



Senate Employment Bulletin

Placement Office

Office of the Sergeant at Arms

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Website: www.senate.gov/employment

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The Senate Employment Bulletin is published on behalf of Senate offices choosing to advertise staff vacancies. The Bulletin is updated online daily and advertisements are listed in the order in which they are received.

Advertisements remain listed until Senate offices notify the Placement Office they have received a sufficient response or have filled the position. To apply, please follow the application instructions at the end of each advertisement. Submit a separate resume for every position for which you wish to apply.

In addition to the advertisements appearing in the Senate Employment Bulletin, the Placement Office maintains a resume bank for unadvertised positions. To become registered, applicants must complete the [Senate Employment Application Form](http://www.senate.gov/employment) accessible at www.senate.gov/employment and participate in an informational interview.

For more information, please consult the [Placement Brochure](#) on the Website or contact the Placement Office at (202) 224-9167.

Offices within the United States Senate are equal opportunity employers.

070201

FALL LAW CLERKS - Senior Democratic Senator is seeking candidates for unpaid, full- or part-time fall law clerkships in Senate Judiciary office. Judiciary staff advises the Senator in areas related to terrorism, criminal and civil law, civil rights, privacy, intellectual property, and immigration, as well as judicial nominations. Law clerks assist staff with legislative and oversight responsibilities and engage in a range of activities, including, but not limited to, attending hearings, conducting legal research, and drafting briefing memos for the Senator. Some general office support is also required. Clerkship is for law students only. Ideal candidates are 2L or 3L law students interested in government and public interest law, learning about the legislative process, have excellent writing and research skills, and the ability to work independently as well as part of a team. Strong written and oral communication skills and a good sense of humor are musts. **Please e-mail resume, cover letter including availability, and a short legal writing sample for consideration to jud.law.clerk@gmail.com.**

070202

LEGISLATIVE ASSISTANT - Senior Northeastern Democratic Member seeks an experienced Legislative Assistant to handle Defense, Veterans and Federal Work-force issues. Individual will be responsible for monitoring all aspects and developments of legislative activity in assigned portfolio, including tracking legislation and Committee activities. Qualified applicants must have two or more years experience in the Legislative or Executive Branch or comparable experience. Applicants must have excellent oral and written communication skills as well as the ability to function effectively in a fast-paced environment. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

- 070203** **PART-TIME HAIR STYLIST - US Senate** seeks a Part-time Hair Stylist for full service salon. Candidate must be experienced in styling, coloring, & cutting techniques for women, men & all textures & lengths of hair. Barber or cosmetology license required & 3-5 years exp desired. Salary: \$8,944 base plus 45% commission. Parking/metro & federal benefits. Submit cover letter and resume to resumes@saa.senate.gov. (**WORD DOCUMENTS or PDF's ONLY**). When applying use job code **HS**. **DEADLINE:7/20/09**.
- 063001** **APPROPRIATIONS DIRECTOR** – Democrat seeks staffer to oversee appropriations and special projects. Prior Hill and appropriations experience required. Qualified candidates must possess strong knowledge of appropriations process. 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.**
- 063002** **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 2009 term. Responsibilities to include supporting 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. **Please e-mail (as separate attachments) cover letter, resume and writing sample to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 063003** **INTERN** – Paid fall internships are available in Midwestern Democratic Senate office. Interns will have the opportunity to assist in the mail process, greet constituents, answer phones, aid legislative staff with projects, draft constituent correspondence, attend hearings, and complete other administrative tasks as assigned. Please email a cover letter, resume, and brief writing sample. **Please e-mail (as separate attachments) cover letter, resume and writing sample to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 062901** **SYSTEMS ADMINISTRATOR** – Democratic Senator seeks a Systems Administrator to oversee computer systems in D.C. and State offices. Major responsibilities include determining hardware, software and system functionality; maintaining and troubleshooting hardware and software problems related to the computer network, desktop units, and other office equipment such as blackberries, printers, video cameras; processing constituent mail; and maintaining constituent mail database. Ability to troubleshoot (network, hardware, and software), plus knowledge of Internet Quorum, Microsoft Office 2007, Windows XP, Windows Vista, Windows server 2003, and SharePoint 2007 server software strongly recommended. Qualified candidates should be well-organized, able to balance multiple-tasks, maintain composure under pressure, dependable and flexible. Applicants must also demonstrate a strong aptitude for training staff on computer applications, and have strong oral and written communication skills. Salary is commensurate with experience. **To apply, please send a cover letter and resume to ussenatejobs@gmail.com.**
- 062601** **LEGISLATIVE ASSISTANT** - Republican Senator seeks an experienced Legislative Assistant to handle a host of issues including, but not limited to, banking, Social Security, budget, taxes, economic development, small business, and pensions. Individual will be responsible for monitoring pending legislation in their assigned issue areas, drafting amendments and bills, meeting with constituents and preparing briefing materials for the Senator. Knowledge of Senate floor procedures and Hill experience required. Qualified applicants must have excellent oral and written communication skills, as well as an ability to function effectively in a fast-paced environment. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

