



Senate Employment Bulletin

Placement Office
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The Senate Employment Bulletin is published weekly as a service to Senate offices wishing to advertise staff vacancies. Updated copies are available each Tuesday and may be obtained in the Senate Placement Office, viewed online at www.senate.gov/employment or via voice recording at (202) 228-JOBS.

To apply for a position advertised in the Employment Bulletin, address responses to: SENATE EMPLOYMENT BULLETIN, SENATE PLACEMENT OFFICE, ROOM SH-116 HART SENATE OFFICE BUILDING, WASHINGTON, DC 20510, or fax to (202) 224-4477 unless the ad specifies otherwise. Indicate the Job Referral Number associated with each position on your resume, and submit a separate resume for each position for which you wish to apply. If submitting a response in person, do not enclose in an envelope.

The advertisements appearing in the 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 walk-in application and informational interview process in the Placement Office. For more information please contact the Placement Office or consult our Web site.

The United States Senate is an equal opportunity employer.

- 110701** **STAFF ASSISTANT** - Western Democratic Senator seeks a personable, dependable and professional Staff Assistant for a very busy front office. Duties include, but are not limited to: answering phones, greeting visitors, providing clerical support to mail operation, responding to inquiries from constituents visiting DC, and tallying views and opinions of constituents daily. Applicants must be able to handle high-paced work environment, have excellent interpersonal skills, be able to work well in a team environment, and have excellent oral communication skills. **Please fax cover letter indicating job referral number and resume to (202) 224-4477, or drop off in the Placement Office.**
- 110702** **MEDIA-TECHNOLOGY DIRECTOR** – Senior Northeast Democratic Senator seeks media and technology savvy professional to work closely with Communications Director, Legislative Director and other press staff in busy communications office. Operating as a key member of the communications staff, routine responsibilities include website maintenance, including daily update of content and graphics, monitoring site traffic, operation of proactive email project and maintenance and growth of constituent database. This professional must be able to multi-task and will coordinate with press and legislative staff to actively develop ideas and promote on-line/electronic media strategy. Familiarity with the legislative process, the Drupal content management system, basic HTML, PHP, Photoshop and e-newsletter best practices is preferred. Salary commensurate with experience. **Please respond with resume and references to: MediaTechMgr@yahoo.com; fax to (202)224-4477; or drop off in the Senate Placement Office.**

