tasks and projects, think creatively, and exercise sound discretion and judgment. **Please send resumes to Senate_Employment@saa.senate.gov or fax to 202 228-2007.**
- 072901** **LEGISLATIVE ASSISTANT** - Democratic Senator seeks Legislative Assistant to handle transportation, infrastructure, homeland security and labor issues. Applicants should have experience with the appropriations process, particularly with respect to transportation. Qualified candidates will have experience and familiarity with transportation policies, regulations and funding mechanisms. Experience working on a surface transportation authorization bill is a plus. Successful applicants must be clear and concise writers and possess the ability to analyze legislative policies independently in a fast-paced environment. 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.**
- 072701** **INCOME SECURITY BUDGET ANALYST** – Chairman of Senate Committee seeks Budget Analyst to handle a variety of budget issues related to income security and unemployment. Applicants should be highly motivated and must possess strong quantitative and analytic skills, the ability to meet tight deadlines, excellent written and oral communications skills and initiative. Budget experience at the federal, state or local levels strongly preferred. Health care and Congressional experience a plus. **Send resume and writing sample to senate_employment@saa.senate.gov or FAX to 202-228-2007.**
- 072702** **INTERNS** – Senator Gillibrand’s Washington, D.C. office seeks full and part-time, unpaid interns for the fall semester (August/September through December). Responsibilities include a range of administrative and legislative work, including answering phones, managing incoming and outgoing mail, attending hearings and briefings, and performing research. Preference will be given to New York residents or those attending college in New York. Application materials may be found on the Senator’s website, <http://gillibrand.senate.gov/services/internships/>. Applicants may fax (202-228-0282) or email (Gillibrand_internship@gillibrand.senate.gov) completed applications to the office. Only completed applications will be considered. **Please direct questions to the Intern Coordinator at 202-224-4451.**

072401

SYSTEMS ADMINISTRATOR – Republican Senator is looking for an experienced Systems Administrator to oversee computer systems in D.C. and state offices. Major responsibilities include administration and maintenance of LAN and Correspondence Management System. Ability to do computer troubleshooting (network, hardware and software) plus knowledge of BlackBerry, Windows XP and Vista, Internet Quorum, Server 2003, Corel WordPerfect, and MS Office 2007. Additional responsibilities include Website maintenance. Applicants must also possess a strong aptitude for training on computer applications. The ideal candidate should be well-organized, able to multi-task, maintain composure under pressure, and be dependable and flexible. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

072402

PRESS INTERN - Midwestern Democratic Senator is currently seeking a Press Intern for Fall semester (starting in August or early September). The Press Intern assists members of the press staff with a variety of tasks including monitoring press coverage, researching issues, drafting press materials, compiling press lists, and carrying out administrative tasks. This is an unpaid position, but college credit may be earned subject to the individual's school requirements. Those with Midwestern ties are strongly encouraged to apply. **Please send your resume, cover letter, writing sample and references to midwestdempres@gmail.com.**

072201

DEPUTY SCHEDULER - Democratic Senator seeking proactive, resourceful, detail-oriented person with strong writing skills to fill Deputy Scheduler position. The DS works closely with the Executive Scheduler as well as legislative, press and state staff members. DS will assist in maintaining the Senator's daily and long-range schedules, including organizing and investigating invitations and requests for the Senator, developing prioritized recommendations with staff input, and following up with timely RSVPs or regrets. DS also assists in collecting, organizing, and delivering Senator's daily briefing materials, as well as coordinating Senator's incoming and outgoing phone calls. DS also prepares, edits, and tracks Senator's outgoing written correspondence. DS will coordinate and execute special events and projects for the Senator. Ideal candidate will have minimum of 1 year experience in an administrative or other similar role, preferably on Capitol Hill. Candidates must also have excellent writing skills, discretion, and the ability to think and react quickly to challenging situations. Flexible work hours required when Senate is in session. Ability to occasionally drive Senator to local events in DC a requirement. **Please send resumes to senatedemds@gmail.com.**

072005

ECONOMISTS - The Democratic Staff of the Joint Economic Committee of the U.S. Congress seeks a staff economist with a serious interest in macroeconomics and money and banking. Candidates must have an interest in public policy. 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 finance, or commensurate work experience, is required. Successful candidates will have strong communication skills. 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**

