



Senate Employment Bulletin

Placement Office
Office of the Sergeant at Arms
Hart Senate Office Building, Room SH-116
Washington, D.C. 20510. Phone (202) 224-9167
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December 9, 2008

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

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

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

The United States Senate is an equal opportunity employer.

SENATOR-ELECT RESUME SUBMISSION

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

COVER LETTERS SHOULD BE ADDRESSED:
SENATOR-ELECT _____

UNITED STATES SENATE
WASHINGTON, DC 20510

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

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

TO

ResumeDrop2008@saa.senate.gov

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

121600

SYSTEMS ADMINISTRATOR - Democratic office seeks a Systems Administrator to oversee computer systems. Responsibilities include determining hardware, software and system requirements to meet the IT needs of the office, and maintaining and troubleshooting hardware and software problems related to the network, desktop devices, and other office equipment. **Senate experience required. Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

- 121602** **LEGISLATIVE DIRECTOR** – Senator Carl Levin is seeking a Legislative Director. Responsibilities include development of legislative goals and the strategy to meet those goals; direction of all of the legislative activities of Senator Levin’s personal staff in coordination with the work of his committee and subcommittee staffs; coordination with the full range of office communications activities to ensure that they reflect the policies and priorities of the Senator. The position requires strong leadership skills; policy background; superb analytic, written and oral communications skills; a thorough knowledge of the legislative process; the ability to manage and direct the activities of the Senator’s legislative staff; and the flexibility to meet deadlines under a demanding schedule. Extensive Hill experience essential. Salary commensurate with experience. **Email cover letter and resume to leg_position@levin.senate.gov. No phone calls please.**
- 121603** **LEGISLATIVE DIRECTOR** - Senior Democratic Senator seeking Legislative Director with considerable Senate legislative experience to manage and coordinate a first-rate legislative team and an aggressive legislative agenda. Excellent communication skills are essential. The ideal candidate will have an advanced degree, political savvy, and a demonstrated ability to navigate the legislative process. Issue expertise in tax, entitlements, and energy is also a plus. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 121604** **INTERNS** – Internships are available in Midwestern Democratic Senator’s office. Interns will have the opportunity to assist in the mail process, greet constituents, answer phones, aid the legislative staff with projects, draft constituent correspondence, attend hearings and complete other administrative tasks as assigned. A small stipend is available. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 121605** **LEGISLATIVE CORRESPONDENT** - Senior Northwest Democratic Senator seeks Legislative Correspondent for education, energy, agriculture, Army Corps and environment issues. Applicants must be strong writers, should have background in the issues listed (especially education), be able to handle multiple projects simultaneously, have strong research and organizational skills, knowledge of the legislative process, and attention to detail. Ideal candidate will have prior Capitol Hill or legislative policy experience. **To apply, please send resume, cover letter and short writing sample to nwsenatelc@gmail.com.**
- 121606** **LEGISLATIVE FELLOW** - Senator Feingold’s office is looking for a part-time Legislative Fellow to work on K-12 and higher education issues from January through May. Fellow will be responsible for conducting policy research on issues related to No Child Left Behind, school violence, and American Indian education. Fellow will also have the opportunity to work closely with staff on writing memos and proposing legislative recommendations on education-related issues. The position is unpaid and requires a minimum of 20 hours per week. Applicants should be a recent graduate of, or currently enrolled in, a public policy or education masters program. **Please send cover letter and resume to Amanda_Beaumont@feingold.senate.gov by Monday, December 22.**
- 121607** **DEPUTY PRESS SECRETARY** - Committee Chairman seeks energetic, proactive Deputy Press Secretary for high-pressured office to assist the Communications Director in all media activities. Qualified candidate must have media savvy, advanced written and oral communication skills, excellent organizational skills, and a healthy sense of humor. Responsibilities include collecting, organizing and distributing daily news clips, managing media databases; writing advisories and press releases; developing, planning and overseeing media events; and posting and managing website content. The ideal candidate will have previous communications/press experience, HTML proficiency, and a head for detail. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

