



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

September 16, 2008

The Senate Employment Bulletin is published weekly as a service to Senate offices choosing to advertise staff vacancies. The listing is updated online each Friday evening at www.senate.gov/employment and printed copies are available every Tuesday 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.

091601 **PRESS INTERN** – Senior Senator from Montana seeks an enthusiastic intern for our press department. We are looking for a bright individual who pays great attention to detail, is self-motivated and has a passion for media and government press. The individual will be working closely with the Press Secretary. The work includes, but is not limited to, compiling both video and newspaper clips as well as helping the press team with projects as they arise. Position requires 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 with Microsoft Office applications required. All majors and backgrounds welcome, but applicants should have a strong interest in policy and the news. Montana ties a plus. This position is unpaid. **Please contact Lindsay Bell at Lindsay_Bell@baucus.senate.gov for more information.**

091602 **PRESS INTERN** – Senator Bill Nelson of Florida is now seeking a full-time, unpaid PRESS INTERN in Washington, D.C. for the fall semester. Fall internships run from September to mid-December. Press interns are responsible for assisting the Senator's communications office with everyday duties including answering phones, preparing press releases, conducting research, assisting with press conferences and other duties as needed. Florida ties are helpful but not required. This internship is a great way for students to gain experience working in an active Capitol Hill press shop. **Please email resume, cover letter and one writing sample to hill.press.internship@gmail.com with FL Press Intern in the subject line.**

091603 **STAFF ASSISTANT/CASEWORKER** – Senator Specter seeks a candidate for a Staff Assistant/Caseworker position in his Erie, PA office. This position includes responding to constituent correspondence, handling constituent casework, performing community outreach, assisting in event planning and general office duties. The ideal candidate will have excellent oral and written communication skills, the ability to efficiently multitask, and ability to function effectively in a fast-paced environment. Pennsylvania ties preferred. **Please send resume, cover letter and brief writing sample to Mary_Styn@specter.senate.gov. No calls, please.**

- 091604** **LEGISLATIVE FELLOW FOR TRADE** - Democratic Member of the Senate Finance Committee seeks highly motivated individual for an unpaid Legislative Fellow position to cover Trade Issues. Responsibilities include managing and completing legislative work in assigned issue areas, preparing materials for meetings, briefings, and hearings, advising the Senator on substantive and political information related to legislation, representing the Senator at events and in constituent meetings, and working with Chief of Staff and Legislative Director to strategically accomplish the Senator's goals. Qualified candidates must be knowledgeable in trade, be well-organized, resourceful, and able to meet deadlines in a fast-paced, changing environment. **Please e-mail resume and cover letter to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 091605** **LEGISLATIVE INTERNSHIP** - Midwestern Democratic Senator is seeking full and part-time legislative interns to start immediately. Interns are responsible for a multitude of different tasks and contribute largely to the workplace as a whole. Interns will be required to assist with web-based research, memo and letter drafting, constituent calls, and basic office operations (e.g. faxing, filing, copying, data-entry or mailings). Interns will also have the opportunity to work with the Senator's legislative staff on upcoming issues, as well as attend Senate hearings. Applicants should have strong written and verbal skills, and be able to multi-task in a fast-paced environment. Midwestern ties a plus, but not necessary. Internships are unpaid; however they provide an excellent way to gain Capitol Hill experience. **Please e-mail resume and cover letter to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 091606** **ADMINISTRATIVE INTERNSHIP** - Midwestern Democratic Senator is seeking a full or part-time administrative intern to start immediately. This person would be responsible for a multitude of different tasks and contribute largely to the workplace as a whole. Interns will be required to assist with web-based research, constituent calls, and basic office operations (e.g. faxing, filing, copying, data-entry or mailings). Interns will also have the opportunity to work with the Senator's senior staff to complete various administrative projects that need to be completed this fall. Applicants should be extremely organized, self motivated, and have strong interpersonal skills. Midwestern ties a plus, but not necessary. Internships are unpaid; however they provide an excellent way to gain Capitol Hill experience. **Please e-mail resume and cover letter to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 091607** **EXECUTIVE ASSISTANT** - Senator Kyl's office is seeking an Executive Assistant to assist with scheduling duties and administrative support, including routine computer maintenance. The individual selected for the position will also have opportunities to assist with press and legislative correspondence. Excellent writing and organizational skills, as well as a minimum of one year of prior professional experience required (Capitol Hill experience preferred). **A cover letter, resume, and two writing samples should be e-mailed to tim_glazewski@kyl.senate.gov. NO PHONE CALLS PLEASE.**
- 091608** **MAIL MANAGER** – Senior Midwestern Democratic Senator seeks a Mail Manager to supervise five-person constituent mailroom operation. Responsibilities include distribution of mail to Legislative Correspondents, editing draft responses and managing movement of mail through approval process, coordinating mass mailings, and preparation of weekly mail reports. Individual must be well-organized and possess excellent writing skills, an attention to detail, ability to work independently. Hill experience and familiarity with Quorum also preferred. **Please e-mail cover letter, resume and writing samples to MailDirectorJob@Yahoo.com.**