- 062602** **PRESS INTERN** - Midwestern, moderate Democratic Senator seeks an organized, enthusiastic Press Intern for fall (August – December) semester. Duties include, but are not limited to: tracking media coverage, organizing clips, writing releases, and other various press activities, as needed. Stipend and/or college credit is available. Full-time availability preferred. Midwest ties are a plus. **Please e-mail cover letter, resume and references to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 062401** **LEGISLATIVE ASSISTANT** -Democratic Senator seeks an experienced Legislative Assistant to handle a host of issues possibly including, but not limited to, banking, budget, taxes, trade, labor and pensions. Individual will be responsible for monitoring pending legislation in their assigned issue areas, drafting amendments and bills, meeting with constituents and preparing briefing materials for the Senator. Knowledge of Senate floor procedures and Hill experience required. Qualified applicants must have excellent oral and written communication skills, as well as an ability to function effectively in a fast-paced environment. **Interested applicants should e-mail a resume, cover letter and two *short* writing samples to senatedemstaffpositions@yahoo.com with “Legislative Assistant” in the subject line.**
- 062301** **COMMUNICATIONS DIRECTOR** - Progressive Northeastern Democratic Senator seeks an excellent writer, skilled manager, and experienced communications professional to serve as Communications Director, based in the Washington, D.C. office. The ideal applicant will have several years of experience and a proven track record of speaking on the record; writing and editing speeches, press releases, op-eds, letters, etc. quickly and well; executing innovative, successful earned media events; building strong relationships with media; working with multimedia and new media resources; juggling multiple tasks; responding to breaking or fast-moving news; and developing staff. **Please send resume, cover letter, and writing sample to demcomdirector@gmail.com.**
- 062302** **SYSTEMS ADMINISTRATOR** - Progressive Northeastern Democrat seeks Systems Administrator to manage office IT infrastructure in a mixed PC/Mac environment. Applicants must have experience troubleshooting both hardware and software and be comfortable working in Microsoft XP and Mac OSX. Knowledge of Microsoft Office Suite, Active Directory, Microsoft Exchange 2007, Microsoft Server 2007 a must. Duties will also include managing a constituent mail database. Ideal candidate should be a creative problem solver with strong interpersonal skills. Graphic Design, InterTrac and HTML experience a plus. **Please send resume, cover letter, and writing sample to demsysadmin@gmail.com.**
- 061901** **EXECUTIVE ASSISTANT** - Midwestern Democratic Senator is seeking an experienced individual to act as Executive Assistant. Individual must be highly organized, detail-oriented and have excellent communication skills. Duties include handling personal correspondence and phone calls. Candidates must have the ability to handle multiple tasks in a fast paced environment with discretion. Hill experience preferred, but not required. **Candidates should e-mail a resume and cover letter to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 061902** **PRESS SECRETARY/SPEECHWRITER** – Western Democratic Senator seeks experienced, energetic, media-savvy professional to serve as Press Secretary/Speechwriter. Position requires strong verbal and written communications skills, previous on-the-record experience, an interest in public policy issues and the ability to work with a large, diverse staff on a variety of topics. Duties will include media contact, drafting news releases, advisories, op-eds and implementing press strategies. Individual will also be responsible for writing all speeches and presentations from the Senator as well as coordinating speech preparation. Hill and/or journalism experience strongly preferred. Western ties a plus. **For consideration, send cover letter, resume and writing samples to western.press.speech@gmail.com.**