- 110703** **MAIL MANAGER** – Senior Democratic Senator seeks a mail manager to serve as a member of the legislative team. The position will work closely with the Legislative Correspondents, Legislative Assistants, the Legislative Director and the Systems Administrator in helping to expedite appropriate and timely responses to correspondence. Duties regularly require sorting of incoming communications, making assignments to LC's, proofreading drafted responses, preparing responses, managing mailing projects and other miscellaneous tasks. Applicants should have strong writing skills, attention to detail, interpersonal skills, broad-ranging interest in the workings of Congress, and knowledge of public policy debates. **Interested parties should forward their resumes to SenateMailPerson@yahoo.com.**
- 110704** **FOREIGN POLICY PRESS SECRETARY** - Senior Democratic Senator is seeking an experienced, personable, and media-savvy press secretary for a senior-level position in a fast-paced office. Strong knowledge on foreign policy issues is a must as well as robust press experience. Position will work in tandem with the Communications Director but will be responsible for managing day to day communications, drafting news releases and advisories, staffing the Senator, developing and implementing media strategies and events, speechwriting and responding to media inquiries. Excellent communication skills are required and foreign policy experience helpful. Hill experience is a plus, but not necessary. **Applicants should email their resumes to ForeignPressSecretary@hotmail.com.**
- 103101** **ASSISTANT TO THE CHIEF OF STAFF**- Democratic Senator seeks a detail-oriented, highly organized, and professional individual to serve as the Assistant to the Chief of Staff in an extremely fast-paced office. Primary responsibilities include managing communications, schedule, travel, and telephone calls for the Chief of Staff, as well as research and special projects for the Senator and Chief of Staff. The Assistant to the Chief of Staff also organizes the Senator's daily briefing materials. A successful candidate will be a highly motivated individual with excellent abilities to multi-task and adapt quickly to changing situations in a fast-paced environment. Hill experience strongly preferred. Office is an equal opportunity. **Please fax cover letter indicating job referral number and resume to (202) 224-4477, or drop off in the Placement Office.**
- 103102** **DATA-ENTRY SPECIALIST** - Democratic Senator seeks a detail-oriented person for full-time employment in a large, fast-paced office. Responsibilities include data-entry of constituent correspondence and some basic administrative duties. Strong computer skills required; knowledge of InterTrac and ties to Florida preferred. **Please fax resumes to 202-228-4600, attn: Office Manager.**
- 103103** **LEGISLATIVE CORRESPONDENT** – Northeast Democratic Senator is seeking a detail-oriented Legislative Correspondent to assist the Projects Director and Legislative Assistant with the ten domestic appropriations bills, naming bills, correspondence, grant letters of support, meet with constituents, manage databases, and organize appropriations requests. Responsibilities will include drafting correspondence, compiling research, and attending constituent meetings under the supervision of the Projects Director. Individual must be a college graduate with at least one year of relevant professional work experience, preferably on Capitol Hill, and possess excellent writing and organizational skills. Knowledge of the appropriations process, experience with Excel, and strong interpersonal skills are ideal attributes for this position. Equal opportunity employer. **Please send resume, writing sample and list of references with phone numbers and email addresses to LCApplicant2006@hotmail.com. Applicants should use email only - no phone calls.**

- 103104** **STAFF ASSISTANT**—Southwestern Republican Senator seeking Staff Assistant. Responsibilities include helping to cover front desk, answering phones, leading some Capitol tours, driving for package pickups, sorting mail, and providing other assistance to legislative and scheduling staff. Applicants must have good driving record and must be willing to work well on a team with the other staff assistants and be able to juggle multiple tasks. **Please fax cover letter indicating job referral number and resume to (202) 224-4477, or drop off in the Placement Office.**
- 102401** **INTERNS** – Southeastern Republican Senator seeks interns for the upcoming spring semester. Interns have a variety of responsibilities in the office including conducting tours, answering phones, sorting mail, and attending committee hearings. Ideal candidates are responsible, professional, motivated, and possess a strong desire to work in a congressional office. This internship is an excellent opportunity for current college students or recent graduates seeking Hill experience. Internships are unpaid. **Please fax resume to 202-228-3573 to the attention of Intern Coordinator.**
- 102402** **STAFF ASSISTANT** - Conservative Republican Senator seeks highly organized, detail-oriented individual to serve as a Staff Assistant in a fast-paced office. Main responsibilities include, but are not limited to, managing constituent inquiries, answering and routing telephone calls in a pleasant and upbeat manner, processing flag and tour requests and handling some constituent mail. A successful candidate will be a highly motivated team player who is mature, has a strong presence and possesses strong written and verbal communication skills. **All interested parties should** fax a resume and cover letter to Danielle at **202-228-3037. Southern ties are a plus!**
- 102403** **UNPAID INTERNS** - A senior Democratic Senator is seeking energetic and detail-oriented interns for the spring of 2007. Our office is a fast-paced environment and we need motivated, professional and responsible college students/recent college grads for these coveted positions. Responsibilities include, but are not limited to, attending committee hearings and briefings, answering phones, leading Capitol tours, flag requests, sorting mail, running errands, managing the front office and assisting the staff in a variety of duties. Successful applicants will be those that excel in team environments, possess superior communication and interpersonal skills and are dependable. **Please forward your resume to Spring07Intern@hotmail.com**
- 101701** **ATTORNEY** - Senate Committee Majority Staff seeks an experienced and highly motivated Attorney to address Committee legislative and oversight efforts related to national security. In addition to excellent communication, analytical, and writing skills, individual must hold, or have held, a security clearance. Congressional experience strongly preferred. **Please fax cover letter indicating job referral number and resume, two writing samples and references to (202) 224-4477, or drop off in the Placement Office.**
- 101001** **SPRING INTERNS** - Western Democratic Senator seeks personable, dependable and professional Interns. Responsibilities include but are not limited to: press, legislative and general administrative duties. We also encourage Interns to attend committee hearings and briefings. This internship is ideal for motivated, self-starting, and quick-learning individuals. The ability to work well and communicate efficiently in a team environment is essential. **Interested candidates should fax a cover letter, resume, and three letters of recommendation to the attention of the Internship Coordinator at 202-228-2382.**
- 101002** **LEGISLATIVE CORRESPONDENT** - Southern Democratic Senator seeks Legislative Correspondent for National Security, Foreign Relations, Trade, Veterans

