



SOUTH CENTRAL SCHOLARS

BOARD OF DIRECTORS: JIM LONDON, TRISHA LONDON, DEVON BARANSKI, ALLISON GAUTHIER, SAM GOLDFEDER, GAYLE HOLCOMB, ERIC HARRISON, JOAN HERMAN, DAVID HOU, EVELYN HOU, DERRICK LEE, MELVIN LINDSEY, CHRYSTAL LINDSEY, STUART LINER, DANIEL MILDER, MASAI MINTERS, ALEXANDER RUBALCAVA, BILL SIMPSON, LAURA STEIN, GREG WARDLE, JEFF WEISS

JOB BULLETINS CLOSING SOON (today or the next few days)!!

Note: Assume that for all internships, time is of the essence...most are for Fall

072902 PRESS INTERN - Democratic Senator seeking enthusiastic, professional college student or recent college grad with interest in politics and media for unpaid internship for fall semester. Work would include compiling press clips, media monitoring, writing press releases and supporting the daily running of the press office. Pennsylvania ties are strongly preferred. **To apply, please email cover letter and resume to press_office@casey.senate.gov no later than COB on August 7, 2009.**

072004 INTERNS - Senator Kennedy's Health Policy Office for the Health, Education, Labor and Pensions Committee seeks college students or recent college graduates for unpaid full or parttime internships starting in August or September 2009. Responsibilities include a range of administrative and legislative work including writing letters and memos, attending hearings and briefings, performing short-term and long-term research, answering phone calls, and managing incoming and outgoing mail. Through this opportunity, you will gain valuable Hill experience and insight into legislative procedure in an office that handles a wide range of health issues. Applicants should have a highly professional demeanor, strong written and verbal skills, and the ability to multi-task in a fast-paced environment. In addition, a demonstrated interest in health policy is strongly recommended. **To apply, please send a cover letter and resume to helphealthintern@gmail.com.**

072702 INTERNS – Senator Gillibrand's Washington, D.C. office seeks full and part-time, unpaid interns for the fall semester (August/September through December). Responsibilities include a range of administrative and legislative work, including answering phones, managing incoming and outgoing mail, attending hearings and briefings, and performing research. Preference will be given to New York residents or those attending college in New York. Application materials may be found on the Senator's website, <http://gillibrand.senate.gov/services/internships/>. Applicants may fax (202-228-0282) or email (Gillibrand_internship@gillibrand.senate.gov) completed applications to the office. Only completed applications will be considered. **Please direct questions to the Intern Coordinator at 202-224-4451.**

072402 PRESS INTERN - Midwestern Democratic Senator is currently seeking a Press Intern for Fall semester (starting in August or early September). The Press Intern assists members of the press staff with a variety of tasks including monitoring press coverage, researching issues, drafting press materials, compiling press lists, and carrying out administrative tasks. This is an unpaid position, but college credit may be earned subject to the individual's school requirements. Those with Midwestern ties are strongly encouraged to apply. **Please send your resume, cover letter, writing sample and references to midwestdempres@gmail.com.**

072003 FALL PRESS INTERNS –Senator Charles E. Schumer's press office seeks full-time, unpaid fall interns in Washington, DC (from August/September through December). Part-Time interns will also be considered but candidates with full-time availability will be given preference. Responsibilities include compiling press clips, answering reporter inquiries, organizing press conferences, writing press releases and memos, conducting research and assisting the Communications Director with day-to-day operations

SOUTH CENTRAL SCHOLARS

of a very active press office. Applicants must work well under pressure, have excellent written and oral communications skills and a desire to learn. Previous experience in politics and press are not required but candidates should have a general understanding of governmental process, knowledge of the Northeast, and interest in communications. **If interested, please send Cover letter, Resume and References via email to SchumerPressInternship@gmail.com or fax to (202) 228-1218.**

071601 PRESS INTERN - The Democratic Staff of the Senate Finance Committee is currently seeking a Press Intern for fall semester (starting in August or early September). The Press Intern assists members of the press staff with a variety of tasks including monitoring press coverage of Chairman Baucus and topics under Finance Committee jurisdiction, drafting press releases and other press materials, attending Committee hearings, organizing press conferences and other press events, researching various topics and media outlets, and completing administrative tasks. The Committee's internships for undergrads are unpaid, but depending on individual school requirements, may be completed for college credit. Those with a Bachelor's degree or higher receive a stipend. **Interested applicants should send a resume, cover letter, writing sample (3-5 pages), and references to finance.majority@yahoo.com.**

071602 INTERNS - The Democratic Staff of the Senate Finance Committee is currently seeking interns for fall semester (starting in August or early September). Positions are available in health, tax, trade, and economic development areas. Interns conduct in-depth research, attend meetings and briefings on and off the Hill, and provide critical support to Senate Staff as they make legislative recommendations to Senator Baucus and other Senators on the Finance Committee. The Committee's internships for undergrads are unpaid, but depending on individual school requirements, may be completed for college credit. Those with a Bachelor's degree or higher receive a stipend. **Interested applicants should send a resume, cover letter, writing sample (3-5 pages), and references to finance.majority@yahoo.com.**

