**JOB OPPORTUNITIES**

Rep. Brad Sherman (D-CA) - California Democrat and Subcommittee Chairman seeks Legislative Correspondent/ Systems Administrator to oversee constituent mail/database. Candidates should possess strong writing skills, be detailed oriented and able to multitask. Familiarity with IQ preferred. In addition to the responsive mail program, LC will work on list development program and will be in charge of office technology operations. Salary is commensurate with experience. Please send resume and cover letter to CaliforniaLC08@gmail.com

Representative-Elect Travis Childers (D-MS) - Rep. Childers is looking to hire several positions in his Washington Congressional office. Open positions include Press Secretary, Legislative Assistant, Legislative Correspondent, and Staff Assistant (preferably from Mississippi). Qualified candidates are encouraged to send resumes and cover letters to incoming Chief of Staff Brad Morris at brad.k.morris@gmail.com. No phone calls please. Salaries for each position are commensurate with experience. Please feel free to forward this notice to interested parties.

Senate Rules and Administration Committee - The Senate Rules and Administration Committee (Majority Staff) is seeking a Counsel to focus on Senate Regulations, Rules, Ethics, Lobbying, Government Reform and Policy issues, monitoring and managing legislation, preparing for hearings, and overseeing Senate contract and procedural matters. Applicants should possess strong analytic skills, be able to meet tight deadlines and demonstrate excellent written and oral communication skills. Hill experience strongly preferred. J.D. is required. Familiarity with the Senate, its history and its parliamentary procedures, is extremely important. Please send cover letter and resume to counsel@rules.senate.gov.

Rep. Anna Eshoo (D-CA) - Senior Bay Area Democrat seeks energetic, experienced Legislative Assistant to handle a broad portfolio of domestic issues including judiciary, financial services, taxation, education, labor, and housing. Qualified candidates should have Hill experience and strong writing, analytical and organizational skills. Pride in work product, attention to detail, and a willingness to work in a collaborative, team-oriented environment are essential. Salary is commensurate with experience. Send résumé and cover letter to destaffer@mail.house.gov or fax to (202) 225-8890. No phone calls or drop-bys please.

Rep. Jan Schakowsky (D-IL) - Progressive Midwest Democrat seeking legislative assistant to work in fast-paced office on foreign policy, defense and veterans issues. Previous Hill experience preferred. Candidates should possess strong communications skills and the ability to handle multiple tasks and meet deadlines. We are seeking a highly-organized and productive self-starter and a team player. Persons of color are strongly encouraged to apply. Interested candidates should email a resume and writing sample to Illinois09LA@gmail.com or fax to 202 226-6890. No calls or drop-ins please.

House Small Business Committee - Small Business Committee majority staff is looking for unpaid interns for this spring, starting in the middle to late May, with potential to also work closely with the Chair's personal office. If you have anybody that may be interested in a democratic leaning internship, have them...
send their resume/CV to housesbc@gmail.com. Responsibilities include answering phones, giving tours of the Capitol, attending briefings, and researching various issues at the direction of full-time staff.

Rep. Stephen Lynch (D-MA) - Northeastern Democrat is seeking a foreign affairs legislative assistant; this position will also cover defense, and other related legislative issues. Candidates should have strong writing, verbal, and research abilities as well as an understanding of House procedures. Ideal candidate should have a graduate degree in international relations or related field of study, Capitol Hill experience preferred, New England ties a plus. Ability to work under pressure and meet deadlines is important. Applicants are asked to please email resume and a writing sample to LynchLA@mail.house.gov. Please no walk-ins or phone calls.

Rep. Rosa DeLauro (D-CT) - Progressive Northeastern member of the Democratic Leadership and senior member of the Appropriations Committee seeks experienced legislative assistant to manage Commerce, Justice, Science appropriations subcommittee as well as non-appropriations health, housing, judiciary, environmental issues. Applicants must have at least two years of Hill experience as a legislative assistant, appropriations experience, strong writing and verbal communications skills, and the ability to work under pressure and meet tight deadlines. Sense of humor recommended, but not required. Applicants are asked to please email resume and two writing samples to ctdemstaffposition@gmail.com.