- 061802** **LEGISLATIVE ASSISTANT** — Progressive Democrat serving on the Commerce Committee seeks staffer to handle telecommunications, technology and business-related issues. Responsibilities will include developing legislation and advising the Senator on policy matters. Interested candidates should be proactive and efficient, have strong communication and analytical skills, and work well under pressure in a fast-paced environment. Previous Hill experience preferred. This is not an entry-level position. **Please send cover letter and resume to senate_job@yahoo.com.**
- 061803** **RESEARCH ASSISTANT** - Midwestern Democratic Senator has an immediate opening for a Research Assistant. Candidates should be detail-oriented, have strong written and verbal communication skills, and be familiar with the legislative process. Knowledge of agriculture, trade, and nutrition issues is desirable. Hill experience is a plus. **Please e-mail cover letter, resume, and brief writing sample to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 061804** **LEGISLATIVE COUNSEL** - Republican Senator seeks individual for a junior Legislative Counsel position. The Counsel will handle the Senator's trade, judiciary issues, and some Commerce Committee issues – specifically maritime and fishing. Ideal candidate would have Hill or relevant lobbying experience and possess strong writing, analytical and communication skills. **Please e-mail resume, references and brief writing samples to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 061702** **FALL INTERNS** - Senator Jon Tester's office seeks full-time Interns for his Washington D.C. office. Intern responsibilities include, but are not limited to: researching legislative issues, attending hearings, preparing follow-up memos, assisting with constituent services, and administrative duties. Applicants must be motivated, hard-working, and have good communication skills. These unpaid internships are a great introduction to Capitol Hill. **To apply, please submit a completed application form (available on tester.senate.gov), a cover letter, current resume, three letters of recommendation and a writing sample via fax to (202) 224-8594.**
- 061201** **TRANSPORTATION BUDGET ANALYST** – Chairman of Senate committee seeks Budget analyst to handle a variety of budget issues related to banking, SBA, housing credit and transportation. 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, and a background in banking, SBA, housing or transportation issues are ideal. Congressional experience also a plus. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 061002** **RESEARCH ASSISTANT/SENATE BUDGET COMMITTEE** – The Senate Budget Committee is seeking a Research Assistant with interests in fiscal and economic policy. The ideal candidate will have a BA degree in economics (or closely related discipline) and strong quantitative skills, as demonstrated by performance in relevant undergraduate coursework and proficiency in numerical computer skills. To apply, please submit cover letter, resume, and unofficial academic transcripts to **Senate_Employment@saa.senate.gov** or fax to **202 228-2007.**
- 060901** **DIRECTOR OF STRATEGIC PLANNING** - Senate Committee (Majority) seeks Director of Strategic Planning to work on a variety of budget issues. Applicants should have experience with budget issues and strong networking skills. The candidate should have the ability to meet tight deadlines, have excellent written and oral communications skills and initiative and be ready to step in and handle projects at a moment's notice. Press experience a plus, Budget or Hill experience preferred. **Send resumes to Senate_Employment@saa.senate.gov or fax to 202 228-2007.**

- 060401** **SCHEDULER/STAFF ASSISTANT**-Nonpartisan office seeks someone who will serve as a Scheduler and Staff Assistant. Responsibilities include responding to scheduling requests, project assistance, preparation of briefing materials and general office duties. Applicants must be detail oriented, have strong organizational skills and work well under pressure. Economics or finance backgrounds a plus. Excellent written and oral communications skills are required. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 060402** **PRESS INTERNS** - The office of U.S. Senator Sherrod Brown (D-OH) seeks press interns for fast-paced, aggressive communications 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 communications 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, coordinating daily update of reporter contact lists, and work with communications office on new media projects. 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 Haley_Morris@brown.senate.gov.**
- 060403** **DEPUTY CLERK** – Busy Committee seeks a professional administrator to assist as a Deputy Clerk. This position is non-designated, therefore will support the Majority and Minority Staff. Responsibilities are varied and will include oversight of administrative operations and management of logistics related to committee hearings, mark-ups and official meetings. Additional responsibilities include management of office accounts, staff accounts, timesheets and leave, oversight of staff education and training, and ensuring that office policies and procedures are followed. Strong interpersonal and organizational skills are needed. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 060301** **DEPUTY PRESS SECRETARY**—Senior Northeast Democrat with active committee assignments seeks an experienced Deputy Press Secretary to join a busy press operation. Primary responsibilities will include managing large volume of media inquiries; attending meetings and hearings; drafting press releases, advisories, talking points and statements; working closely with the other members of the Communications team, as well as legislative and committee staff; and actively pitching the Senator's actions and initiatives to national and state press. Candidates must have excellent writing, editing, organizational and communication skills and the ability to meet deadlines in a fast paced environment. Previous Hill and/or communications experience and a fluency in Spanish are preferred. **Qualified candidates should email cover letter and resume to demdeputypress@gmail.com.**
- 060202** **PROFESSIONAL STAFF MEMBER** – Democratic Senator seeks a Professional Staff Member to handle small business, labor, finance and banking issues. Significant knowledge of finance, economics, labor relations and business strongly preferred. Ideal candidate would also have an advanced degree and Hill experience. Responsibilities will include developing and negotiating legislation and advising the Senator on policy matters. This is a key staff position and requires a candidate who is proactive and politically savvy, can handle many projects at once, has good follow-through, is a good, fast and succinct writer, whether it is a memo or statement, and works well with others. **Please e-mail a cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