- 091609** **STAFF ASSISTANT** - Midwestern Republican Senator is looking for a personable and dependable Staff Assistant for a very active front office. Duties would include answering and directing incoming phone calls, greeting visitors, scheduling and giving tours, managing requests for flags and photos, processing incoming mail, and assisting other members of the staff when necessary. The ideal candidate would have a positive attitude, be organized and able to work well in a team environment. Ohio ties preferred. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 091610** **ASSISTANT TO THE CHIEF OF STAFF**--Senior Northeast Democrat seeks highly organized, detail-oriented individual to serve as the Assistant to the Chief of Staff. This person serves as scheduler/executive assistant to the Chief of Staff and is responsible for managing the Chief of Staff's communications, schedule and logistics, and answering and routing telephone calls, among other duties. This position also provides select administrative, clerical, and office support to both the Senator's Scheduler and Personal Assistant including, but not limited to: managing and responding to incoming scheduling requests, updating the Senator's address book, and providing back-up assistance for the Senator's private phone line. Applicants must be able to work well in a team environment; exercise discretion and maintain confidentiality; and have strong interpersonal, written, and oral communication skills. This position requires an individual who can work well with VIPs, remain professional at all times, exercise sound and independent judgment, multi-task, and adhere to deadlines. Previous Hill experience and scheduling or executive assistant experience is preferred. **Qualified candidates should email cover letter and resume to senatejobs2008@gmail.com. Please put "Assistant to the Chief of Staff" in the subject line of the email.**
- 090901** **COMMUNICATIONS DIRECTOR** – Democratic Senator seeks as experienced communications professional to serve as Communications Director. The Communications Director would manage a press staff that is responsible for media, speech writing, organizing events and use of new communications technologies. Would also be responsible for developing and implementing the Senator's strategic communications plan. Successful candidate must be an excellent writer. Must also be creative, flexible and comfortable working in a fast-paced office. Please email cover letter and resume to **senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 090902** **LEGISLATIVE CORRESPONDENT** – High-profile Northeastern Democratic Senator seeks a Legislative Correspondent to help cover defense, veterans, foreign policy, tax and telecommunications issues. Primary responsibilities include assisting with the research and development of legislation, taking constituent meetings, drafting letters to both constituents and administration officials, and assisting in the management of the office's defense appropriations requests. This demanding position requires strong organizational skills, good interpersonal skills, well-developed writing skills and the ability to multi-task in an exciting, fast-paced environment. Previous experience in either the defense/veterans/foreign policy or the tax/telecommunications areas is strongly preferred but not required. Office is an equal employment opportunity employer. No phone calls, please. **E-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 090202** **FALL 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 fall 2008 term. Responsibilities to include assisting staff with legislative research, drafting correspondence, administrative duties, assisting 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. **Email a cover letter, resume and writing sample to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

090203

DEPUTY OFFICE MANAGER – Democratic Senator seeks a highly motivated and detail-oriented individual to serve as Deputy Office Manager. Responsibilities include, but are not limited to: processing vouchers, making staff travel arrangements, managing payroll, supervising interns, emergency preparedness planning, maintaining the office archives, personnel records and leave management, maintenance of office space and supplies, serving as liaison to Senate administrative departments and ensuring staff compliance with Senate and office policies. This individual will work closely with senior staff to facilitate successful office operations. Candidates should be well-organized, resourceful and detail-oriented, possess excellent interpersonal and communication skills, and be able to prioritize tasks and follow-through while working in a fast-paced environment. Hill 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.**