Natural Resources Committee - The majority office of a House Subcommittee seeks a person to fill the job of Clerk. Responsibilities include administrative support, such as filing and answering the phone, preparing for all hearings, field hearings and markups, and assisting with various legislative projects. The ideal candidate must have excellent organizational and communication skills. The position requires working closely with Member offices as well as the ability to work cooperatively and courteously with others. The applicant should be friendly and a team player. Hill experience a plus. Please send resume and cover letter to Allison.Cowan@mail.house.gov.

Rep. Louise Slaughter (D-NY) - Senior Northeast Democrat seeks Senior Legislative Assistant to handle appropriations and other issues. Candidates must have at least two years of substantive legislative experience on Capitol Hill, including overseeing appropriations requests. Candidates also must possess excellent written and oral skills. To apply, please send resume and cover letter and short writing sample to: ny28jobs@mail.house.gov.

Rep. Nita Lowey (D-NY) - Congresswoman Lowey, Chair of the State and Foreign Operations Appropriations Subcommittee, seeks an appropriations associate in her personal Congressional office. Responsibilities for work on the state and foreign operations appropriations bill and foreign affairs authorizing issues include research and analysis; vote and policy recommendations; preparations for member including speeches, memos, talking points, and statements; drafting outreach materials on various issues; and meeting with constituents and advocacy groups. Required skills: strong oral communication and impeccable writing skills; foreign affairs/assistance experience; and ability to work quickly, under pressure, and as part of a team. Hill legislative and appropriations experience strongly preferred. Salary commensurate with experience. Please send resume; 1-2 relevant, short writing samples; and a brief cover letter including salary requirement to lowey.opening@mail.house.gov by Wednesday, May 21. No calls or stop-bys please.
Rep. Jim Langevin (D-RI) - Congressman Langevin is seeking a Legislative Director to manage the legislative agenda and staff, oversee appropriations, handle a diverse issue portfolio and work with other senior staff to advance the Congressman's goals. Candidates should have at least 3 years of legislative experience, expertise in a variety of issue areas, in-depth knowledge of legislative and appropriations processes, excellent writing, editing and interpersonal skills, and the ability to effectively manage other staff. Rhode Island ties are a plus, and a great sense of humor is a must. Please fax or email a cover letter, resume, salary history and writing sample to Kristin.Nicholson@mail.house.gov or (202) 225-5976.

Rep. Rush Holt (D-NJ) - New Jersey Representative seeks Legislative Assistant interested in working to develop science-based initiatives and long-term projects related to science. An ideal candidate should have excellent written and verbal communication skills, creativity, a desire to be proactive, a positive attitude, a good sense of humor, a proven ability to prioritize, as well as an ability to work well in a fast paced, team-oriented environment. A degree in the physical sciences is preferred. Other legislative duties will be subject to a candidate's experience, qualifications, and office requirements. Salary is commensurate with experience. Please forward résumé, two writing samples and three references to NJ12ResumeInbox@mail.house.gov.

Rep. Gwen Moore (D-WI) - Progressive Midwestern Democratic Congresswoman seeks organized, hardworking Executive Assistant to manage Member scheduling and some office management, (including office finances and intern supervision). Capitol Hill or private sector experience in these areas strongly preferred. Ideal candidate would be familiar with Member office management duties including vouchers, travel arrangements, scheduling, and office equipment purchases and maintenance. Candidates need excellent organization and multitasking skills, in addition to motivation, energy, and flexibility. Job also requires that candidate have a car since driving the Member is required as needed for events/meetings. Minorities strongly encouraged to apply. EOE. Fax to 202-225-8135, ATTN: Executive Asst Opening, or hand deliver to 1239 Longworth HOB. Do NOT mail via USPS.

Rep. Gwen Moore (D-WI) - Progressive Urban Midwestern Democrat seeks a hard-working Legislative Correspondent to write letters to respond to a large volume of constituent mail on a variety of subjects. Excellent and fast writing and organization skills are a must. In addition, all applicants must have a car as occasional driving of the Member will be required. Prior Hill experience is strongly preferred. Please fax cover letter, resume, three brief writing samples, and salary requirements to Legislative Director at 202-225-8135.

Rep. Jackie Speier (D-CA) - Rep. Speier seeks a Staff Assistant to handle front office responsibilities. Ability to multi-task in a high pressure environment is a must, a good sense of humor is a bonus. The ideal candidate will have previous internship experience on Capitol Hill. California ties a plus. Please send your resume, a cover letter, and the title of your favorite book to SpeierJobs@mail.house.gov. No stop-bys or phone calls please.