071303

HEALTH LEGISLATIVE ASSISTANT - Democratic Senator on the Health, Education, Labor, and Pensions (HELP) Committee seeks a senior Legislative Assistant to handle health, aging, and Social Security. Applicants should have direct expertise in current health care issues including health reform, Medicare, Medicaid, SCHIP, mental health, prescription drugs, children's health, and appropriations. At least three years of Hill experience is required and experience working on or with the Senate or House Health Committees and/or with the Labor, Health and Human Services, and Education Appropriations Subcommittee is strongly preferred as are Rhode Island ties. 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. The Legislative Assistant will be expected to handle relevant committee work and related constituent matters. **Please e-mail cover letter and resume to senateposition@gmail.com. No phone calls please.**

071304

FALL INTERNS – Senator Jeff Merkley of Oregon seeks full and part-time interns for his Washington, D.C. office. Interns will be paired with legislative staff or press based on their interests and experience. In addition to researching legislative issues, interns will also have the opportunity to attend hearings, prepare memos, and draft correspondence. Interns are expected to assist with constituent services and administrative duties. Preference will be given to applicants from Oregon. All internships are unpaid. If your institution allows or requires college credit, that can be arranged. **To apply, please submit a resume, a cover letter, a short essay describing what you hope to gain from this internship, a letter of recommendation and two additional references by email to DC_intern@merkley.senate.gov.**

070804

DIRECTOR OF STRATEGIC PLANNING - Senate Committee (Majority) seeks Director of Strategic Planning to work on a variety of budget issues. Applicants should have experience with budget issues and 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.**

070805

TRANSPORTATION BUDGET ANALYST – Chairman of Senate committee seeks Budget analyst to handle a variety of budget issues related to banking, SBA, housing credit and transportation. Applicants should be highly motivated and must possess strong quantitative and analytic skills, the ability to meet tight deadlines, excellent written and oral communications skills and initiative. Budget experience at the federal, state or local levels, and a background in banking, SBA, housing or transportation issues are ideal. Congressional experience also a plus. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

070201

FALL LAW CLERKS - Senior Democratic Senator is seeking candidates for unpaid, full- or part-time fall law clerkships in Senate Judiciary office. Judiciary staff advises the Senator in areas related to terrorism, criminal and civil law, civil rights, privacy, intellectual property, and immigration, as well as judicial nominations. Law clerks assist staff with legislative and oversight responsibilities and engage in a range of activities, including, but not limited to, attending hearings, conducting legal research, and drafting briefing memos for the Senator. Some general office support is also required. Clerkship is for law students only. Ideal candidates are 2L or 3L law students interested in government and public interest law, learning about the legislative process, have excellent writing and research skills, and the ability to work independently as well as part of a team. Strong written and oral communication skills and a good sense of humor are musts. **Please e-mail resume, cover letter including availability, and a short legal writing sample for consideration to jud.law.clerk@gmail.com.**