121608

LEGISLATIVE ASSISTANT FOR ENVIRONMENT/NATURAL RESOURCE ISSUES – Senior Western Democrat seeks proactive, resourceful, detail-oriented person to fill an environment/energy Legislative Assistant position. LA is responsible for coordinating and overseeing the environmental legislative activities of the Senator. In addition, working on Energy, Forestry/Timber, Mining/Oil and National Parks/Public Lands and Water issues simultaneously will be necessary. LA will work closely with their Legislative Correspondent on approving their research and responses for new issues, and approving answers to the constituent mail in their area. LA will also coordinate and track legislative interests in the State through state office field representative. Travel to Montana and staffing the Senator is required. Primary duties involve assisting in development of policy positions and legislative initiatives, monitoring legislative activities in committee and on the Senate floor, assisting LC in answering legislative mail, researching and writing statements, speeches, and staff position papers, briefing memoranda, and other materials, assisting communities and organizations in the home state in your legislative areas, working with Legislative Interns and Congressional Fellows, responding to personal and telephone inquiries regarding the Senator's legislative activities, ability to speak to constituent groups, Senate offices and federal agencies on issues of mutual concern, anticipating problems and issues that will arise in devising and carrying out legislative agenda, consistency in quality of information and guidance provided to the Senator, groups, individuals and co-workers. Applicants must be able to work well in fast-paced environment, and have strong interpersonal, written, and oral communication skills. Ability to analyze issues, monitor workload, and keep Senator up-to-date in your substantive issue area is a must. Previous Hill experience is preferred, but not required. **Please send cover letter and resume to Baucus_Manager@baucus.senate.gov.**

121609

PRESS SECRETARY – Democratic Senator seeks an experienced media relations professional to serve as Press Secretary in an active Senate press office. This individual must have a strong understanding of and appreciation for policy, established relationships with print and broadcast media, excellent writing and editing skills, strategic planning and project management skills, and significant on-the-record experience. Salary commensurate with experience. **Please e-mail cover letter, resume and three writing samples to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

120901

SENIOR SPEECHWRITER/POLICY ADVISOR - Republican Senator seeks individual with significant writing experience coupled with a broad policy background. This individual will coordinate with policy staff to craft the Senator's message and position on a broad number of policy initiatives. Minimum of 5+ years of relevant experience is required, please do not apply if this requirement is not met. 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.**

120903

PRESS INTERN - Senator Barbara Mikulski's (D-Md.) press office is accepting applications for an unpaid Spring 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: meghan_pennington@mikulski.senate.gov. No calls please.**

- 120904** **STAFF ASSISTANT** – The Minority Health Policy Office for the Health, Education, Labor and Pensions Committee seeks a personable, enthusiastic, detail oriented individual with a strong interest in health policy for the entry-level Staff Assistant position. Primary duties include, but are not limited to, letter writing, preparing for hearings, conducting research, and providing general office support to the health office staff. Qualified applicants must demonstrate strong communication and research skills, be able to work well in a team environment, and be able to multi-task in a fast-paced office setting. Western/rural state perspective is helpful, but not a must. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 120905** **SPRING INTERNS** – Northeast Democrat is seeking unpaid Spring Interns in his Washington office. Interns will be paired with legislative staff based on their interests and experience and will be conducting research, writing letters, and supporting the legislative staff. Additional administrative support work will also be required. Internships are unpaid. If your institution allows or requires college credit, that can be arranged. Our office is interested in Interns with all majors and backgrounds. Preference is given to applicants from New Jersey. To apply for an internship please submit a resume, a writing sample (3-5 pages), cover letter, and contact information for three references. The writing sample should demonstrate your writing skills and political knowledge. **E-mail applications to demintern60@gmail.com.**
- 120906** **PRESS INTERN**- Midwestern Democratic Senator seeks unpaid press intern for the spring semester. The press intern will work closely with the press office and assist in compiling daily clips, maintaining press lists, assisting in website management, attending legislative hearings, transcribing remarks, some writing projects, and various administrative duties. **Please send a brief cover letter, resume, references, and two writing samples to senatepressintern@gmail.com. Preference will be given to applicants who can commit at least 20 hours per week.**
- 120907** **PRESS INTERNS** -The office of U.S. Senator Sherrod Brown (D-OH) seeks press interns for fast-paced, aggressive press 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 press 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, 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. Journalism/communications background and Ohio ties a plus. **To apply, please submit cover letter, resume, and two writing samples to brown_pressintern3@brown.senate.gov.**
- 120908** **PRESS SECRETARY** – Midwestern Democratic Senator is seeking a proactive Press Secretary to handle media relations. Candidates must be fast workers with exceptional writing skills who excel in a deadline-driven environment. Experience handling multiple issues and on-the-record interviews is a plus. Candidates should have at least 3 to 5 years of Capitol Hill experience. **Please forward cover letter and resume to press.jobs@yahoo.com.**
- 120909** **PAID SPRING INTERNSHIP** - Secretary of the Senate seeks qualified college student or recent graduate for a paid Spring internship. Responsibilities include data entry and data management, responding to public inquiries, and other general administrative duties. Successful candidate will have a strong interest in public service, be an enthusiastic self-starter with a keen eye for detail, and be available to work full-time from January through May 2009. Ideal candidate will be a quick study and a strong team player with well-developed communication skills. The internship may be eligible for college course credit. **Please email cover letter, resume and references to resumes@sec.senate.gov with "Internship" in the subject line.**