Rep. David Scott (D-GA) - Georgia Democrat seeks friendly and enthusiastic individual for Staff Assistant position in Washington, DC office. Responsibilities include greeting visitors, answering phones, organizing and conducting tours, having flags flown over the Capitol, and answering constituent requests for general information. This position also oversees mail receipt and distribution, maintains the front office,
Rep. Daniel Lipinski (D-IL) - Moderate Midwestern Democrat seeks a Senior Legislative Assistant to manage a broad range of legislative issues. Candidates should have at least two years of legislative experience on Capitol Hill, possess excellent writing and verbal skills, should be comfortable in a fast-paced environment, and have a mastery of the legislative process. Primary responsibilities include developing legislative initiatives, tracking legislation, drafting correspondence and floor/committee statements, drafting press releases, and representing the Member in meetings. The successful candidate will be a results-oriented problem solver, a motivated self-starter, and possess a demonstrated ability to work independently as a policy entrepreneur. To apply, please e-mail a cover letter, résumé, and three writing samples to il_staff_jobs@yahoo.com. No telephone calls or walk-ins, please.

Rep. Earl Blumenauer (D-OR) - Congressman Blumenauer's Washington, DC office seeks experienced professional for Scheduler/Executive Assistant position. Qualified candidate will have excellent writing and communication skills, strong organizational skills and be very detail oriented. Position requires ability to work in a fast-paced environment with a good attitude and working unpredictable hours that follow the Congressional schedule. You will work closely with the Congressman on scheduling, travel arrangements, correspondence, and administrative support. The role also entails managing office budget and billing systems, assisting with office management, and special projects. Oregon ties and political experience are a plus. Salary is commensurate with experience. Interested applicants should email a resume, cover letter, and references to resume.blumenauer@mail.house.gov or fax to 202-226-3134.

Rep. Harry Mitchell (D-AZ) - Southwestern Democrat is seeking a Press Secretary in a very active, proactive press office. Candidates should have very strong writing and verbal communications skills. The ability to multi-task, meet tight deadlines and think quickly on your feet a must. Daily duties include writing press release, talking points, op-eds and e-mail newsletters as well as pitching stories and responding to press inquiries. Those who lack a sense of humor and do not play well with others need not apply. Position based in District Office, with potential for relocation to D.C., after 6 months. Send cover letter, resume and writing sample to SouthwesternDemocrat@gmail.com.

Rep. Bill Pascrell (D-NJ) - An active House Democrat serving on the Ways and Means Committee seeks a Legislative Assistant to handle predominantly healthcare policy, but other issues as well. Candidates should have a particular familiarity with and understanding of issues related to the Medicare and Medicaid programs. Excellent verbal and writing skills, a desire to be proactive, as well as an ability to work well in a fast paced team oriented environment, are required. Legislative duties are subject to a candidate's experience, qualifications, and office requirements. Salary is commensurate with experience. Please email cover letter, resume, and references to nj08job@gmail.com. No calls, drop-ins, or faxes please.
Rep. Anthony Weiner (D-NY) - Very active New York House Member seeks an energetic Executive Assistant/Office Manager for Washington, D.C. office. Candidate must have Executive Assistant Hill or comparable private sector experience. Responsibilities include, but are not limited to, coordinating Member's Washington schedule, managing all meeting requests, making travel arrangements, following the floor schedule, assisting with the budget, preparing vouchers and monitoring office accounts. Experience with the CAPS accounting system IQ and other hill systems is helpful. Applicants must demonstrate attention to detail, and strong organizational and communication skills. Send resumes to Robert.Cousart@mail.house.gov <mailto:Robert.Cousart@mail.house.gov>.

Rep. Robert Brady (D-PA) - Liberal Northeastern House full committee chairman seeks a Staff Assistant to manage front desk, greet constituents, answer telephones, arrange Capitol and White House tours and assist in handling Member's schedule. Qualified applicants should have a very positive attitude, strong organizational skills, orientation to detail, should possess strong verbal and written communication skills, and the ability to multi-task. Responsibilities will include opening and sorting mail and faxes, assisting in data entry and management of the constituent mail system, drafting constituent correspondence and assisting the Member and staff with various projects. The Staff Assistant is also responsible for some office administration, including maintaining office supplies and supervising office interns. Interested parties should email a cover letter and resume to Stanley.white@mail.house.gov <mailto:Stanley.white@mail.house.gov>. No phone calls or walk-ins please.