- 063001** **APPROPRIATIONS DIRECTOR** – Democrat seeks staffer to oversee appropriations and special projects. Prior Hill and appropriations experience required. Qualified candidates must possess strong knowledge of appropriations process. 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.**
- 062901** **SYSTEMS ADMINISTRATOR** – Democratic Senator seeks a Systems Administrator to oversee computer systems in D.C. and State offices. Major responsibilities include determining hardware, software and system functionality; maintaining and troubleshooting hardware and software problems related to the computer network, desktop units, and other office equipment such as blackberries, printers, video cameras; processing constituent mail; and maintaining constituent mail database. Ability to troubleshoot (network, hardware, and software), plus knowledge of Internet Quorum, Microsoft Office 2007, Windows XP, Windows Vista, Windows server 2003, and SharePoint 2007 server software strongly recommended. Qualified candidates should be well-organized, able to balance multiple-tasks, maintain composure under pressure, dependable and flexible. Applicants must also demonstrate a strong aptitude for training staff on computer applications, and have strong oral and written communication skills. Salary is commensurate with experience. **To apply, please send a cover letter and resume to ussenatejobs@gmail.com.**
- 061902** **PRESS SECRETARY/SPEECHWRITER** – Western Democratic Senator seeks experienced, energetic, media-savvy professional to serve as Press Secretary/Speechwriter. Position requires strong verbal and written communications skills, previous on-the-record experience, an interest in public policy issues and the ability to work with a large, diverse staff on a variety of topics. Duties will include media contact, drafting news releases, advisories, op-eds and implementing press strategies. Individual will also be responsible for writing all speeches and presentations from the Senator as well as coordinating speech preparation. Hill and/or journalism experience strongly preferred. Western ties a plus. **For consideration, send cover letter, resume and writing samples to western.press.speech@gmail.com.**
- 061702** **FALL INTERNS** - Senator Jon Tester's office seeks full-time Interns for his Washington D.C. office. Intern responsibilities include, but are not limited to: researching legislative issues, attending hearings, preparing follow-up memos, assisting with constituent services, and administrative duties. Applicants must be motivated, hard-working, and have good communication skills. These unpaid internships are a great introduction to Capitol Hill. **To apply, please submit a completed application form (available on tester.senate.gov), a cover letter, current resume, three letters of recommendation and a writing sample via fax to (202) 224-8594.**
- 060401** **SCHEDULER/STAFF ASSISTANT**-Nonpartisan office seeks someone who will serve as a Scheduler and Staff Assistant. Responsibilities include responding to scheduling requests, project assistance, preparation of briefing materials and general office duties. Applicants must be detail oriented, have strong organizational skills and work well under pressure. Economics or finance backgrounds a plus. Excellent written and oral communications skills are required. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

060402

PRESS INTERNS - The office of U.S. Senator Sherrod Brown (D-OH) seeks press interns for fast-paced, aggressive communications office. Press interns will work closely with Communications Director, Press Secretary, and Press Assistant on a variety of tasks. Responsibilities include answering the press line and fielding calls from reporters, working with communications office and legislative staff to compile reports and other documents for media distribution, working with Press Assistant to compile daily press clips for Senator's review, coordinating daily update of reporter contact lists, and work with communications office on new media projects. Position requires a keen attention to detail, the ability to multitask and meet tight deadlines, and the ability to demonstrate professionalism and discretion at all times. Strong writing and grammar skills and proficiency of Microsoft Office applications required. Journalism/communications background and Ohio ties a plus. **To apply, please submit cover letter, resume, and two writing samples to Haley_Morris@brown.senate.gov.**

051503

PROFESSIONAL STAFF MEMBER – Majority staff of Senate Subcommittee seeks experienced person to handle pension and retirement security issues. Responsibilities will include implementing a comprehensive legislative and oversight agenda. Must have substantial experience related to the issue areas, work well under pressure, and have strong writing, analytical, organizational, and interpersonal skills. Capitol Hill experience and an advanced degree preferred. Equal opportunity employer. **To apply, please e-mail a cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

051404

COMMUNICATIONS DIRECTOR – Moderate East Coast Democratic Senator with active committee assignments seeks an experienced Communications Director to be part of senior management team. Successful candidate will serve as primary on record spokesperson and show a demonstrated ability to work quickly to communicate complex issues to multiple audiences on behalf of the Senator. Must be an exceptional writer and editor able to quickly produce press releases, web entries, speeches, talking points, and necessary briefing material as needed. Will be expected to develop and implement national communication strategy, integrated with and supportive of home-state media efforts. Will be expected to mentor others in press department and delegate tasks to press and legislative staff as required. Strong strategic planning, management, and organizational skills required. Candidates must have ability to monitor Senator's legislative activity and grasp complex policy concepts and implications, proactively communicating them as required. Candidates should have a track record of speaking on the record, pitching reporters on story ideas, op-eds, and other media opportunities. Established relationships with members of the national press a plus. Hill experience (3+ years) required. Salary commensurate with experience. **Please send resume and cover letter to sencommdir2009@gmail.com.**

040701

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.**

- 032301** **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 senatecdjob1@gmail.com.**
- 032302** **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.**
- 031001** **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.**
- 022301** **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.**
- 013001** **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.**

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.**