- 052603** **SCHEDULER** – Democratic Senator seeks experienced individual to oversee DC and in-state scheduling duties. Applicant will prepare daily, weekly and long-term schedules, arrange travel itineraries, coordinate arrival and departure of meeting participants, and actively interact with the Senator on all aspects of workday. Individual will work in tandem with the Senator’s Executive Assistant in a very fast-paced environment. Excellent oral and writing skills a must. Candidates will need to be very hard working, organized, discreet, and detail-oriented. Previous scheduling experience preferred; Hill background is a plus. Pay commensurate with experience. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 052101** **MAIL MANAGER** - Democratic Senator seeks qualified individual for Mail Manager position. The Mail Manager is responsible for, but not limited to: reading, sorting, and scanning incoming constituent mail for distribution to legislative staff; data-entry and preparing weekly mail reports. Ideal candidates should possess strong organizational and interpersonal skills and be detail-oriented. Experience with IQ mail system a plus. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 051503** **PROFESSIONAL STAFF MEMBER** – Majority staff of Senate Subcommittee seeks experienced person to handle pension and retirement security issues. Responsibilities will include implementing a comprehensive legislative and oversight agenda. Must have substantial experience related to the issue areas, work well under pressure, and have strong writing, analytical, organizational, and interpersonal skills. Capitol Hill experience and an advanced degree preferred. Equal opportunity employer. **To apply, please e-mail a cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 051404** **COMMUNICATIONS DIRECTOR** – Moderate East Coast Democratic Senator with active committee assignments seeks an experienced Communications Director to be part of senior management team. Successful candidate will serve as primary on record spokesperson and show a demonstrated ability to work quickly to communicate complex issues to multiple audiences on behalf of the Senator. Must be an exceptional writer and editor able to quickly produce press releases, web entries, speeches, talking points, and necessary briefing material as needed. Will be expected to develop and implement national communication strategy, integrated with and supportive of home-state media efforts. Will be expected to mentor others in press department and delegate tasks to press and legislative staff as required. Strong strategic planning, management, and organizational skills required. Candidates must have ability to monitor Senator’s legislative activity and grasp complex policy concepts and implications, proactively communicating them as required. Candidates should have a track record of speaking on the record, pitching reporters on story ideas, op-eds, and other media opportunities. Established relationships with members of the national press a plus. Hill experience (3+ years) required. Salary commensurate with experience. **Please send resume and cover letter to sencommdir2009@gmail.com.**