Legislative Assistant - Appropriations Committee Democrat looking for an experienced individual to serve as Legislative Assistant. Legislative Hill experience a requirement. Excellent communication and management skills required. Legislative duties will relate to Committee work and is subject to candidates experience, qualifications, and office requirements. Please email resume, references, cover letter, and writing sample to Midwestern.resume@mail.house.gov <mailto:Midwestern.resume@mail.house.gov>. No calls, drop-ins, or faxes please.

House Small Business Committee - Small Business Committee Majority Staff has opening for Communications Director to manage 5 person press staff. Responsibilities include developing, executing all aspects of Chair's communications strategy. Familiarity and ability to discuss economic policy and general business issues important. Degree in journalism, communications, or public relations required, advanced degree preferred. Salary commensurate with experience. Interested parties should send resume, two writing samples, one of which should be a speech or featured article to communicationsjob@gmail.com <mailto:communicationsjob@gmail.com>

Rep. Henry Cuellar (D-TX) - Texas Democrat seeks proactive press secretary for busy DC personal office. Position requires knowledge of media operations including: media plan development and execution, writing skills, website management, budgeting and franking rules. Hill experience required. Spanish language skills a plus. Qualified applicants email resume to: response@mail.house.gov <mailto:response@mail.house.gov>

Rep. Barbara Lee (D-CA) - Progressive California member seeks experienced Communications Director to manage an active communications operation. Responsibilities include developing and implementing a strategic communications plan; writing press releases, op eds and serving as the primary speechwriter for the office; scheduling press events and managing relationships with reporters to secure local and national coverage of the member's work. CD will also be responsible for overseeing the website and regular e-
newsletters as well as the annual newsletter. Ideal candidate will be an excellent writer with hill or
equivalent experience working with the press and a commitment to progressive politics. The CD will work
with district press staff on developing and implementing communications plan. Experience working with
ethnic media is a plus. California or Bay Area ties are a plus. Please send cover letter, resume and one
writing sample to chief of staff at lee.resumes@mail.house.gov.

This is not an entry level position. No drop-bys or calls please.

Rep. John Barrow (D-GA) - Southern Democrat seeks interns that will be responsible for writing
congressional correspondence, providing constituent services and collaborating with legislative staff. Other
duties include leading Capitol building tours and providing administrative office support. During their term,
interns are encouraged to attend briefings, committee hearings and lectures of personal interest. Georgia
ties are strongly preferred. Please send resumes to Brandon Webb at BrandonFWebb@gmail.com

Regional Finance Director - Regional Finance Director needed for a competitive Senate seat in the South.
Applicants should be motivated, a self-starter, detail oriented, and organized with experience in campaign
fundraising. This position will report to the finance director. Position involves donor prospecting,
development and maintenance as well as event planning and other fundraising tasks as directed by Finance
Director. Previous experience as a regional finance director is preferred, or as a deputy finance director on a
congressional, statewide or presidential campaign, or comparable fundraising or development experience.
Ideal candidates have the ability to work as part of a team and flexibility. Salary to commensurate with
experience. Please send resumes and a list of references ussenatefinanceposition@gmail.com

Jim Moran for Congress - Want campaign experience? Want to help turn Virginia blue? Come intern for
the Jim Moran for Congress Campaign! Interns will do a variety of campaign activities including staff
events, do lit drops, phone banking, and canvassing. Opportunities to take on more responsibility. Can
coordinate for college credit if needed. Multiple opportunities available. Location: Arlington, VA.
Contact Atima at atima@jimmoran.org or 703-528-8588.

Democratic Congressional Campaign Committee - Democratic campaigns seek experienced press
secretaries, previous campaign experience a plus. Candidates must be strong writers, accomplished in
earned media strategic planning, and have prior press experience. The DCCC is working to support races
across the country. Candidates must be willing to relocate, please note any regional preference in cover
letter and resume. Please send resume and writing sample to Pfeiffer@decc.org

Senior Senate Democrat seeks Deputy Press Secretary / Translator for Hispanic Media. Candidate must be
fully bilingual (English/Spanish), able to work under tight deadlines in a fast-paced office and possess
excellent writing and research skills (in both English and Spanish). Responsibilities include, but are not
limited to:

* Translating press releases and other materials generated by the press office
* Maintaining content on Spanish language website
* Drafting press advisories and releases
* Helping to pitch stories and events to Hispanic media outlets
* Compiling and translating daily press clips from Hispanic media

Please FAX cover letter, resume and writing sample to Federico de Jesús at 202-228-5991, (Please reference "Deputy Press Secretary/ Translator Search" in the cover letter). No calls or emails please.