071302 FALL INTERNS – Democratic staff of the Senate Subcommittee on Oversight of Government Management, the Federal Workforce, and the District of Columbia is seeking unpaid fall Interns. Graduate students, law students, and college juniors or seniors are invited to apply. The jurisdiction of the Subcommittee includes federal workforce issues, including hiring, benefits, rights, and protections; management and efficiency of federal programs; national security staffing; the District of Columbia; and other issues. Interns will attend hearings and briefings, conduct research, track news articles related to the Subcommittee's work, draft memoranda, and provide administrative support. Interns will have the opportunity to learn Senate procedure, including the committee process. Successful applicants must write well, be reliable, have the ability to multi-task, and have strong interpersonal skills. Background or interest in labor law, government management, or other topics related to the Subcommittee's work is preferred. Although internships are unpaid, college/graduate school credit can be arranged if your institution allows or requires. **To apply, please submit a cover letter, resume, and short writing sample (less than 5 pages) to OGMintern@gmail.com.**

071304 FALL INTERNS – Senator Jeff Merkley of Oregon seeks full and part-time interns for his Washington, D.C. office. Interns will be paired with legislative staff or press based on their interests and experience. In addition to researching legislative issues, interns will also have the opportunity to attend hearings, prepare memos, and draft correspondence. Interns are expected to assist with constituent services and administrative duties. Preference will be given to applicants from Oregon. All internships are unpaid. If your institution allows or requires college credit, that can be arranged. **To apply, please submit a resume, a cover letter, a short essay describing what you hope to gain from this internship,**



SOUTH CENTRAL SCHOLARS

a letter of recommendation and two additional references by email to DC_intern@merkley.senate.gov.

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.**

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.**

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.**

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.**

Paid Interns - The Washington, DC office of Congressman Bill Cassidy (LA-06) is seeking interns to immediately fill paid positions for the fall semester. As an intern, one of your primary responsibilities

SOUTH CENTRAL SCHOLARS

will be to assist the legislative staff by attending meetings and briefings and researching issues and topics. Interns will also be required to assist the staff in responding to letters, emails, and phone calls from our constituents. Interns will regularly be called upon by staffers to assist them with other duties here in the office as well. Every effort will be made by the staff to suit these requests with the strengths and interests of each intern. Email resume to Cassidy.Internships@mail.house.gov. No calls, please.

Interns - The office of Congressman Thaddeus **McCotter** (MI-11) is seeking interns to immediately fill paid positions for the fall semester. Interns will have the opportunity to attend Committee hearings, learn about legislative processes, and assist in the daily operations of a Congressional office. Candidates must be self-motivated, detail-oriented and outgoing. Applicants are also encouraged to seek academic credit with their institutions. The ideal candidate will be able to start immediately. Michigan ties are a plus! If you are interested in applying for this internship, please e-mail a resume, cover letter and references to hillinternship11@gmail.com.

Interns - Interns wanted to assist Congressman **Petri** (R-Wisconsin) and his staff in the overall day-to-day operations of the office by investigating constituent requests and drafting responses, answering telephones, greeting visitors, and guiding tours of the Capitol. They will also be assigned research projects as needed. Interns have the opportunity to attend committee hearings and otherwise take advantage of the unique perspective of Capitol Hill. We try to give our interns a firsthand view of the legislative process and we make every effort to provide them with a worthwhile learning experience. This is an excellent opportunity for college students or recent graduates interested in obtaining Capitol Hill experience. These unpaid positions are full or part-time with flexible scheduling available. Fax cover letter and resume to 202-225-2356.

Unpaid interns for District and DC offices - Congressman Erik **Paulsen**'s Office is currently accepting applications for interns in the District Office in Eden Prairie, MN and in the Washington, D.C. Office for the Fall Semester of 2009. Interns working in the District Office have the opportunity to contribute to the office's interaction with the surrounding community through constituent services, local events, and community meetings. Interns in the Washington, D.C. Office will gain insight into the federal government and the legislative process by working closely with staff and attending hearings and briefings. We are looking for hardworking applicants with excellent qualifications and with Minnesota and 3rd District connections being a definite plus. Interested applicants should send a cover letter and resume to Dan Wick at dan.wick@mail.house.gov

Internship - Capitol Hill internship available for the fall semester to assist Congressman Ed **Royce** (CA-40) and his staff in the overall day-to-day operations of the office by answering telephones, greeting visitors, guiding tours of the Capitol, investigating constituent requests, and drafting responses. As an intern, you will be assigned research projects as needed. Interns have the opportunity to attend committee hearings and otherwise take advantage of the unique perspective of Capitol Hill. We make it a priority to give our interns a first hand view of the legislative process and we make every effort to provide them with a worthwhile learning experience. This is an excellent opportunity for current college students or recent graduates interested in obtaining Capitol Hill experience. Please fax or email cover letter and resume to (202) 226-0335 or worku.gachou@mail.house.gov.

Fall Interns - Representative Cynthia **Lummis** (WY-AL) is seeking interns for the Fall 2009 semester. Intern duties include answering phones, greeting constituents, drafting constituent correspondence, attending briefings, Congressional hearings, and preparing memoranda for the office. Attention to detail



SOUTH CENTRAL SCHOLARS

and professionalism are highly valued. Recent college students or recent graduates, from Wyoming and Western states preferred. Details: Full Time, Monday-Friday; 9AM-6PM, college credit available, monthly stipend, housing not included, but information will be provided. Cover Letter, resume, writing sample deadline is July 31st. Email your application to LummisOpening@gmail.com. Incomplete applications will not be considered.