Affairs and Space. Qualified candidates should have excellent research, attention to detail and communication skills. Preference given to candidates with relevant masters education, professional or military experience. **Please submit cover letter, resume and 3-5 page writing sample via facsimile: 202-228-2183. No calls please.**

- 101003** **STAFF ASSISTANT** - Senate Republican seeks highly-organized, personable, dependable and professional Staff Assistant for a very busy front office. Responsibilities include answering telephones, greeting visitors, responding to requests for assistance, flag requests and tour reservations, and drafting some constituent correspondence. An ability to juggle multiple tasks is critical. Applicants must be able to handle fast paced working environment, have excellent interpersonal skills, be able to work well in a team environment, and have excellent oral communications skills. **Please fax cover letter indicating job referral number and resume to (202) 224-4477, or drop off in the Placement Office.**
- 101004** **ENERGY/CLIMATE CHANGE LA** - Moderate Western Democratic Senator seeks Legislative Assistant to handle Energy, Climate Change, and Transportation portfolio. Committee work involved. Relevant Legislative experience, deep knowledge of climate change policy required. **Please send resume and two writing samples, with the subject line "Energy LA" to: senate_job_110th@yahoo.com**
- 101005** **BUDGET ANALYST** - Ranking Member of Senate Committee seeks Budget Analyst to handle education budget issues as well as job training and employment services, Head Start, and various social service programs. 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 is preferred, especially experience at CBO or OMB. Congressional experience also a plus. **Fax cover letter and resume to: 202 228-2007.**
- 100301** **GRANTS SPECIALIST** - Western Democrat seeking federal Grants Specialist to assist communities and organizations in their efforts to secure federal grants and other projects. Involves educating organizations in the state as to what is available and helping them through the process. Will monitor grant notifications and receive, review, and distribute grant and contract announcements. Candidates should have strong writing and research skills, experience with writing and monitoring federal grants, and knowledge of the legislative/appropriations process. Regular travel will be required, salary commensurate with experience. **Fax cover letter indicating job referral number and resume to (202) 224-4477, or drop off in the Placement Office.**
- 092601** **LEGISLATIVE CORRESPONDENT** - Western Democratic Senator seeks Legislative Correspondent to answer constituent mail on a variety of issues on a variety of issues which may include defense, foreign affairs, veterans, homeland security. Strong writing, organizational and interpersonal skills required. Congressional experience a plus. Excellent opportunities for professional growth available, including additional legislative duties. Equal opportunity employer. **Please email resume, cover letter and a short writing sample to defensecposition@yahoo.com**
- 091902** **LEGISLATIVE ASSISTANT** - Northeast Senate Democrat seeks an LA to handle budget, tax, finance, trade and governmental operations issues. Hill experience preferred and professional experience required. Applicants must possess strong writing skills and be able to work in a fast-paced environment. **Please send cover letter and resume to senate_job@yahoo.com.**