Rep. Steve Israel (D-NY) - Active New York Democratic Member seeks Communications Director. Duties include planning and implementing an overarching press plan, planning weekly events, working with legislative and district staff to generate press stories and responding to all media inquiries. New York ties a plus. Applicants should enjoy working in a fast-paced environment and should be entrepreneurial and aggressive in generating ideas. This is not an entry-level position: candidates must have relevant experience on the Hill or in the media. Salary commensurate with experience. Send cover letter and resume to Press.Opening@mail.house.gov.

Rep. Brian Baird (D-WA) - Congressman Baird is seeking a Communications Director. Duties include developing and implementing a comprehensive communications strategy, including: writing press releases, floor statements and editorials; responding to press inquiries; producing newsletters and e-newsletters; proactively creating new media opportunities, fostering strong relationships with media contacts, and managing office website. A successful candidate will be an excellent writer with good interpersonal skills and a sense of humor. Minimum of 2-3 years experience required, this is not an entry level position. Salary commensurate with experience. E-mail cover letter, writing sample, and resume to Lisa Austin, Chief of Staff at: BairdResume@mail.house.gov.

Rep. Chris Van Hollen (D-MD) - Congressman Hollen has an opening for a Constituent Services Caseworker/Field Representative in his Hyattsville, Maryland district office. Primary responsibilities include handling a large docket of constituent casework, including work in the areas of housing, immigration, education and insurance; interacting with constituents and government agencies; representing Congressman Van Hollen at community events; and coordinating outreach activities. This position provides an opportunity to be part of a hard-working cohesive team, to make a difference in the lives of others, and to develop an increased understanding of the operations of government agencies and the U.S. Congress. The ideal candidate is a self-motivated and energetic problem-solver who is good at multi-tasking and has a strong desire to help people. Excellent interpersonal and writing skills are a must; familiarity with Prince George's County and community issues is a plus. Must be able to work as a member of a team. Evening and weekend hours are often required. This is a full-time position with federal benefits. Interested applicants are invited to send a resume with salary requirements to joan.kleinman@mail.house.gov.

Rep. Sander Levin (D-MI) - Congressman Levin, a Senior Member of Ways and Means Committee, is accepting applications for a Legislative Assistant position to cover health care policy, social security, and income security issues especially unemployment insurance and welfare reform. Interested applicants should have an interest in evaluating job market statistics, the manufacturing jobs crisis, and worker training programs, and must have strong analytical, research and strategic skills. They must be able to write effectively and communicate with a broad range of constituent and non-governmental entities. Hill experienced preferred. Please FAX cover letter and resume to 202-226-1033.
Casals & Associates, Inc.

Casals & Associates, Inc. (C&A) is an international management consulting firm helping public and private clients promote ideas and create change, at home and abroad, in a variety of languages and cultural contexts. C&A is seeking a reliable, mature, dedicated individual to provide support to our accounting department, which is responsible for maintaining records for both headquarters and international offices.

Essential Duties and Responsibilities:

* Bookkeeping
* Code vouchers and enter data into system
* Review, code and process A/P check requests
* Maintain A/P system records
* Ability to respond to accounting staff needs on timely basis
* Expense reports and American Express reconciliation.
* Manage and audit petty cash
* Review and process timesheet data entry
* Handle inquiries from vendors
* Other duties as assigned by supervisor

Education and Experience:

* Two years bookkeeping or accounting experience, preferably with federal contractor
* Strong background in Microsoft Word, Excel and understanding knowledge of Deltek GCS.
* Bilingual - English / Spanish skills is a plus

Analytical/Interpersonal Skills:

* Must be creative and flexible in order to respond quickly and positively to shifting demands and opportunities
* Strong logistical and organizational skills required
* Strong oral and written communication skills
* Strong team player; works well under pressure
* Strong attention to detail and follow-through skills

PLEASE SEND RESUME AND COVER LETTER TO: jobs@casals.com <mailto:jobs@casals.com>

Natural Resources Defense Council

The Natural Resources Defense Council (NRDC) is a non-profit national environmental advocacy organization with more than 1.2 million members and online activists. NRDC seeks a Senior Legislative Advocate for its Washington, DC office. The Advocate will provide legislative support for NRDC's broad
federal environmental agenda. The Advocate will help develop legislative strategy, conduct meetings with Congressional members and staff, prepare and review NRDC lobbying materials, respond to congressional inquiries, and participate in coalition meetings.