- 051304** **COMMITTEE LABOR COUNSEL/POLICY ADVISOR** - Senator Kennedy's Labor Policy Office is seeking a Counsel or Policy Advisor for the Health, Education, Labor, and Pensions Committee. Responsibilities include drafting legislation, planning legislative strategy, building coalitions, preparing for hearings, and writing memos, speeches, and talking points. Interested applicants must be strong writers, independent self-starters who work well in a fast-paced environment. Applicants must have a background in labor, economic, and/or retirement security issues. Capitol Hill or other political experience a plus. Those with strong backgrounds in economics who are comfortable with quantitative analysis are especially encouraged to apply. We are seeking applicants at the Counsel/Advisor level (2-3 years experience). Our office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or sexual orientation. **To apply, please send a cover letter, resume and one or two brief writing samples to (202) 228-2311 (fax) or kennedylaborjob@gmail.com indicating LABOR COUNSEL/POLICY ADVISOR in the subject line.**
- 050701** **PROCUREMENT/CONTRACTING COUNSEL/SPECIALIST** - Republican office seeks Contracting and Procurement Specialist and/or Counsel with a strong background in procurement policy, military contracting issues, federal loans and grants. Experience with government agencies including: defense, homeland security, energy, commerce, GSA, and small business programs helpful. Applicants must be self-starters with excellent writing, investigative, and oversight experience. **Please send a cover letter, resume, salary requirements, and two writing samples to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 050501** **LEGISLATIVE ASSISTANT** – Democratic Senator seeks a Legislative Assistant to handle business, finance, budget, and tax issues. Law degree and previous Hill experience strongly preferred. Responsibilities will include developing legislation and advising the Senator on policy matters. Interested candidates should be proactive and efficient, have strong communication and analytical skills, and work well under pressure in a fast-paced environment. **Please send cover letter and resume to: budgetla@gmail.com.**
- 043001** **SENIOR DEFENSE BUDGET ANALYST** – Chairman of Senate Committee seeks Senior Budget Analyst to handle defense issues and a variety of budget issues and analyses related to defense and national security. Applicants must possess strong quantitative skills, the ability to meet tight deadlines, excellent written and oral communication skills and initiative. Candidates should have significant budgeting experience at the federal, state or local levels and a strong background in defense policy issues. **Please e-mail resume and writing sample to senate_employment@saa.senate.gov indicating job referral number in the subject line, or fax to 202.228.2007.**
- 040701** **CHIEF ECONOMIST** – Senate Committee on Banking, Housing and Urban Affairs majority staff is looking for a senior, experienced Chief Economist who is comfortable in a fast-paced work environment. The position requires a detailed understanding of monetary policy, financial markets and bank regulation, fiscal policy and general economics. Substantial legislative experience, including work on Capitol Hill or in the Administration interacting with Congress, is desired. Candidates should also have working knowledge of, or be willing to learn, the US housing market, including mortgage finance as well as general questions of funding formulas, and econometric and numerical analysis. Background in economics of federal transit policy, including funding formulas, also helpful. Sense of humor, flexibility, and being comfortable working collaboratively in a team-oriented environment with senior staff important. Salary commensurate with experience. **Send resumes and brief letters of inquiry to sbc.chiefecon@gmail.com.**

- 040301** **LEGISLATIVE ASSISTANT/COUNSEL** - Western Democrat seeks LA/Counsel for fast-paced office. In addition to covering Judiciary, Homeland Security, Immigration, and Election Reform portfolios, including related appropriations work, the candidate also will advise the Senator and staff regarding ethics compliance and general government oversight issues, as well as coordinate judicial nominations. Applicants should be highly motivated team players and creative problem-solvers. Must possess strong analytical skills, be able to meet tight deadlines and demonstrate excellent written and oral communications skills, including legal research and writing. JD required, Hill experience preferred, and Spanish language skills helpful. **Please submit resume and cover letter to westerndemcounsel@gmail.com.**
- 033102** **MILITARY LEGISLATIVE ASSISTANT** - Democratic Senator on the Armed Services Committee seeks a senior Legislative Assistant to handle military, foreign affairs, related appropriations and other issues. Applicants should have direct expertise in these issues areas. Four years of Hill experience is preferred, as well as experience working on or with the Senate Armed Services or Appropriations Committees. Qualified candidates will also have strong writing, analytical, negotiation, and organizational skills; the ability to perform well under pressure while juggling multiple tasks; and sound political judgment. **Please e-mail cover letter and resume to senateposition@gmail.com. No phone calls please.**
- 032301** **PRESS SECRETARY** – Chairman of major Senate Committee seeks an experienced Press Secretary to contribute to busy press operation. Primary responsibilities will include managing large volume of media inquiries, attending hearings, writing press releases and statements, and actively pitching Committee’s actions and initiatives. Candidates must have ability to grasp complex policy concepts and implications, excellent writing and editing skills, organizational skills, and ability to think strategically. Two years Hill experience required; Committee experience a plus. **Please send resume and cover letter to senatecdjob1@gmail.com.**
- 032302** **COMMUNICATIONS DIRECTOR** – Chairman of major Senate Committee seeks an experienced Communications Director to manage busy press office in a fast-paced, dynamic environment. Primary responsibility will be to develop and execute multifaceted national communications strategy to amplify and build public support for Committee initiatives. Candidates must have ability to grasp complex policy concepts and implications; excellent writing and editing skills, and strategic planning, management and organizational skills. Candidates must have extensive on-the-record experience and know how to effectively pitch stories, columns, op-eds and other initiatives. Candidates must have strong, established relationships with members of the national press – contacts within financial media a plus. Hill experience (5+ years) required; Committee experience preferred. Salary commensurate with experience. **Please send resume and cover letter to ussen.comm.pressjob@gmail.com.**
- 031101** **PROFESSIONAL STAFF MEMBER** - Senator Thomas R. Carper is seeking a Professional Staff Member for his Homeland Security and Governmental Affairs Committee Subcommittee on Federal Financial Management, Government Information, Federal Services, and International Security. This position includes responsibility for agency financial management and efforts to combat waste, fraud, and abuse in federal programs. Ideal candidates would have an extensive background in government oversight work. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**
- 031001** **TRADE SPECIALIST/PROFESSIONAL STAFF** – Senior Member of the Senate Finance Committee seeks experienced counsel or professional staffer to serve as Staff Director of Trade Subcommittee, and to staff other personal office issues yet to be determined. Responsibilities include conducting oversight and investigation of trade and competitiveness issues, as well as developing, drafting and promoting legislation. Successful candidates will have extensive experience in the field, and significant Congressional experience a strong plus. Excellent opportunities for professional growth. Equal opportunity employer. **No telephone inquiries. Send resume and cover letter to TDPosition@yahoo.com.**

