



CONGRESSWOMAN LINDA T. SÁNCHEZ
38TH DISTRICT, CALIFORNIA

JOB OPENING

CONGRESSIONAL AIDE
District Office- Cerritos, CA

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

Position Description

The Congressional Aide position is primarily charged with (but not limited to) maintaining, strengthening, and establishing new relationships with local community stakeholders, non-profit organizations, and local elected officials in the 38th Congressional District. This position represents the Member of Congress in assigned areas and keeps the Member of Congress informed on all happenings in those areas. In addition to community outreach efforts, the Congressional Aide will be responsible for managing projects and large-scale public events.

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, Publisher 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.

To Apply

Interested applicants should e-mail résumé (including salary history), cover letters, and writing sample to CA38Jobs@mail.house.gov. Please indicate in the title of the position you are applying for in the subject line. No phone calls or walk-ins accepted.