Fall Internship - The office of Congressman Dave **Reichert** (WA-08) has an opening for a fall internship position in our Washington, DC office. We are looking for a highly qualified candidate that is motivated, detail-oriented, and personable. The ideal candidate will have excellent research and writing abilities, be able to multi-task and interact well with constituents. Although these are unpaid positions, interns have the opportunity to experience working on Capitol Hill, learn about the legislative process, and attend briefings of interest. Responsibilities include answering the phone, giving tours of the Capitol, assisting with constituent correspondence, and supporting the legislative staff on various projects. Interested candidates should email a resume and cover letter to michelle.brenan@mail.house.gov. Washington State ties a plus, but not required.

Internship - Congressman **Tim Murphy** (PA-18) is currently accepting applications for Fall interns. Responsibilities include: conducting Capitol tours, assisting with constituent calls and requests, handling flag requests, processing mail, researching legislative issues, and attending hearings and briefings. Pennsylvania ties are preferred but not required. Interested applicants should e-mail a resume and cover letter to aric.nesbitt@mail.house.gov with "Internship" in the subject line.

Unpaid Interns - Howard "Buck" **McKeon** (CA 25), Ranking Republican member of the House Armed Services Committee, is seeking unpaid interns to for the fall/winter semester. Main responsibilities include answering phones, processing mail, drafting constituent correspondence letters, researching legislative issues, attending meetings/hearings as needed. There will also be opportunities to attend receptions and seminars that interest you. Candidates should be self motivated, enthusiastic, flexible, and computer-literate. This is a great opportunity for college students seeking academic credit. Applicants must be able to make a minimum commitment of four days a week. California ties a plus. Please e-mail your cover letter and resume to Mimma Faudale at mimma.faudale@mail.house.gov

Unpaid interns - Congressman **Ted Poe** (TX-02) seeks unpaid interns for Fall 2009 in his Washington, DC office. Duties include conducting Capitol tours, entering data, greeting visitors, addressing constituent concerns, as well as assisting with administrative and legislative tasks. Applicants should be energetic, hard working self-starters, that are detail oriented, can multi-task, and have a good sense of humor. This is a great opportunity for those seeking Capitol Hill experience. Texas ties are preferred, but not necessary. Interested applicants should submit a cover letter and resume to Anne Marie Malecha at anne_marie.malecha@mail.house.gov with "Internship" in the subject line. No phone calls please.

Military Legislative Assistant - Republican Member of the House Armed Service Committee seeks a Military Legislative Assistant to handle his military issues. Primary responsibilities include preparing member for Committee hearings/briefings/mark ups and floor activities, developing and managing legislative initiatives, tracking legislation, writing briefing materials, constituent correspondence, and representing the Member in meetings with interested parties. Candidate must be a team player and a self-starter willing to work in a fast-paced environment. Requirements: Must have substantial understanding of the military and prior Hill experience is helpful. Maryland ties a plus. Applicant Instructions: Please e-mail resume, references and cover letter to Bud.Otis@mail.house.gov.

SOUTH CENTRAL SCHOLARS

Interns - Republican Congressman John C. **Fleming**, M.D. seeks qualified, intelligent, conservative minded individuals to intern in his Washington D.C. office starting as soon as but not limited to August 10th, 2009 until Christmas Break. Duties include answering phones, sorting mail, data entry, and attending briefings. Applicants should be proficient on Microsoft Word and Excel and have a strong work ethic. Applicants with at least introductory knowledge of the legislative process are preferred. Internships are a great learning opportunity; however, all intern positions are unpaid. Class credit is available. If interested, please contact Meghan Marino in my Washington office at 202.225.2777 or email her at meghan.marino@mail.house.gov. Please visit Congressman Fleming's website at www.fleming.house.gov for more information.

District Interns (Louisiana) - Congressman John C. **Fleming**, M.D. seeks qualified, intelligent, conservative minded individuals to intern in his District offices in Shreveport, Bossier City, or Leesville, Louisiana starting as soon as but not limited to August 10th, 2009 until Christmas Break. Duties include answering phones, sorting mail, data entry, and attending briefings. Applicants should be proficient on Microsoft Word and Excel and have a strong work ethic. Applicants with at least introductory knowledge of the legislative process are preferred. Internships are a great learning opportunity; however, all intern positions are unpaid. Class credit is available. If interested, please contact Meghan Marino in my Washington office at 202.225.2777 or email her at meghan.marino@mail.house.gov. Please visit Congressman Fleming's website at www.fleming.house.gov for more information.

Unpaid internship - Congressman Thomas **Rooney** (R-FL) is seeking unpaid interns for the Fall of 2009. Interns responsibilities include: aiding staff and the Congressman, answering phone calls, processing constituent mail, giving tours, attending hearings and performing other general office duties. Applicants should be enthusiastic, reliable, and hard-working. Please only apply if you are available to work a full time position M-F from 9:00am-5:00pm. Interested candidates should request an application from Michelle.Hawks@mail.house.gov.

DC Internship: Democratic Fundraising and Event Planning Finance and Event Planning Intern for Gillibrand for Senate

Democratic Senate Campaign Internship:

Kirsten Gillibrand was sworn in as New York's Junior Senator on January 27th, 2009, replacing current Secretary of State, Hillary Rodham Clinton. Prior to her appointment to the U.S. Senate, Gillibrand served in the U.S. House of Representatives representing New York's 20th Congressional District, which spans across ten counties in Upstate New York.

Throughout her time in Congress, Senator Gillibrand has made job creation a top priority. From traditional infrastructure investment to health information technologies and renewable energy production, Senator Gillibrand has fought to create jobs now and ensure a growing economy for future generations.

Kirsten ran and won her first Congressional campaign in 2006. She built the biggest grassroots campaign in the district's history and pulled off a stunning upset, unseating an entrenched Republican incumbent.