090204

LEGISLATIVE CORRESPONDENT/STAFF ASSISTANT – Senate Committee on Agriculture, Nutrition, and Forestry is seeking a Legislative Correspondent/Staff Assistant. Responsibilities will include greeting visitors and answering incoming telephone calls, maintaining office voice mail system, ensuring that requests for assistance are directed to appropriate staff, maintaining hearing room and conference room meeting schedule, maintaining front office by 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, formulating detailed responses on new issues and submitting them for approval, assisting with writing speeches, floor statements, and articles which may be used as enclosures with letters. Qualified candidates must be reliable and 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, professional manner in dealing with staff and visitors, general understanding of the legislative process and Senate procedure, willingness to work long or unusual hours when required by the Committee's or the Senate's schedule, flexibility as well as creativity in dealing with novel situations. Individuals should be comfortable supporting full Committee staff. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

090205

STAFF ASSISTANT- Western Democratic Senator seeks a personable, dependable and professional Staff Assistant for a very busy front office. Applicants must be able to handle a fast-paced work environment, have exceptional interpersonal skills, be able to work well in a team environment, and have excellent oral and written communication skills. Western ties a plus. **Please email a cover letter and resume to DemSenatorJob@gmail.com.**

082601

INTERNS - The Democratic Staff of the Senate Committee on Small Business and Entrepreneurship is seeking fall interns to work from September through December 2008 (dates somewhat flexible). Interns will be expected to provide administrative support, assistance in researching legislative and regulatory issues, as well as other general help with tasks necessary to run the Committee. College students with junior or higher standing and law school students are encouraged to apply. Applicants should have strong interpersonal skills, the ability to research and write at a high level, and a demonstrated interest in American politics. **To apply, please e-mail or fax your cover letter, resume, and brief writing sample (3-5 pages) to SmallBiz.Intern@gmail.com or 202-224-5619.**

- 082602** **LEGISLATIVE CORRESPONDENT** – Western Republican Senator is seeking a Legislative Correspondent to answer constituent mail and research issues related to Medicare, Medicaid, Social Security, pensions, and welfare. Hill experience and/or knowledge in one or more of the related issue areas preferred. Qualified candidates must have excellent research, writing, and communication skills. Potential candidates will be asked to complete a writing test. **Please email cover letter and resume to EnsignJobs@gmail.com No phone calls please. The Office is an EEO employer.**
- 082603** **LEGISLATIVE CORRESPONDENT** - Moderate Democratic Senator has a vacancy for a Legislative Correspondent, principally in the areas of veterans' affairs (Senator sits on Veterans' Affairs Committee), energy, environment, and agriculture. Chief responsibility will be answering constituent mail. However, staffer also will have substantive duties assisting busy legislative assistants in the above-mentioned issue areas. Staffer must be able to handle multiple projects simultaneously in a demanding office environment, must have superior written and oral communications skills, and must be able to interface effectively with senior staff. Ideal candidate will have some prior Capitol Hill or legislative policy experience. **Must send resume with cover letter in order to be considered for this position to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 082604** **PRESS INTERN** - The office of U.S. Senator Sherrod Brown (D-OH) seeks Press Intern for fast-paced, aggressive press office. Press interns will work closely with Communications Director and Press Secretary on a variety of tasks. Responsibilities include answering the press line and fielding calls from reporters, pitching events, working with press office and legislative staff to compile reports and other documents for media distribution, compiling daily press clips for Senator's review, and coordinating daily update of reporter contact lists. 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. All majors and backgrounds welcome, but applicants should have a strong interest in policy and the news. Ohio ties a plus. This position is unpaid. **To apply, please submit cover letter, resume, and two writing samples to human_resources@brown.senate.gov. No phone calls please.**
- 082605** **LEGISLATIVE AIDE** - Moderate Democratic Senator has a vacancy for a Legislative Aide in the areas of Armed Services and Foreign Relations, which are two of Senator's primary jurisdictional issues. Chief responsibility will be answering constituent mail. However, staffer also will have substantive duties assisting two busy legislative assistants in the above-mentioned issue areas. Staffer must be able to handle multiple projects simultaneously in a demanding office environment; must have superior written and oral communications skills; and must be able to interface effectively with senior staff and military personnel. Candidates must have some prior Capitol Hill or legislative policy experience in the above-mentioned issue areas. **Must send resume with cover letter in order to be considered for this position to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 082606** **INTERN** - Midwest Progressive Senator seeks college students and recent college graduates for internship. In addition to providing administrative support for the office such as answering phones, sorting mail and running errands, interns will also assist legislative staff by attending hearings, drafting memos and correspondence. This is an excellent opportunity for college students or recent graduates who are looking to gain Hill experience. Positions available immediately and will run through the end of December. Applicants must be able to work 20+ hours a week, 30-40 hours is preferred. Ohio ties a plus. This position is unpaid. **To apply, please submit cover letter, and resume to Human_resources@brown.senate.gov. No phone calls please.**