- 120910** **SECURITY CLERK** - Senate Committee is seeking a Security Clerk to administer a classified document control system and maintain a security clearance registry. Duties will include logging classified documents into a computerized document control system on a daily basis; conducting inventories of classified material held by Committee staff members; routinely reviewing and archiving classified material; as well as other security-related duties. To qualify, an incumbent should have a minimum of 2 years of experience in a U.S. Government or comparable industrial security office, including classified document control. An incumbent must be a U.S. citizen who is currently cleared for access to TOP SECRET information and be eligible for permanent access to Sensitive Compartmented Information (SCI) and other special access programs. Experience with or knowledge of the internal operations of the U.S. Senate also highly desirable. General knowledge of computerized databases, Microsoft Word, and other Windows office applications software essential. An incumbent must also have excellent oral and written communication skills, be detail-oriented, be highly organized, have the ability to work well under time pressure in a fast-paced environment, and handle multiple tasks with minimum supervision. Our Committee is an equal opportunity employer, offering a competitive 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.**
- 120911** **SPEECHWRITER** – Democratic Senator seeks talented Speechwriter with a broad appreciation for policy. This individual will coordinate with Communications and Legislative team on all speeches and public statements. Minimum of 3-5 years relevant experience is required. Salary commensurate with experience. **Please e-mail cover letter, resume, and three writing samples to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 120912** **PRESS INTERNSHIP** - Midwestern Democratic Senator is seeking full and part-time interns to start in January. This is an unpaid internship, but it has great rewards, particularly for journalism and public relations students and graduates. The press intern would assist the communications office with daily press needs. Regular duties include compiling a daily file of news clips, assisting with the updating and expansion of media lists, and helping to arrange and facilitate press conferences. A working knowledge of some basic software – such as Word and Excel – is required. Applicants should be self-motivated and highly organized. Interest in Democratic politics, good writing skills and good phone communications skills are essential. Knowledge of Midwest and familiarity with digital photography is a plus. **Please e-mail resume and cover letter to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 120913** **LEGISLATIVE INTERNSHIP** - Midwestern Democratic Senator is seeking full and part-time legislative interns to start in January. 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.**
- 120201** **LEGISLATIVE ASSISTANT** - Western Democratic Senator seeks a Legislative Assistant with expertise in economic policy, banking, and financial services. This individual would also be responsible for insurance, budget and tax issues. Applicants should have strong writing and communication skills. **Please email a cover letter, resume and short writing sample to demsenatorjob@gmail.com.**