As congresswoman, Kirsten pledged to be honest, open and upfront with the public and always stay accessible and accountable. That's why she became the very first member of Congress to make her official daily schedule and the participants of every one of her meetings publicly available.

SOUTH CENTRAL SCHOLARS

Job Description:

Finance Interns will be involved in all aspects of fundraising events from start to finish. Research skills are a must. This is a great opportunity for someone interested in making contacts in the business and government world as well as learning the fast-paced world of political fundraising. Our hours are flexible and conducive with part-time jobs or a full course-load. Gillibrand for Senate is located on Capitol Hill, only a short walk from Union Station and the Senate Office Buildings.

Qualifications/ skills required:

- + Must be dedicated to electing Senator Gillibrand
- + No experience in politics required
- + Research skills and creativity required
- + Must be enthusiastic with a good sense of humor

We are looking for interns to start ASAP and to continue through December. We are looking for interns who can commit to a minimum of 15 hours p/wk. Please email a resume and cover letter to arielle@kirstengillibrand.com

Number of interns required: 2

Wage: n/a, Metro Stipend Provided

JOB BULLETINS CLOSING IN THE NEXT WEEK!!

Public Relations PAID Internship Opportunities (Fall '09)

Renna Communications is accepting applications for a paid, part-time internship positions at our offices in the Dupont Circle neighborhood of Washington, D.C.

OVERVIEW:

We are progressive, public interest communications firm with special expertise in lesbian, gay, bisexual and transgender (LGBT) issues. Our staff possesses over two decades of communications and media relations experience working with numerous national, state and local nonprofits. As a small, boutique agency, we strive for a team atmosphere where our interns are exposed to high-level strategy discussions.

Our mission is to provide sophisticated and nuanced communications strategies to organizations and people who are working to change the world for the better. For more information about Renna Communications, our staff, and our clients, please visit www.rennacommunications.com

INTERNSHIP SUMMARY:

Responsibilities:

The intern will provide supportive services to Renna Communications' Managing Partners and staff.

SOUTH CENTRAL SCHOLARS

Timeframe:

Internship period runs September 1 – December 18 (exact dates negotiable). Fall internships are 15-20 hours/week, with flexible days. This is a part-time position.

Compensation:

A monthly stipend will be paid. The amount will be based on the candidate's qualifications and negotiated hours.

Dress:

Our office is a casual dress environment, unless otherwise directed.

RESPONSIBILITIES:

This is a primarily administrative and organizational position. The selected candidate will:

- Perform administrative and organizational support services, as necessary;
- Clip coverage from newspapers and magazines; scan press clips; organize clips archive;
- Compile media coverage lists using search engines, such as Lexis-Nexis, Meltwater, and Google;
- Assist staff in generating and updating media contact lists using online Vocus database;
- Conduct media research on-line;
- Update Renna Communications website content (user-friendly back-end software);
- Draft memos and documents as needed;
- Provide support to staff during client-related events, as appropriate.

QUALIFICATIONS:

From our perspective, fit and talent are as important as specific experience. However, given the responsibilities of the position, the selected candidate must demonstrate the following:

- Attention to detail and well-developed organizational skills;
- Excellent interpersonal communications skills;
- Ability both to take direction and to take initiative;
- Excellent writing ability;
- Experience with Mac computers and Microsoft Office applications;
- Enthusiasm and a proven dedication to progressive and social justice issues;
- Understanding of and empathy for LGBT issues and concerns; and
- Interest in media relations (experience strongly preferred).

People of color and transgender people are especially encouraged to apply. Fluency in Spanish is a plus. (EOE)

HOW TO APPLY:

Applications are due no later than 5:00pm on August 15th but will be reviewed as we receive them.

SOUTH CENTRAL SCHOLARS

We ask that candidates not make unsolicited phone calls.

Please submit a resume and cover letter by email to the attention of:

Laura McGinnis

Renna Communications

laura@rennacomunications.com

JOB BULLETINS CLOSING WITHIN TWO WEEKS!!

CONGRESSIONAL RESEARCH SERVICE

Deputy Assistant Director, Government and Finance Division

Senior Level (\$147, 234-\$162,900)

The Congressional Research Service (CRS) is seeking a dynamic individual to serve as the Deputy Assistant Director of its Government and Finance Division.

The Congressional Research Service (CRS) works exclusively for the United States Congress, providing policy and legal analysis to committees and Members of both the House and Senate, regardless of party affiliation.

The Government and Finance Division provides expert research that meets ongoing congressional policy-making and oversight needs related to finance (including public finance, financial regulation, and macroeconomic policy) and to government affairs (including functions, effectiveness, and operational relationships across the legislative, executive, and judicial branches; intergovernmental relations; and legislative procedures).

The Deputy Assistant Director:

- * Reports directly to the Assistant Director of the Government and Finance Division
- * Serves with full delegated authority as the Assistant Director in his/her absence
- * Counsels the Assistant Director on all aspects of the administration and operations of the Division
- * Performs special research, consultative, and administrative assignments as requested by the Director of CRS
- * Supports the Assistant Director in performing human resources management functions relative to the staff of approximately 80 employees in the Government and Finance Division.

Interested applicants must apply online via:

https://wws.loc.gov/hr/employment/slhrform/index.php?JOBS_ID=1452

SOUTH CENTRAL SCHOLARS

Applications must be received by August 31, 2009.

To learn more about CRS and the Government and Finance Division, please visit: www.loc.gov/crsinfo <<http://www.loc.gov/crsinfo>> . As the public policy research arm of the United States Congress, CRS is fully committed to workforce diversity.