Skills and Knowledge Requirements:

* Five to ten years of Hill experience, with strong emphasis on environmental issues.
* Experience with Congressional budget and appropriations activities desired.
* Strong interpersonal skills.
* Excellent written and oral communications skills.

Responsibilities:

* Lobby US Congress on NRDC's environmental agenda.
* Direct NRDC Congressional budget and appropriations activities.
* Serve as liaison between NRDC programs and Capitol Hill.
* Develop legislative strategies for programmatic priorities.
* Participate in coalition activities.
* Track and review NRDC testimony.

We offer competitive salaries, excellent benefits, and a pleasant working environment and are committed to workplace diversity. Salary is based on a nonprofit scale and commensurate with experience. Applicants should submit a cover letter, resume, writing sample, list of references and salary requirements to www.nrdc.org/jobs<http://www.nrdc.org/jobs>. No phone calls or faxes. For further information about NRDC, please visit www.nrdc.org<http://www.nrdc.org>.

Motion Picture Association of America

The Motion Picture Association of America is seeking an Executive Administrative Assistant in our Washington, DC office. This individual will provide administrative support for the Education Affairs department.

Job Responsibilities:

* Maintain all aspects of EVP's calendar
* Assist EVP in communications with Regional Directors and member companies
* Arrange all aspects of internal and external meetings including scheduling, preparation and distribution of agendas and meeting materials
* Assist in the compilation and dissemination of reports, presentations, and documents to member companies
* Compile special project/event briefing materials for EVP
* Handle all travel & lodging arrangements
* Screen and direct phone calls
* Prepare all expense reports
* Maintain contact lists for department and member studio representatives
* Filing and other administrative responsibilities as required
* Maintain department vacation/sick time calendar
* Develop and maintain interdepartmental relationships to allow for free flow of information within the organization

Qualifications:

Must be proficient in Microsoft Word, Excel, PowerPoint and Outlook; possess strong organizational skills and the ability to multi-task; detail-oriented; excellent written and verbal communication skills. Must have a minimum of 2 years administrative experience.

Qualified candidates should send resume and salary requirements to careers@mpaa.org Salary requirement must be included to be considered for position. Please reference EAA Education Affairs in the subject line.

Spitfire Strategies

Spitfire Strategies, a strategic communications firm, is seeking a Training Coordinator to take on a range of event planning work in its Washington, D.C. office. Spitfire provides communications counsel and trainings for nonprofit groups and foundations dedicated to positive social change including Gates, Packard, Hewlett, and Robert Wood Johnson. Spitfire's clients work on a wide range of issue areas including the environment, democracy, public health, children's health and criminal justice. Spitfire is an exciting, fast-growing firm based in DC, with offices in San Francisco, New York, Austin and Boulder.

The Training Coordinator will provide support to the team responsible for planning and implementation of a variety of training events and programs. Job responsibilities will focus on coordinating all logistical aspects of executive nonprofit training programs including communicating with clients, negotiating contracts with vendors, responding to participant inquiries, outreach to and correspondence with participants and presenters, creation of training materials, and assistance with participant recruitment. Other duties may include media tracking and list building, Internet research, writing and general office and client support.

Successful candidates will possess the following qualities:

* Office experience required (event planning experience strongly preferred)
* Attention to detail and excellent oral and written communications skills
* A strong customer service ethic and a proactive approach
* Proven ability to meet deadlines, juggle multiple projects and work independently in a fast-paced environment
* Expertise in using MS Office software and Internet research tools
* A demonstrated interest in helping to promote positive social change.
To learn more about the firm, please visit our website at [www.SpitfireStrategies.com](http://www.spitfirestrategies.com). If this sounds like the job for you, please submit a cover letter explaining why you are a good fit for Spitfire, along with a resume, brief writing sample (no more than three pages in length), and salary requirements to jobs@spitfirestrategies.com. No calls, please.

