



OFFICE OF CONGRESSWOMAN LINDA T. SÁNCHEZ
UNITED STATES HOUSE OF REPRESENTATIVES
111TH CONGRESS, SECOND SESSION

The Office of U.S. Representative Linda T. Sánchez is seeking to immediately fill a full-time job opening for a **Congressional Aide** based in her District Office.

Position Description

Field Work: The Congressional Aide position is primarily charged with maintaining, strengthening, and establishing new relationships with local community stakeholders, non-profit organizations, and local elected officials in the 39th Congressional District. In addition to community outreach efforts, the Congressional Aide will be responsible for managing projects and large-scale public events, while taking on casework duties. Existing relationships with veterans organizations and/or the labor community are a plus.

Casework: Casework responsibilities involve assisting constituents of the 39th Congressional District resolving problems with federal agencies or finding the appropriate state or local contact for non-federal issues. The candidate should be persistent and detail-orientated, and put a priority on facilitating resolutions and expediting priority requests. Knowledge of California state and federal government agencies and experience in customer service will be highly regarded.

Minimum Qualifications/Education Required

- Strong communication, analytical, and organization skills; an ability to relate well with individuals of diverse backgrounds; impeccable customer service manners; and superior public speaking skills.
- Good computer skills, including proficiency and experience with Microsoft Word, Excel, Outlook, and Power Point.
- Candidate should have graduated from an accredited four-year college or university with a bachelor's degree.

- Candidate must have a thorough understanding of government agencies and structure (county, state, and federal).
- Must be able to work efficiently and effectively as a member of a team, be able to meet strict deadlines, balance multiple projects simultaneously, and work under pressure.
- Candidates should demonstrate a positive attitude, commitment to excellence, upbeat demeanor, flexibility, and sense of humor.
- Candidates should expect frequent weekend, some holidays, and after-hours assignments.

Salary will depend on the experience of the applicant. Employees will receive health care insurance, 401(k)-style retirement benefits, and other federal employee benefits.

Interested applicants should e-mail résumé (including salary history), cover letters, and writing sample to José Delgado at Jose.Delgado@mail.house.gov. No phone calls or walk-ins accepted. Position will remain open until filled.