- 091903** **TOUR GUIDES** – The United States Capitol Guide Service is seeking individuals to assist visitors both in and around the Capitol. Responsibilities include, but are not limited to: giving tours and interpreting museum rooms indoors, as well as giving information and controlling building admittance outdoors. Qualified applicants must be able to deal effectively with the public and have excellent oral communications skills. Candidates should have a working knowledge of American history and government. An interest in art and political science is preferred. **Please fax resume, cover letter indicating job referral number, to (202) 228-3830 or (202) 224-4477, or drop off in the Placement Office.**
- 091201** **STAFF ASSISTANT** - Nonpartisan Senate Support Office is presently seeking a Staff Assistant. Primary responsibilities will involve administratively assisting the Legislative Counsel in preparing and proofreading committee reports, bills, resolutions, and amendments. Additional responsibilities include providing general administrative support such as answering phones, maintaining office files, equipment, and law library, and delivering prepared documents. Qualified applicants must possess an attention to detail, strong oral and written communication skills, and a professional approach to the office's function, including a commitment to confidentiality and an ability to work well under pressure both independently and as a member of a team. **Individuals must have strong computer skills and the ability to type at least 50 words per minute.** A typing test administered by the Senate Placement Office will be required. Full benefits provided. Starting salary: \$33,000 per year. Due to the nonpartisan and confidential nature of the offices's function, applicants should have no prior affiliation with a Senate office of either political party. **Interested parties should fax cover letter and resume to (202) 224 - 0567, email to recruit@slc.senate.gov, or drop off in the Senate Placement Office (SH-116).**
- 082901** **LEGISLATIVE ASSISTANT**- Progressive Midwestern Senator seeks health policy professional to handle active healthcare agenda. Interested candidates must be able to juggle multiple assignments and initiatives, navigate the politics as well as the policy issues surrounding healthcare debates, write well, communicate clearly, and be a creative and committed advocate on behalf of the Senator's initiatives. Hill experience strongly preferred. Issues will include expanding health insurance coverage, Medicare, Medicaid, prescription drugs, dietary supplements, and other issues. **Please fax resume, cover letter indicating job referral number, and a couple of writing samples to (202) 224-4477, or drop off in the Placement Office.**
- 082903** **INTERNSHIP** - Southern Democratic Senator seeks college students and recent college graduates for unpaid internship. Interns will provide administrative support for the office such as answering phones, sorting mail and running errands. In addition, interns will assist legislative staff by attending hearings, drafting memos and correspondence. This is an excellent opportunity for those looking to gain Hill experience. Program will begin in September and will run through the end of December. Applicants must be able to work 20+ hours a week, 30-40 hours is preferred. **Please fax resume, cover letter, writing sample and references to 202-228-4600, Attention: Intern Supervisor.**
- 082907** **PRESS INTERN** - Moderate southern Democratic Senator is accepting applications for an unpaid fall press internship. Press interns are responsible for maintaining media contact lists, pitching press events, fielding media calls and assisting with daily clips. Applicants specifically interested in political communications are encouraged to apply. **Applicants should fax a cover letter, resume, and writing sample to 202-228-1515.**