JOB BULLETINS WITH NO IMMEDIATE DEADLINE

Rep. Phil Hare Legislative Director

Progressive Midwestern labor democrat seeks LD for active legislative operation. Ideal candidate would be a senior LA or current LD with experience in Education and Labor issues and managing appropriation requests. We are looking for a strong manager, with good political instincts and the ability to develop and manage multiple legislative initiatives. A sense of humor, ability to foster teamwork and willingness to work long hours under tight deadlines is a must. Salary is commensurate with experience. Please forward your resume, cover letter, three writing samples and salary requirements to otom70@gmail.com. No drop ins or phone calls allowed.

LEGISLATIVE DIRECTOR—West Coast Democrat seeking a savvy and politically intuitive legislative director to manage not only the member's legislative agenda, but the DC office as well. Candidates must be assertive, highly organized, a great manager and team player and must have a great sense of humor. At least three years of legislative experience is required (LA, Sr. LA or LD) and some experience managing people in any capacity is expected. Please send cover letter, resume and writing sample to Dem.Office@mail.house.gov.

Legislative Assistant/Legislative Correspondent – Texas Congressman seeks a highly motivated team player with strong research, writing, and organizational skills to handle a variety of issues including Health Care, Labor, Trade, Small Business, Energy, and Transportation. Responsibilities will include formulating and tracking legislative proposals as well as researching and writing legislative correspondence. Ideal candidate will have previous Capitol Hill experience and be able to initiate and implement multiple projects in a fast-paced office. To apply, please submit your resume, cover letter, and two writing samples to TX09resumeinbox@mail.house.gov with subject line: LA/LC Position. No phone calls or drop-ins please.



SOUTH CENTRAL SCHOLARS

Rep. Mike Ross

Moderate Democratic congressman seeking unpaid interns to start immediately. Interns will be responsible for many duties including answering phones, leading tours, greeting visitors, assisting legislative and other staff, writing constituent responses, shadowing the Congressman, etc. Please send cover letter and resume to fallintern@yahoo.com.

Congressman John Salazar

Western Blue Dog Democrat seeks Fall unpaid interns to assist the office with constituent services and support the legislative and administrative staff. Interns will have the opportunity to attend briefings, work on special projects, and get first hand insight into the legislative process. Both full and part time candidates will be considered for the position, Colorado ties a plus. Please send a cover letter detailing availability and a resume to Claire.Johnson@mail.house.gov.

Analyst Institute Fall Fellow

The Analyst Institute is now accepting applications for a 2009 Fall Fellow. The Analyst Institute collaborates with dozens of the largest progressive organizations to design, implement, and analyze experiments of campaign strategies and tactics and serves as a clearinghouse for evidence based best practices in voter contact (see description below).

Analyst Institute Fellows have the opportunity to work on cutting edge political research. Fellows will also participate in quantitative skill building workshops, attend events discussing the most recent research on data-driven politics, and learn the basics of randomized controlled experimentation.

Analyst Institute Fellowship responsibilities vary based on the applicant's skills. Those responsibilities might include: Website Management, Research Summarizing, Document Editing, Data Gathering, Dataset Assembling, Office Support, Data Analysis (depending on applicant's abilities).

Qualifications

- Ability to work independently
- Comfort with data and basic understanding of statistics
- Familiarity with Microsoft Office (Word, Excel, PowerPoint, Access) and Internet-based research tools
- Excellent written and oral communications skills
- Strong research and organizational skills
- Self-motivated
- Ability to learn quickly and be adaptable
- Campaign experience a plus

SOUTH CENTRAL SCHOLARS

The Analyst Institute is located in Washington D.C. Schedule is flexible. Please send a resume and cover letter to fallfellow@analystinstitute.org.

ANALYST INSTITUTE
www.analystinstitute.org

Mission: The Analyst Institute's mission is for all progressive voter contact to be informed by evidence-based best practices. We achieve this through:

1. Collaboration with progressive organizations around the country, building experimental testing into voter persuasion and voter mobilization programs, and by advancing research on the most important political strategy questions;
2. Serving as a clearinghouse for evidence-based best practices in progressive voter contact via written briefs and in-person trainings;
3. Supporting data analysts and related professionals in sharing their research through meetings and retreats.

SEIU WAVE Program Organizer in Training

Location: Washington D.C. Training

To Apply: Send cover letter and resume to Pam Kieffer at kiefferpm@aol.com

Summary: Are you ready to fight for what you believe in? Do you want to do something to make a difference? Are you looking to work in the social and economic justice movement? If you answered 'Yes' to any of the questions above then union organizing is for you!

Job Description: For more than 75 years, SEIU has been helping working families stand up for their rights, fighting for dignity and respect in the workplace. With a membership of 1.8 million strong, SEIU is the fastest-growing union in the labor movement. Our diverse staff of organizers helps janitors, home care aids, mental health workers, office workers, school bus drivers, public employees, nurses, and other hospital workers join forces to bring democracy to the workplace.

The SEIU--WAVE (Organizer-In- Training) Program is a year-long job training and placement program for people who want to make a difference as union organizers. As an organizer-in- training with the SEIU WAVE Program you will be part of a dynamic union that is committed to giving a voice to thousands of workers and helping to provide lasting social change for the working class.

At SEIU (www.seiu.org) , we are looking for energetic and passionate individuals who are ready to

SOUTH CENTRAL SCHOLARS

organize people to fight for better lives for themselves and their families. This is your opportunity to put your commitment to social and economic justice to work building power for working people by organizing the unorganized!

