

TITLE: Legislative Correspondent / Press Assistant

LOCATION: Washington, D.C.

REPORTS TO: Legislative Director and Communications Director

Congresswoman Brittany Pettersen (CO-07) seeks a highly motivated and self-starting **Legislative Correspondent/Press Assistant** to help with the responsibilities of the legislative and communications teams in DC. Responsibilities include drafting replies to constituent letters, drafting communications materials, managing Fireside (our Constituent Relationship Management system), proofreading mail, managing the Congresswoman's website, overseeing the press clips process, and other duties as assigned. The salary range for this role is \$55,000-\$65,000.

JOB RESPONSIBILITIES:

The ideal candidate is an excellent writer, self-starter, and is well organized. The Legislative Correspondent/Press Assistant will work closely with the legislative team on our office's constituent mail program in researching policy issues and drafting, editing, and managing replies to constituent mail. They will also work with the Communications Director and Digital Manager on drafting communications materials and other tasks needed by the team.

The candidate must be a motivated team player with exceptional writing skills, attention to detail, and effective time management.

APPLICATION INSTRUCTIONS:

This is a full-time, benefits-eligible position based in Washington, D.C. Interested applicants should send a single PDF including a cover letter, resume, two writing samples, to pettersen.resumes@teampettersen.com with the subject line: **Last Name – LC/PA Application**. Applicants will be considered on a rolling basis until Friday, June 13th.

Candidates from diverse backgrounds and underrepresented communities are strongly encouraged to apply. The U.S. House of Representatives is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, military status, gender identity and expression, marital status, parental status, or sexual orientation, or any other characteristic protected by applicable law, in any of its activities or operations.

TITLE: Senior Legislative Assistant
LOCATION: Washington, D.C.
REPORTS TO: Legislative Director

Congresswoman Brittany Pettersen (CO-07) seeks an experienced **Senior Legislative Assistant** to cover a legislative portfolio primarily focused on health care and substance use disorder policy, in addition to immigration, labor, and consumer protection issues. This is not an entry level position. The ideal candidate will have prior health policy experience from the Hill, federal agencies, or advocacy groups. The salary range for this role is \$65,000-\$75,000 depending on the candidate's experience.

JOB RESPONSIBILITIES:

The ideal candidate is an excellent writer, self-starter, and is well organized. The Senior Legislative Assistant will work closely with the Member and Legislative Director in developing legislation, working with stakeholders, preparing remarks, providing vote recommendations, staffing meetings, writing letters, and other duties as assigned.

The candidate must be a motivated team player with exceptional writing skills, attention to detail, and effective time management.

APPLICATION INSTRUCTIONS:

This is a full-time, benefits-eligible position based in Washington, D.C. Interested applicants should send a single PDF including a cover letter, resume, two writing samples, to pettersen.resumes@teampettersen.com with the subject line: **Last Name – LA Application**. Applicants will be considered on a rolling basis until June 20th.

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TITLE: Legislative Assistant
LOCATION: Washington, D.C.
REPORTS TO: Legislative Director

Congresswoman Brittany Pettersen (CO-07) seeks a **Legislative Assistant** to cover a legislative portfolio covering tax and trade, environmental, foreign policy and defense. This is not an entry level position. The salary range for this role is \$60,000-\$70,000 depending on the candidate's experience.

JOB RESPONSIBILITIES:

The ideal candidate is an excellent writer, self-starter, and is well organized. The Legislative Assistant will work closely with the Member and Legislative Director in developing legislation, working with stakeholders, preparing remarks, providing vote recommendations, staffing meetings, writing letters, and other duties as assigned.

The candidate must be a motivated team player with exceptional writing skills, attention to detail, and effective time management.

APPLICATION INSTRUCTIONS:

This is a full-time, benefits-eligible position based in Washington, D.C. Interested applicants should send a single PDF including a cover letter, resume, two writing samples, to pettersen.resumes@teampettersen.com with the subject line: **Last Name – LA Application**. Applicants will be considered on a rolling basis until June 20th.

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