- 082202** **LEGISLATIVE ASSISTANT** - Progressive Midwestern Democrat is looking for a proactive Legislative Assistant to handle environmental and energy issues. Candidates should have relevant work experience and knowledge of these issues. Hill experience is preferred. Please submit resume and salary requirements. **Please fax cover letter indicating job referral number and resume to (202) 224-4477, or drop off in the Placement Office.**
- 082204** **INTERN** - Western Republican Senator seeks college student or recent college graduate for a full-time internship. Interns will provide clerical support for the office such as sorting mail, updating local information, running errands, and giving capitol tours. Interns will also assist staff by attending meetings, responding to mail, and drafting memos, letters, and press articles. Candidate should be motivated, detail oriented and possess strong written and oral communication skills. This internship is a great opportunity for those seeking Capitol Hill experience. Office has three paid internship positions. **Please fax cover letter indicating job referral number and resume to (202) 224-4477, or drop off in the Placement Office.**
- 081503** **WEB COMMUNICATIONS COORDINATOR** -- Republican Senator seeks a **Web Communications Coordinator** to oversee the Senator's Web site, which includes assisting with constituent communications and services via the Web. Duties and responsibilities of the position include, but are not limited to: 1) Updating the Web site with press releases, audio/video clips, and constituent services information; 2) Sending online constituent newsletters on a regular basis. 3) Assisting with office database systems such as the design, content and functionality of public and internal systems and archives; 4) Ensuring the interoperability of Web systems with third party vendors, the Sergeant at Arms, and any other applications that are developed for office use; 5) Supporting and training staff with Web systems and opportunities. Technical qualifications preferable, but not required, such as: proficiency with Coldfusion MX and ASP Classic/.NET, Adobe Photoshop, Javascript, XML, T-SQL; skilled with SQL server 2000 – stored procedures/triggers; experience with Section 508 regulations, Web standards based development (CSS 2.0), XHTML 1.0, RSS, Web services. **Please fax cover letter indicating job referral number with resume to (202) 224-4477, or drop off in the Senate Placement Office.**
- 081505** **PRESS SECRETARY** – Senior Midwestern Democratic Senator seeks experienced, energetic committee Press Secretary to assist with aggressive press operations. Individual will serve as primary contact and spokesperson for agriculture issues during the upcoming farm bill, pitching national and state reporters, outreach and media event planning, and drafting statements and press releases. Previous media experience is required and ideal candidates should have Hill and/or public relations experience, excellent oral and written communication skills, and ability to handle fast-paced environment demanding attention to multiple tasks at the same time. **Interested candidates should submit a resume, three writing samples and three references to ag_press@yahoo.com.**

- 080804** **COMMUNICATIONS DIRECTOR** - Senior Democratic Senator seeks experienced professional to design and implement a national communications strategy. Ideal candidate will be able to provide counsel and guidance to the Senator and other members of the staff regarding all aspects of communications. Person must be creative and able to handle large volume of work. Ideal candidate should also possess extensive media contacts and have experience working with national press. Speaking on and off the record will be a daily responsibility for this person. **Interested parties should send cover letter and resume to commundir@hotmail.com.**
- 080809** **CHIEF COUNSEL, JUDICIARY** – Senior Democratic Senator seeks applicants for Chief Counsel of a Judiciary Subcommittee. Candidates must be creative and innovative. Experience with law enforcement is preferred. **Please send resumes to judicounsel@hotmail.com.**
- 080101** **UNPAID INTERNSHIPS** - Midwestern Republican Senator seeks full and part-time Interns for the fall. Responsibilities will be focused on constituent services including assisting staff with research and writing projects, correspondence with constituents, working within the press office, and general congressional office functions. Ideal candidates are motivated, detail-oriented and possess strong writing skills. This internship provides an opportunity for anyone seeking Hill experience. **Interested applicants should fax a cover letter and resume to (202) 228-1518, or call Peter at (202) 224-6154.**
- 120606** **PRESS INTERNS** - Northeast Democratic press office offers fall 2006 full-time Press Internships in their Washington, DC office. Part-time Interns will also be considered but candidates with full-time availability will be given preference. The hours will be long but the experience is priceless. Duties include compiling press clips, organizing press conferences, conducting research studies and assisting Communications Director with day to day tasks. Candidates do not need to be from the Northeast, but an understanding of the region's geography and issues is a plus. Background in politics and press not required but candidates must have general understanding of governmental process and interest in communications. Each day is different, so flexibility and willingness to learn combined with dedication is crucial. The positions are unpaid. **Please fax cover letter, resume and references to (202) 228-1218.**