POSITIONS ARE NATIONWIDE.

All applicants must attend a one-day screening and those who are recommended to move on in the process will go on to a paid apprenticeship on one of our many organizing campaigns. During the apprenticeship, your work will be evaluated and those who meet our organizing criteria are recommended to the WAVE program. The apprenticeship can be anywhere from 3-5 months anywhere in the United States where organizing campaigns are taking place. The members of each wave will go through an intensive training program before starting on campaigns under the guidance of experienced staff and mentors. Each WAVE will also meet regularly for additional training and mentoring.

Job Qualifications: Who should apply?

Union organizing is not easy. It takes courage and commitment to support our uphill struggle for a just society. A successful applicant for the organizer-in- training position should have the following:

- 1 year or less demonstrated commitment to social justice and grassroots organizing
- Possession of excellent oral and written communication skills
- Possession of excellent listening skills and the ability to comprehend the concerns of others
- Ability to manage your time independently and carry out work plans with minimal supervision
- Willingness to travel and/or relocate for extended periods of time
- Ability to work long and irregular hours, including some nights, weekends, and holidays
- Ability to motivate and activate others
- Possession of sharp problem-solving skills
- Bilingual speaker a plus
- Possession of basic map navigation skills a plus
- Possession of a valid driver's license required

It's not just a job....It's a movement! We are proud of our diverse environment, EOE, M/F/D/V

Compensation: We offer the following benefits package:

- Competitive Salary
- Comprehensive health benefits package for employee and eligible dependents, including medical, dental, vision, and prescription coverage
- Pension Plan
- 401 (k) available
- Generous leave policy

Looking for Finance Director for MO congressional race (Missouri experience preferred)

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Looking for a Finance Director to oversee call time and fundraising organization of an exciting Democratic Congressional race. Candidate must be an outgoing numbers person, computer savvy, skilled at NGP, and ready to relocate to Missouri in next 30 days. Field experience and Missouri ties preferred but not a dealbreaker.

Please send resumes to jonathan.feifs@gmail.com. Will contact you soon.

Communications Manager – National Assembly on School-Based Health Care (www.nasbhc.org)

The Communications Manager is responsible for:

1. Conducting the organization's communications/outreach efforts to a variety of critical audiences
2. Executing communication programs to advance NASBHC's position as preeminent advocacy organization for school-based health care
3. Working with all staff, particularly in the areas of program and development, to ensure the consistency and quality of NASBHC's message and brand

Essential Duties

§ Develop and implement a strategic communications plan to grow visibility and recognition of NASBHC

o Integrate communications into programmatic and development activities

o Work with the policy team to create and execute advocacy campaigns designed to help achieve the organization's policy goals

§ Assist in development of marketing and promotion of strategies and materials for NASBHC national convention and other events

§ Generate ideas for and write press releases, op-eds, and other written communications that advance federal policy goals

§ Pitch story ideas to secure op-eds, editorials

§ Oversee writing, editing, and production of existing and new communications vehicles for the e-newsletter, print and broadcast media, and internal audiences

§ Oversee, maintain, and develop content for www.nasbhc.org, NASBHC's website.

o Assist in reviewing new and updated sections of website to ensure accuracy, effectiveness of presentation and clarity of message

§ Facilitate the development of eAdvocacy tools to serve as a primary outlet for internet advocacy efforts

§ In coordination with development staff, develop communications materials to prospective members and donors

§ Participate in shared organizational responsibilities (grant writing, editing, volunteer committee management, Board of Directors Support, etc.)

SKILLS/EXPERIENCE

§ Seven or more years of experience in policy-related communications/public relations

§ Health care, education, or school-based health center knowledge preferred

§ Bachelor's degree with a record of continuing education through personal and professional development

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opportunities, Masters preferred

§ Good strategic thinker

§ Exceptional researching, writing, and editing skills

§ Strong ability to write for a variety of audiences, both online and offline

§ Strong ability to set goals proactively, identify intermediate objectives, recognize the resources necessary to achieve those goals and objectives, and a willingness to find those resources

§ Familiarity with and experience in pitching media outlets and websites dealing with news, politics, policy, and legislation

§ Exceptional verbal skills and experience talking to reporters in the capacity of a spokesperson

§ Attention to detail and obsession with accuracy a must

§ A strong desire to build public support and political power for protecting children and adolescent access to health care

Interested applicants should send resume, cover letter and salary requirements to anewell@nasbhc.org. Salary commensurate with experience.

NASBHC is a not-for-profit national membership and advocacy organization dedicated to improving the health status of children and youth by advancing and advocating for school-based health care.

Associate

Fast-paced, independent boutique lobbying firm seeks associate to support legislative and public affairs practice focused on economic and health care issues. Must have excellent communications skills (written and oral), be enthusiastic and hard working, capably multi-task, with great computer and document production skills. The candidate will help with research, client support, and senior staff support. Knowledge of/experience on Capitol Hill or Executive Branch a plus. Salary and great benefits commensurate with experience. Resumes with cover letter and writing sample should be sent to jobs@vennstrategies.com.

073101 DEPUTY PRESS SECRETARY - Midwest Democratic Senator seeks Deputy Press Secretary for fast-paced communications office. Duties include, but are not limited to, preparing daily clips, drafting press releases and talking points, assisting with media events, tracking media coverage, maintaining the office's archiving process, and performing general press office support. Candidates must be able to work quickly, accurately and creatively in an active environment, under tight deadlines. Candidates must also possess excellent writing and editing skills and a team mentality. Prior Hill or campaign press experience is a plus. **Please email cover letter, resume, and two writing samples to:**
demsenatepress@gmail.com.

