

## Communications Manager

The House Office of Diversity and Inclusion is seeking a Communications Manager. The communications manager will be responsible for helping to “tell the story” of the office with internal and external audiences. This individual will develop and drive communications and outreach efforts targeting House Offices, ensuring that they are aware of the ways in which the House Office of Diversity and Inclusion can support diversity objectives. This individual will also help to communicate the diversity “business case,” and support writing and creative needs for the Office. Successful candidate must be results-driven and proactive in the application of innovative and creative approaches to drive engagement with House Offices.

### Key Responsibilities:

- Responsible for the development/production of content across multiple platforms including photography, videos, infographics, and other creative executions for Member offices, events, trainings and research products.
- Manage the Office of Diversity and Inclusion web site, newsletter, and social media platforms. Activity includes drafting and scheduling content, monitoring for mentions, identifying opportunities for engagement, updating follower lists, and keeping up with social media trends.
- Repurpose existing content and find opportunities for new content.
- Support the House D&I program with writing and implementation as needed.
- Perform other duties and projects as assigned

### Qualifications:

- Bachelor's degree or equivalent experience in Digital Communications, Publishing, or Content Production.
- Have a strong knowledge of social media and content trends, and emerging technologies and platforms. Have a working knowledge of digital and social media metrics.
- The ideal candidate will have a background in photography and video production and editing and have a strong focus on storytelling.
- Experience with social media community management required
- Excellent writing skills required
- Design knowledge strongly preferred
- Extensive experience handling multiple projects from ideation to final delivery
- Knowledge and understanding of Canva, Adobe Creative Cloud apps including Premiere Pro, Photoshop, Illustrator, Media Encoder and After Effects are preferred.

Interested candidates should send an email to [Diverse.House@mail.house.gov](mailto:Diverse.House@mail.house.gov) with “Communications Manager” in the subject line and include a cover letter, resume, a writing sample, and digital portfolio. Salary commensurate with experience. Women, minority, veterans, people of all political ideologies, and LGBTQ+ candidates are strongly encouraged to apply. No phone calls or drop-ins please.

## *Professional Staff - Member and Candidate Services*

The House Office of Diversity and Inclusion is seeking to hire two (2) Professional Staffers of Member and Candidate Services. The professional staffers will be responsible for corresponding and providing direct support to House employing offices in the areas of diversity and inclusion training, consulting and applicant placement. These individuals will also be responsible for corresponding and providing direct support to candidates by providing applicant coaching and preparedness services. Position requires exceptional interpersonal skills, a hospitality-minded approach, excellent organizational skills and attention to detail. The ideal candidate will have experience working on Capitol Hill and will bring experience in office administration, database system management, program management and event planning.

### Key Responsibilities

- Establish relationships with House employing offices.
- Determine Member office staffing needs through initial assessment and ongoing meetings.
- Drive increased participation in programs and services.
- Create and maintain diversity and inclusion resource materials (diversity and inclusion handbook, best practice documents, etc.) for dissemination to House employing offices.
- Database management for candidate selection and placement.
- Conduct initial assessment for applicants including resume reviews and advising.
- Conduct mock interviews and exit interviews for applicants.
- Represent the Office at internal and external engagements as needed.

### Qualifications

Bachelor's degree and a combination of knowledge and experience in diversity and inclusion issues in the public and/or private sectors. The individual must be a self-starter with a history of working collaboratively with a diverse cross section of stakeholders. Experience in building consensus and gaining support around challenging issues.

- Experience with program management and implementation.
- Experience with computers and working knowledge of Word, Excel, and social media.
- Management experience in hiring, and supervision of staff.

Interested candidates should send an email to [Diverse.House@mail.house.gov](mailto:Diverse.House@mail.house.gov) with "Professional Staff" in the subject line and include a cover letter, resume, and two writing samples. Salary commensurate with experience. Women, minority, veterans, people of all political ideologies, and LGBTQ+ candidates are strongly encouraged to apply. No phone calls or drop-ins please.

### *Staff Assistant (Administrative and Scheduling)*

The House Office of Diversity and Inclusion is seeking to hire an administrative professional. The Staff Assistant will be responsible for performing a variety of skilled and semi-skilled duties related to internal and external customer service ranging from routine to complex clerical, secretarial, communications and administrative work. The ideal candidate must be detail-oriented well organized, have experience supporting a team, managing multiple calendars, and must be able to maintain a high level of tact and confidentiality.

#### Key Responsibilities

- Responsible for managing the intake and dissemination of requests sent to the House Diversity and Inclusion team, including, but not limited to, resume review and referrals.
- Provide administrative support to the House Diversity and Inclusion team.
- Draft and review correspondence for accuracy and completeness.
- Responsible for managing the day to day of the office (managing supplies, office vendors, interfacing with external and internal vendors, answering phones, processing mail, etc.).
- Maintain team calendar and coordinate all internal staff meetings/ events.
- Manage the calendars and schedule all appointments for the Candidate Services team, including scheduling resume reviews, mock interviews and exit interviews.
- Perform other duties as assigned.

#### Qualifications

Bachelor's Degree (or equivalent level of experience) and relevant experience in an administrative role.

- Experience supporting a team in a fast-paced environment.
- Detail oriented.
- Knowledge of technology and office equipment and willingness to learn new information systems and software; proficiency in the use of computer applications and Microsoft Office Suite (e.g., Excel, PowerPoint, Word), an Internet Quorum program highly preferred.

Interested candidates should send an email to [Diverse.House@mail.house.gov](mailto:Diverse.House@mail.house.gov) with "Staff Assistant" in the subject line and include a cover letter, resume, and a writing sample. Salary commensurate with experience. Women, minority, veterans, people of all political ideologies, and LGBTQ+ candidates are strongly encouraged to apply. No phone calls or drop-ins please.

## *Research and Data Analyst*

The House Office of Diversity and Inclusion is seeking to hire a Research and Data Analyst. In this capacity the Analyst will be responsible for leading data and research collection and analysis for the Office of Diversity and Inclusion. This individual will lead the development of the required diversity report, maintain key metrics and key performance indicators for the Office, and serve as a resource for external and internal diversity best practices. This individual will also serve as the project manager for any consultants and/or contractors with whom the Office may engage to support the completion of the diversity report and to develop relevant diversity and inclusion-based training, in collaboration with the Congressional Staff Academy.

### Key Responsibilities

- This staffer will assist in the translation of research findings into materials that staff can effectively utilize in their engagements with Members and Member offices.
- Provide research support on diversity and inclusion studies, techniques and tools.
- Serve as project manager for the diversity report and, where necessary, direct and coordinate activities of external consultants.
- Research and study best practices for retention and growth in House employing offices.
- Lead data tracking and reporting with a focus on performance and results.
- Prepare regular updates and briefing documents on research that is relevant to House employing offices.
- Assist with the development and delivery of training sessions and, as needed, conduct presentations at professional conferences and meetings.

### Qualifications

Master's degree in social or behavioral sciences or related field; or equivalent level of experience providing technical assistance, data collections and/or research.

- Must have knowledge and experience in diversity, equity, and inclusion research efforts, ideally with a strong background in curriculum development. Current working knowledge of coalition functioning, evaluation and research.
- Quantitative and qualitative evaluation and research skills.
- Expertise using relevant software.
- Customer-service orientation and ability to work harmoniously with a diverse team.
- Ability to work under deadline pressure and extra hours if needed on assignment.
- Demonstrated ability to self-motivate, initiate project activities, and work on multiple assignments simultaneously.
- Extensive computer skills, including data input.

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