120203

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

120204

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

120205

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

120206

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

112501

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

112502

COMMITTEE ARCHIVIST - Senator Patrick Leahy, Chairman of the Senate Judiciary Committee, is seeking an Archivist on the Committee. The Committee Archivist will survey records management practices, recommend improvements, work with staff to maintain textual and electronic records in an appropriate manner, ascertain and ensure the completeness of legislative, oversight, and nominations documentation, prepare inventories of archival transfers, and serve as liaison with the Senate Archivist in transferring records to the Archives and in retrieving records from the Archives. Required professional credentials, include a graduate degree in American history or archival/library management, or specialized training at an archival institute. Experience on Capitol Hill or with the political process is desirable, as well as knowledge of the historic role of the Senate Judiciary Committee in executive and judicial nominations, executive branch oversight, and legislative issues. **Please e-mail resume and cover letter to senate_employment@saa.senate.gov indicating job referral number in the subject line. Application deadline is December 12.**

112503

INTERNS – Senator Kennedy's Education Policy Office in the Committee on Health, Education, Labor, and Pensions is now accepting applications for full-or part-time spring interns. Intern duties will include data collection, short-and long-term research projects, drafting memos for staff members, attending briefings, and general office duties. Applicants should have a strong interest in education policy, excellent written and verbal communication skills, a professional demeanor, and be comfortable in a fast-paced environment. Start and end dates are somewhat flexible, though applicants should be available for at least 10-14 weeks. The internship is unpaid, but offers a great opportunity to gain a deeper background in a wide range of education issues, better understanding of the legislative process, and valuable Capitol Hill experience. **To apply, please follow the instructions at <http://help.senate.gov/Intern/Intern.html>.**

112505

EDUCATION ADVISOR – Senator Edward M. Kennedy is seeking an Education Policy Advisor to work on the staff of the Health, Education, Labor and Pensions Committee on a variety of issues, including elementary and secondary education, early education, higher education, student aid, and workforce policy. Duties include policy research, drafting legislation, preparing for hearings, and writing memos, speeches, and talking points. Interested applicants must be strong writers, independent self-starters, and work well in a fast-paced environment. Applicants with strong backgrounds in education policy are especially encouraged to apply. Prior Capitol Hill experience encouraged. Applicants should share our commitment to championing equal educational opportunities for all students. This office provides an excellent opportunity to be actively involved in the legislative process. The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or sexual orientation. **Please send cover letter, resume, and references to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

112507

REPUBLICAN COMMITTEE TAX COUNSEL - Senate Committee is seeking experienced tax attorney for Minority Professional Staff to handle a variety of tax and small business issues. Candidates must have extensive knowledge of tax and finance laws. Qualified applicants will have excellent oral and written communication skills, be aggressive and innovative thinker, and able to work well in an extremely fast-paced office. Attorneys with strong background in tax law are encouraged to apply. Capitol Hill/legislative oversight experience preferred. **Please send resume, cover letter and two writing samples to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

112508

LEGISLATIVE ASSISTANT - Senior Democratic Senator seeks a Legislative Assistant to handle a defense and foreign policy portfolio including some work on international trade issues. Candidates must be familiar with Senate organization and procedures, knowledgeable on DoD and State Department structure and operations, and comfortable communicating with senior military and diplomatic officials. The position requires outstanding oral communication and writing skills, as well as the ability to produce quality work under pressure and in an extremely fast-paced environment. Advanced degree and previous Hill experience strongly preferred. **Interested applicants should e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

112509

ECONOMISTS - The Democratic Staff of the Joint Economic Committee of the U.S. Congress seeks staff economists with a serious interest in public policy research. Subject areas of interest include macroeconomics, the Federal budget and tax policy, health care policy, energy markets, the U.S. labor market and work-life issues. Successful candidates will have strong communication skills. The position requires independent research as well as working closely with other economists on the staff, in the federal government, and academics throughout the country. A full-time, professional staff position is being offered, but single-year appointments will be considered. A Ph.D. in economics or a related field, or commensurate work experience, is required. Capitol Hill experience is also a plus. The Joint Economic Committee's mission is to review economic conditions and make recommendations to Congress about a broad range of policy issues. The Committee holds hearings, conducts original research and analysis, and advises Members of Congress on economic policy. For more information on the work of the Democratic staff of the Committee, please visit our website at <http://jec.senate.gov/democrats>. **If interested, please submit a resume, references, and two writing samples to: JOBS@jec.senate.gov. The Joint Economic Committee is an Equal Opportunity Employer.**