073102 LEGISLATIVE ASSISTANT - Northeast Democratic Senator seeks a Legislative Assistant to cover defense, veterans, foreign affairs, trade and homeland security issues. The Senator serves on the Appropriations subcommittees on foreign operations and homeland security. Previous Capitol Hill experience strongly preferred. The candidate must be able to initiate and implement multiple projects and meet deadlines in a fast-paced office atmosphere, and have strong communication and writing skills. Please send cover letter and resume to Senate_job@yahoo.com. **No phone calls please.**



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SCHOLARS

073103 PERFORMANCE MANAGEMENT AND BUDGETING SPECIALIST – Senate Committee (Majority) seeks an expert in performance-based management and budgeting to assist it in conducting oversight and assessing government-wide performance. Relevant experience may include work in the private sector or with state and local governments, although knowledge of the federal budget is a plus. The candidate must be able to conduct complex and cross-cutting research and analysis and present the results of such work in a clear, precise, and persuasive manner. Thoroughness and careful attention to detail, and strong oral and written communication skills, is a must. In addition, the candidate should be able to manage multiple tasks and projects, think creatively, and exercise sound discretion and judgment. **Please send resumes to Senate_Employment@saa.senate.gov or fax to 202 228-2007.**

073002 STAFF ASSISTANT - Democratic Senator seeks a personable, dependable and professional Staff Assistant for a front office/ mailroom position. Applicants must be able to work well in a team environment and should have excellent oral and written communication skills. Responsibilities include greeting visitors, answering multi-line phones, responding to constituent requests for various tours, supervising interns, sorting incoming mail and data entry. A Montana connection is required. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

072901 LEGISLATIVE ASSISTANT - Democratic Senator seeks Legislative Assistant to handle transportation, infrastructure, homeland security and labor issues. Applicants should have experience with the appropriations process, particularly with respect to transportation. Qualified candidates will have experience and familiarity with transportation policies, regulations and funding mechanisms. Experience working on a surface transportation authorization bill is a plus. Successful applicants must be clear and concise writers and possess the ability to analyze legislative policies independently in a fast-paced environment. 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.**

072801 STAFF ASSISTANT - Busy Senate Committee (Majority staff) is seeking an experienced individual to act as a Staff Assistant in the Committee's main office. Applicants should be selfstarters, organized, detail-oriented and have excellent communication skills. Responsibilities include, but are not limited to: screening incoming calls; making appropriate referrals to full committee and subcommittee staff; preparing for committee hearings, executive sessions and official meetings; and monitoring audio/video DVD requests for organizations and/or individuals. Hill experience preferred, but not required. **Please email a cover letter, resume and brief writing sample to jobs_commerce@commerce.senate.gov indicating job referral number 254 in the subject line.**

072802 STAFF ASSISTANT - The Majority office of the Senate Commerce Committee is seeking a Staff Assistant to jointly serve the Subcommittee on Consumer Protection, Product Safety and Insurance and the Subcommittee on Competitiveness, Innovation and Export Promotion. The Staff Assistant will work closely with the Committee Counsels and Member offices on a wide variety of issues based on the oversight of the Federal Trade Commission, the Consumer Product Safety Commission, the National Highway Traffic Safety Administration, the Department of Commerce, and the United States Olympic Committee. The staff is relatively small and therefore, daily responsibilities are both diverse and dynamic. Specific responsibilities may include: answering phones; preparation of background documents and final transcripts for Committee hearings and executive sessions (mark-ups); attending briefings, hearings, and meetings; reviewing and analyzing legislation within the Committee's jurisdiction; tracking related legislation in the Senate and House of Representatives; researching topics of interest to Committee



SOUTH CENTRAL
SCHOLARS

members; preparing memos and statements; and responding to constituent and other information requests. Hill experience is preferred, but not required. **Candidates should email their cover letters, resumes and brief writing samples to JOBS@commerce.senate.gov, with the subject line “Job Referral Number 428 Consumer.”**

072701 INCOME SECURITY BUDGET ANALYST – Chairman of Senate Committee seeks Budget Analyst to handle a variety of budget issues related to income security and unemployment. 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 strongly preferred. Health care and Congressional experience a plus. **Send resume and writing sample to senate_employment@saa.senate.gov or FAX to 202-228-2007.**

072401 SYSTEMS ADMINISTRATOR – Republican Senator is looking for an experienced Systems Administrator to oversee computer systems in D.C. and state offices. Major responsibilities include administration and maintenance of LAN and Correspondence Management System. Ability to do computer troubleshooting (network, hardware and software) plus knowledge of BlackBerry, Windows XP and Vista, Internet Quorum, Server 2003, Corel WordPerfect, and MS Office 2007. Additional responsibilities include Website maintenance. Applicants must also possess a strong aptitude for training on computer applications. The ideal candidate should be well-organized, able to multi-task, maintain composure under pressure, and be dependable and flexible. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

