



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 23, 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 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)

122301

INTERNSHIP OPPORTUNITY – Senior Democratic Senator seeks applications for a full-time internship position 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. **Please email your cover letter, resume, and a 2-3 page writing sample to 0809interns@gmail.com.** **If you are also available to intern in the spring, please make note in your cover letter.**

- 122302** **LEGISLATIVE CORRESPONDENT** - Northeast Democratic Senator is seeking a Legislative Correspondent to answer mail and research issues related to defense, foreign affairs, immigration, 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 research, writing, and communication skills. **Please e-mail cover letter and resume to senateposition@gmail.com. No phone calls please.**
- 122303** **PRESS INTERNS** – Senator Rockefeller’s press office seeks unpaid full-time 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, 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. **If interested, please send cover letter, resume, and writing samples to Briana Warner, briana_warner@rockefeller.senate.gov.**
- 122304** **STAFF ASSISTANT** - Senate Committee seeks a personable, dependable and professional Staff Assistant for a busy front office. Responsibilities include, but are not limited to answering phones, greeting visitors, responding to constituent mail, and project assistance. 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 e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 122305** **DEPUTY SCHEDULER** - Midwestern Democratic Senator seeks an individual to serve as the Deputy Scheduler. This person would be responsible for working with the Director of Scheduling and responding to all incoming invitations, researching travel arrangements and helping to schedule D.C. appointments. In addition, this person would be responsible for assisting with Senator's personal correspondence, maintaining scheduling files and other administrative tasks. This person must be flexible, detail-oriented, able to juggle multiple tasks, and have strong interpersonal and organizational skills. Administrative and Hill experience preferred. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 122306** **PRESS ASSISTANT** – U.S. Senator Mike Enzi is looking for a Press Assistant to join his Washington, D.C. office to assist the Press Secretary with all aspects of organizing and operating the press office. Duties include but are not limited to: compiling press clips, tracking media coverage, archiving files, proofing and drafting news releases and maintenance of website. Strong writing and communication skills are a must. Applicants with strong organizational skills and fast learners are preferred. Background in politics or Hill experience not required. Wyoming connections highly preferred. Willing to train the right dedicated and team-oriented person. **Please e-mail cover letter, resume and a short writing sample to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 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.**

- 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.**
- 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 nwsenatec@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 29.**
- 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.**

- 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.**
- 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.**

- 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.**
- 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.**

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.**

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.**