MADIA FOR CONGRESS

Congressional campaign needs a deputy finance director to be an integral part of the finance team. This person will report to the finance director and ensure the success of the finance program. Job responsibilities will include:

* Event planning for national fundraising events
* Coordinating with PAC consultant
* Assist Finance Director in supervising staff
* Prepare briefing materials and research projects as needed

Qualifications:

* Fundraising experience in a campaign setting
* Event planning experience
* Extremely organized, able to handle multiple tasks simultaneously
* Professionalism on the phone and one-on-one interactions

Located in the Minnesota, this race is one of the top DCCC targets of the 2008 cycle. It is highly competitive and will require a willingness to work seven days a week between now and election day. This person will take complete responsibility for certain aspects of the finance plan so must be willing and able to the lead on important projects.

Please email a resume, a brief cover letter, your professional references, and the date you are available to start to madiaforcongress2008@gmail.com. The salary will depend on experience and benefits include health care and a cell phone stipend.

M+R STRATEGIC SERVICES: CAMPAIGN ASSOCIATE

Campaign Associate sought to build statewide and national coalitions and to promote the civic engagement of all Americans. M&R is seeking a professional to enhance each aspect of the various campaigns, moving from basic operations to both broad and deep actions on the policy, grass-roots organizing coalition-building, research and media fronts. Job Responsibilities Provide project support on clients needs from fundraising, events, media and advocacy plans; Assist clients with grassroots organizing, state advocacy efforts and coordinate with federal efforts; Research and write background policy documents, and/or oversee their production, including background issue papers for media; Research issues, produce document
summaries and detailed reports for clients coalitions or campaigns as needed; Act as the lead staffer re: office management including vendors, managing local accounts; and Support to senior team members as needed. To apply please send a cover letter and resume via email to seattlejobs@mrss.com. No calls please.

THE NATIONAL CENTER FOR MISSING & EXPLOITED CHILDREN

The National Center for Missing & Exploited Children is expanding its PR/Communications Department and is seeking someone to raise their profile. They realize they need to re-shape their perceived image so that everyone knows who they are, what they do and why they do it. The compensation is in the $165K+ range; NCMEC is in Old Town Alexandria, VA. Qualified candidates may apply for open positions by sending a résumé and cover letter with salary requirements by email (careers@ncmec.org) or fax (703-274-2200).

WIDMEYER COMMUNICATIONS

Seeking energetic, self-motivated candidates for account executive/senior account executive position. Qualified candidates will demonstrate a solid grounding in the standard functions of a public relations firm, including media relations, event planning, and grass roots advocacy. Candidates must possess strong writing, research and organizational skills, as well as the ability to meet strict deadlines and juggle multiple projects simultaneously. Candidates must possess excellent communication skills and have experience with client relations. Agency background preferred. Please forward resume, cover letter and writing samples to jobs@widmeyer.com.

Friends of the Earth

Friends of the Earth, a leading national environmental group, seeks a highly motivated volunteer intern to join our Government Affairs program. The Government Affairs program advances Friends of the Earth's agenda on Capitol Hill and works on issues including climate and energy policy, the federal budget, and international trade. Current major legislative campaigns include advocating for sustainable and effective climate and energy legislation, halting cruise ship pollution and defeating free trade agreements.

Major Responsibilities:

* Provide support on a variety of legislative activities including monitoring bills and attending hearings and markups.
* Research and write fact sheets and other materials for distribution on Capitol Hill.
* Assist with lobbying by making calls to congressional offices, representing Friends of the Earth at meetings and directly lobbying members of Congress.
* Write action alerts, draft letters-to-the-editor and assist with other grassroots organizing on key votes.
* Maintain congressional database and provide other administrative assistance as needed.

Qualifications:
* Bachelor's degree (although upperclassmen with demonstrated interest and experience in the environment will be considered).
* Experience or interest in environmental issues and politics.
* Superb oral and written communication skills, including the ability to translate complex issues into layman's terms.
* Flexibility and willingness to work long hours if needed.
* Computer skills, including Microsoft Access and Excel.