072201 DEPUTY SCHEDULER - Democratic Senator seeking proactive, resourceful, detail-oriented person with strong writing skills to fill Deputy Scheduler position. The DS works closely with the Executive Scheduler as well as legislative, press and state staff members. DS will assist in maintaining the Senator’s daily and long-range schedules, including organizing and investigating invitations and requests for the Senator, developing prioritized recommendations with staff input, and following up with timely RSVPs or regrets. DS also assists in collecting, organizing, and delivering Senator’s daily briefing materials, as well as coordinating Senator’s incoming and outgoing phone calls. DS also prepares, edits, and tracks Senator’s outgoing written correspondence. DS will coordinate and execute special events and projects for the Senator. Ideal candidate will have minimum of 1 year experience in an administrative or other similar role, preferably on Capitol Hill. Candidates must also have excellent writing skills, discretion, and the ability to think and react quickly to challenging situations. Flexible work hours required when Senate is in session. Ability to occasionally drive Senator to local events in DC a requirement. **Please send resumes to senatedemds@gmail.com.**

072202 STAFF ASSISTANT- Democratic Senator seeks a personable, dependable and professional Staff Assistant for a very busy front office. Duties include, but are not limited to: answering phones, greeting visitors, providing clerical support to mail operation, responding to inquiries from constituents visiting DC, and tallying views and opinions of constituents daily. Applicants must be able to handle a fast paced working environment, have excellent interpersonal skills, be able to work well in a team environment, and have excellent oral communications skills. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

072005 ECONOMISTS - The Democratic Staff of the Joint Economic Committee of the U.S. Congress seeks a staff economist with a serious interest in macroeconomics and money and banking. Candidates must have an interest in public policy. The position requires independent research as well as working

SOUTH CENTRAL SCHOLARS

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 finance, or commensurate work experience, is required. Successful candidates will have strong communication skills. 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**

071603 STAFF ASSISTANT - Democratic Senator seeks a personable, dependable, and professional Staff Assistant for front office/reception duties. Applicants must have exceptional interpersonal skills, oral, written, communication skills, and be able to multi-task in a high stress environment. Responsibilities include, but are not limited to, answering multi-line phones, greeting visitors, handling White House tour and flag requests from constituents, and front office organization. **Please e-mail cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.**

071303 HEALTH LEGISLATIVE ASSISTANT - Democratic Senator on the Health, Education, Labor, and Pensions (HELP) Committee seeks a senior Legislative Assistant to handle health, aging, and Social Security. Applicants should have direct expertise in current health care issues including health reform, Medicare, Medicaid, SCHIP, mental health, prescription drugs, children's health, and appropriations. At least three years of Hill experience is required and experience working on or with the Senate or House Health Committees and/or with the Labor, Health and Human Services, and Education Appropriations Subcommittee is strongly preferred as are Rhode Island ties. 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. The Legislative Assistant will be expected to handle relevant committee work and related constituent matters. **Please e-mail cover letter and resume to senateposition@gmail.com. No phone calls please.**

070804 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.**

070805 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.**

070201 FALL LAW CLERKS - Senior Democratic Senator is seeking candidates for unpaid, full- or

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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.**

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.**

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.**

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.**

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.**

060401 SCHEDULER/STAFF ASSISTANT-Nonpartisan office seeks someone who will serve as a

SOUTH CENTRAL SCHOLARS

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 email 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.**

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.**



SOUTH CENTRAL
SCHOLARS

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.**

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 fastpaced 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.**

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

SOUTH CENTRAL SCHOLARS

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 TDDPosition@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,

SOUTH CENTRAL SCHOLARS

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.**

Scheduler/Office Manager - Congressman **Timothy V. Johnson** seeks an organized and detail-oriented Scheduler/Office Manager for his DC office. Responsibilities include, but are not limited to, handling DC scheduling requests for the Member, coordinating travel for Member and staff, handling personal correspondence, and managing office procurement. Ideal candidate must have the ability to work in a fast-paced environment and prioritize responsibilities. Please email cover letter and resume to IL15scheduler@gmail.com.

Legislative Assistant - Congresswoman **Brown-Waite** seeks a highly motivated individual with exceptional writing, communication and organizational skills to handle a variety of issues including Homeland Security and Judiciary. Responsibilities will include writing legislative mail, formulating and tracking legislative proposals, and briefing the Congresswoman on a daily basis. Successful applicants will have a strong understanding of the legislative process, a knack for research, well developed critical thinking skills, and patience. To apply, please submit your resume, a cover letter, and write an essay explaining what you would do to get on the Real World, D.C. to Kyle.Glenn@mail.house.gov.

Scheduler - Representative Sue **Myrick** (NC-09) seeks an experienced scheduler for DC office. The ideal candidate will have previous scheduling experience in a congressional office. Office manager experience is a plus. Excellent organizational and time-management skills necessary. North Carolina ties are a bonus, but not necessary. Send resumes to sarah.hale@mail.house.gov.

Legislative Assistant - The Office of Congressman Michael C. **Burgess**, MD (R-TX) is seeking a Legislative Assistant whose primary focus will be the Energy and Environment Subcommittee on the House Energy and Commerce Committee. Responsibilities of this position will include writing legislative mail, briefing the Congressman on relevant policy developments, formulating legislative proposals, interacting with federal agencies, and staffing the Member on all of the responsibilities related to the E&E Subcommittee. Strong writing and interpersonal skills are a must. The ideal candidate will have several years of Hill experience and a proven record of implementing legislative initiatives and building coalitions. Please email resume, cover letter, and a writing sample letter to burgessjobs@mail.house.gov with subject line: Attn: LA Position. No calls, drop-ins, or faxes, please.

Communications Assistant - Congressman Randy **Neugebauer** seeks a proactive Communications Assistant. Candidates should have an understanding of social networking sites and experience working



with new media tools. Responsibilities include working with Communications Director to implement new