- 081901** **PROFESSIONAL STAFF MEMBER** – Senate Subcommittee seeks Professional Staff Member to serve on the minority staff. Duties include (1) advising and making recommendations to the Ranking Member on policy matters before the subcommittee; (2) formulating legislative initiatives within his/her substantive areas, including human capital, government management, procurement, and the District of Columbia; and (3) conducting oversight and investigations as necessary to advance the Subcommittee’s agenda. Graduate degree and prior Hill experience preferred. **Those interested should send a cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 081902** **LEGISLATIVE CORRESPONDENT** - Northeastern Democratic Senator, member of the HELP Committee, seeks a Legislative Correspondent to handle a diverse portfolio of policy issues including education, labor, housing, and children’s issues. Responsibilities include developing legislative initiatives, tracking legislation, writing briefing materials, talking points and floor statements, and representing the Senator in meetings with interested parties. Responsibilities also include constituent requests and correspondence. Candidate must be strong and effective writer and possess excellent verbal communication skills. Legislative experience and understanding of legislative process a plus. Office is an equal employment opportunity employer. No phone calls, please. **E-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 081903** **LEGISLATIVE ASSISTANT** - Democratic Senator on Health, Education, Labor and Pensions Committee seeks a Legislative Assistant to handle education, veterans, and health issues. Must be flexible, entrepreneurial and work well under pressure in an extremely fast-paced office. Strong writing and organizational skills needed. Hill and/or policy experience required. Marylander preferred. **Please email cover letter and resume to jobs@mikulski.senate.gov or fax to 202-224-8858. NO PHONE CALLS PLEASE.**
- 081905** **INTERNS** - The Democratic Staff of the Senate Finance Committee is seeking interns for Fall Semester. Positions are available in health and tax 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. 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.**
- 081906** **INTERNS** - Senator Christopher J. Dodd’s Washington DC office invites motivated, hard-working undergraduate students to apply to its 2008 fall internship program. Our internships offer unique educational benefit, including political experience and the opportunity to contribute to the legislative process. Interns’ core responsibilities include performing research projects, assisting with general administrative duties and Capitol tours, and drafting correspondences, press releases and memoranda. The qualifications we seek in candidates are strong oral and written communication skills; the ability to work cooperatively and courteously with others; strong organizational skills; and the willingness to act responsible and to learn. The office is interested in full-time and part-time interns, who may apply their internship toward academic credit. **Please e-mail resume and cover letter to senate_employment@saa.senate.gov indicating job referral number in the subject line. We look forward to hearing from you.**

080502

FIELD REPRESENTATIVE - Senator Casey seeks a Field Representative for his Northeastern Pennsylvania office to 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 region 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 communication skills, the ability to efficiently multi-task, and ability to function effectively in a fast-paced environment. Qualified applicants will have two to five years experience in government and/or community outreach, solid ties to Northeast Pennsylvania 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 "NEPA 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, color, religion, sex, national origin, age, disability, or sexual orientation.**

071510

PRESS ASSISTANT - Senator Christopher J. Dodd seeks a Press Assistant for his **Hartford, CT office** with strong writing, research, and communication skills. The ideal candidate should be able to handle multiple tasks, work well in a fast-paced environment, and adhere to strict deadlines. The Press Assistant will work closely with the Press Secretary and other state office staff on a variety of tasks including, but not limited to: monitoring press coverage of the Senator and topics important to his constituents, compiling news clips, drafting advisories and other press materials, organizing and advancing media events, and staffing the Senator at local press events. Candidates should be comfortable dealing with reporters and other members of the media. Spanish language proficiency a plus. **Interested applicants should email cover letter, resume, 3 writing samples, and 3 references to senatejobs2008@gmail.com. Please put "Press Assistant" in the subject line of the email.**