- 111803** **STAFF ASSISTANT** – Midwestern Republican Senator seeks personable, dependable and professional Staff Assistant. This is an entry-level position. Responsibilities include, but are not limited to, answering telephones, greeting visitors to the office, monitoring delivery and pickup of materials, maintaining front office, answering constituent requests for general information, flags, tours, and other non-legislative inquiries, and assisting with various administrative duties. Qualified applicants must possess an enthusiastic demeanor as well as the ability to excel in a fast-paced, often stressful office environment. Midwest ties required. **Interested applicants should e-mail resume and cover letter to mwrepsenator@gmail.com.**
- 111107** **BANKING/FINANCIAL SERVICES COUNSEL** – Republican office seeks aggressive staff member to handle banking/financial services, housing/real estate, and small business issues. Knowledge of financial sector, credit card industry and federal housing finance issues a plus. The position involves drafting legislation, planning legislative strategy, building coalitions, preparing for hearings, writing policy memos, speeches and talking points. Interested applicants must be strong writers, independent self-starters and work well in a fast paced environment. Law degree and Capitol Hill/legislative oversight experience preferred but not required. Salary commensurate with experience. **Please email a cover letter, resume and two writing samples to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 111109** **PRESS SECRETARY** - Midwest Democratic Senator seeks an experienced media relations professional to serve as Press Secretary in an active Senate press office. Ideal candidate will have established relationships with print and broadcast media, strong writing and editing skills, solid news judgment, strategic planning and project management skills, and significant on-the-record experience. This position will have primary responsibility for handling the Senator's state media portfolio. Preference will be given to candidates with Indiana ties. **Send resume, cover letter, and three writing samples to INPressSec@gmail.com. No calls please.**
- 110401** **PAID FALL INTERNSHIP** - The United States Senate Library seeks a Master of Library Science (MLS) student or recent graduate for a paid Fall internship. Responsibilities include assisting with the project of creating a data repository to store and organize metadata about the U.S. Senate. Candidates for this paid internship should have experience with or training in American History research, Web publishing, and/or creation of metadata. The ideal candidate should be available to work full-time for two months. The internship may be eligible for college course credit. **Please email cover letter, resume and references to resumes@sec.senate.gov with "internship" in the subject line. This is a rolling application process, and applications will be accepted until the position is filled.**
- 102104** **INTERNS** - Senator Kennedy's Health Policy Office for the Health, Education, Labor and Pensions Committee seeks college students or recent college graduates for unpaid full or part-time internships starting in January 2009. Responsibilities include a range of administrative and legislative work including writing letters and memos, attending hearings and briefings, performing short-term and long-term research, answering phone calls, and managing incoming and outgoing mail. Through this opportunity, you will gain valuable Hill experience and insight into legislative procedure in an office that handles a wide range of health issues. Applicants should have a highly professional demeanor, strong written and verbal skills, and the ability to multi-task in a fast-paced environment. In addition, an interest in health policy is strongly recommended. **To apply, please send a cover letter and resume to helphealthintern@gmail.com.**

101402

COMMUNICATIONS DIRECTOR – Democratic Senator seeks Communications Director to oversee all aspects of press operations. The position will direct the day-to-day press outreach with state and national media, oversee press office, provide counsel and guidance to the Senator and other members of the staff regarding all aspects of communications, manage all communications including speeches and website, and be responsible for developing and implementing all aspects of a comprehensive, short- and long-term communications plan. The job requires exceptional writing skills including previous experience with speeches, op-eds, and press releases; experience working with print, broadcast, and new media; organizational and strategic planning skills; and the ability to be flexible, creative, and take initiative. Candidates with Hill or campaign experience highly desirable. **Please submit cover letter, resume and writing samples to senate_employment@saa.senate.gov indicating job referral number in the subject line.**