022301

STAFF DIRECTOR OF THE BANKING SECURITIES SUBCOMMITTEE - Democratic Senator on the Banking, Housing, and Urban Affairs Committee seeks a senior banking/financial services policy advisor to serve as Staff Director of the Subcommittee on Securities, Insurance, and Investment as well as handle tax and related matters. Applicants should have expertise in banking and securities law and the regulatory structure of the financial system. At least four years of Hill experience is required and experience working on or with the Banking Committee is strongly preferred. Qualified candidates will also have strong writing, analytical, negotiation, and organizational skills; the ability to perform well under pressure and while juggling multiple tasks; and sound political judgment. The senior policy advisor will also be expected to handle occasional constituent matters. **Please e-mail cover letter and resume to senateposition@gmail.com. No phone calls please.**

013001

LEGISLATIVE ASSISTANT - Moderate Democrat seeks highly qualified staffer to cover primarily financial services and housing issues. The Senator plans to be very active on these issues. Candidates should be highly motivated, experienced, with excellent written and oral communication skills. **Send resume to bankingstaffer@gmail.com.**

123003

INVESTIGATIVE COUNSEL/INVESTIGATIVE STAFF - Seeking experienced attorneys or otherwise qualified professionals to work on the bipartisan Congressional Oversight Panel created by the Emergency Economic Stabilization Act of 2008 to oversee the implementation of the Troubled Assets Relief Program (TARP). Familiarity with financial services regulation, the mortgage crisis, and the financial crisis is required. Investigative counsel and staff will work with a team of attorneys and in conjunction with finance experts and economists to investigate all aspects of the U.S. Department of Treasury's TARP activities, including the use of TARP funds, the impact of TARP on financial institutions and markets, the transparency and fairness of the Treasury Department's administration of TARP, and the effectiveness of foreclosure mitigation efforts. Job responsibilities will include preparing for hearings on TARP operations, staffing Panel members, reviewing administrative agency information, conducting interviews with agency personnel, consultation with policy experts, and preparation of reports. **Please email cover letter and resume to oversightpanel@gmail.com.**

123004

POLICY ADVISOR - Seeking experienced policy analysts to work on the bipartisan Congressional Oversight Panel (COP) created by the Emergency Economic Stabilization Act of 2008 to: 1) oversee the implementation of the Troubled Assets Relief Program (TARP) and 2) make recommendations on regulatory reform to the next Congress and Administration. Experience in the fields of economics, finance and banking, financial services regulation, consumer protection, or housing policy is necessary. Job responsibilities will include research, analysis of Working Group policy papers, preparation of briefing materials for Panel Members, drafting report language, and offering substantive recommendations on regulatory reform to Panel members. **Please email cover letter and resume to oversightpanel@gmail.com.**

112109

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.**