Please e-mail a letter, resume and brief writing sample to:
Lisa Matthes
Friends of the Earth 1717 Massachusetts Ave., NW, Suite 600
Washington, DC 20036-2002
lmatthes@foe.org

MAYOR'S 2008 GREEN SUMMER JOBS PROGRAM

Position: TEAM LEADER (60-70 positions) (June 8 - August 22)
Wage: $11/hour

Position: GREEN SUMMER MANAGER (4-6 positions) (mid-May - August 22)
Wage: $15/hour

Mayor Adrian Fenty, the District Department of the Environment (DDOE), and the University of the District of Columbia (UDC) announce a groundbreaking new summer jobs program to clean and green communities across the District while providing District youth with important environmental, job readiness, and life skills training. We are recruiting Team Leaders and Green Summer Managers to help motivate, educate, and lead participants in the Department of Employment Services' Summer Youth Program-District youth ages 14-21.
TEAM LEADERS will report directly to a Green Summer Managers and Program Coordinators in the Division of Student Affairs at UDC. Team Leaders will work 40 hours per week leading teams of up to 12 youth in daily environmental projects across the District. Considerable time will be spent working outdoors.

Specific duties will include: 1) training Team members on specific job duties; 2) building Team spirit and supportive relationships with Team members; 3) resolving conflicts with the aid of program managers; 4) ensuring work site safety; 5) assisting Team members with educational programs; 6) leading field-based work including cleaning parks and neighborhoods, maintaining trees and landscapes, distributing educational materials to District residents and businesses, and gathering data on the District's environmental resources.

Qualifications: High school diploma or equivalent and one or more years of college experience. A strong interest in supporting positive development of youth Team members through thoughtful leadership and education. Previous experience working with youth populations and/or on environmental issues preferred, but not required.

GREEN SUMMER MANAGERS will work 40 hours a week with DDOE and UDC staff, staff from other participating agencies and non-profit organizations, and Team Leaders to coordinate scheduling, plan team activities in the field and on campus, monitor team progress, respond to daily program needs, and meet other program management needs. Time will be split between office/campus duties and work in the field. Specific tasks include: 1) training Team Leaders; 2) coordinating complex program schedules for field projects and transportation; 3) developing written materials to support the program; and 4) resolving conflicts and responding to unanticipated problems.

Qualifications: High school diploma or equivalent and two or more years of college experience. Strong management, written and oral communications skills, and attention to detail. Previous experience working with program management, youth populations, and/or on environmental issues preferred, but not required.

Please Note: Due to direct supervision of youth, all persons hired must complete a criminal background check conducted by the DC Metropolitan Police Department.

TO APPLY: Complete the application form available from the UDC Office of Career Services (Bldg 39 Room 120, Telephone: 202 274-6251) or on-line under "News" at http://green.dc.gov and return it to Mr. Clifton Coates, Director of UDC Career Services atccoates@udc.edu
American Bar Association

American Bar Association, The Rule of Law Initiative seeks an experienced international development professional to provide overall direction for the Initiative's Latin America and Caribbean (LAC) operations. Currently, the LAC Division provides technical legal assistance in Ecuador, Mexico and Nicaragua. Program areas in which the LAC Division has been active include anti-corruption and public integrity; judicial, legal profession, legal education and criminal law reforms; anti-human trafficking; human rights and conflict mitigation. The Director, based in Washington, DC, oversees program development and implementation. He/she is the primary representative in dealings with donors, including USAID, DOJ, and the State Department, as well as other high-level counterparts. Currently, the Division has a $1.5M budget for which the Director would be responsible, though it is expected that the program will expand significantly, including under the leadership of the Director.

The Director is responsible for overseeing the Division's development and growth through outreach and by seeking funding from both the private and public sector. The Director supervises the LAC staff based in Washington, DC as well as senior field-based staff. Travel to the region will be required. The LAC Director reports to the Director of the Rule of Law Initiative. Requirements: The Director of the Latin America and Caribbean Division should have a Juris Doctor or equivalent law degree and at least ten (10) years experience working in the area of international rule of law promotion or related fields, such as human rights or democracy and governance, with a strong preference for individuals with experience implementing such programs in the region. In exceptional cases, candidates with a relevant MA or PhD will be considered. Experience living in the Latin American or Caribbean region and knowledge of the region's history are significant pluses. Proficiency in Spanish is required, and proficiency in Portuguese would be an asset.

To apply please send a cover letter, resume and three professional references to: jobs@staff.abanet.org. Applications will be considered on a rolling basis as received. The Rule of Law Initiative will contact only those candidates whom it selects for interviews. For more information please visit our website at www.abarol.org.