

TITLE: Digital Manager/Digital Director

LOCATION: Washington, D.C.

REPORTS TO: Communications Director and Chief of Staff

SUMMARY:

Congresswoman Brittany Pettersen (CO-07) seeks a highly motivated, creative, and self-starting **Digital Manager or Digital Director (title commensurate with experience)** to oversee all digital communications platforms and support broader communications efforts. This is not an entry-level position. The ideal candidate has 3–5+ years of relevant digital and political communications experience – either on the Hill, in a campaign, or with an advocacy organization – and is eager to craft compelling content that uplifts working families and Colorado communities. The salary range for this role is \$70,000-\$80,000 depending on the candidate's experience.

JOB RESPONSIBILITIES:

- Manage and maintain all official digital platforms, including but not limited to Twitter/X, Instagram, Facebook, Bluesky, YouTube, and the official website.
- Lead development and execution of a proactive digital strategy that reflects the Congresswoman's priorities and voice.
- Create original, engaging, and accessible digital content including graphics, videos, infographics, and short-form storytelling.
- Edit and caption video clips for impactful social content.
- Maintain an organized digital content calendar in coordination with the communications director.
- Monitor analytics to evaluate performance and adjust strategy accordingly.
- Support rapid-response efforts, surfacing opportunities for digital amplification and audience engagement.
- Draft and edit press releases, quotes, and other written materials to support the Communications Director as needed.

QUALIFICATIONS:

- 3–5+ years of relevant experience in digital communications, social media, or multimedia storytelling (Hill or campaign experience strongly preferred).

- Proficiency in graphic design tools (e.g., Canva or Adobe Creative Suite).
- Experience with video editing software and captioning tools.
- Fast, strong writer
- Highly organized with excellent attention to detail and an ability to manage multiple priorities under tight deadlines.
- Knowledge of social media analytics, digital trends, and platform best practices.
- Familiarity with Colorado issues and communities is a plus, but not required.

ADDITIONAL REQUIREMENTS:

- Ability to work collaboratively in a fast-paced environment and think creatively about how to translate policy work into accessible, engaging digital content.
- Availability to work extended hours during peak periods or rapid-response moments.

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, and two digital samples (e.g., graphics or videos) to pettersen.resumes@teampettersen.com with the subject line: **Last Name – Digital Manager 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: 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.

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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.

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: 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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