

## **District Representative for California's 49th Congressional District**

**Description:** The staff member in this position acts as a liaison to federal, district, and local agencies for the Member of Congress and constituents. The District Representative is charged with helping constituents with casework and engaging the residents of the 49th Congressional District, including planning meetings and events with the Member of Congress. This position is based in Dana Point.

**Responsibilities:** The person in this role is specifically responsible for building and maintaining relationships with communities in South Orange County, the veteran and military-connected communities throughout CA-49, and more. This role involves handling constituent casework with various federal agencies, with a focus on the Veterans Affairs Administration and the Department of Defense. Other responsibilities include planning and staffing in-district events, meetings, and site visits; working closely with the District Office and Washington, DC office staff on local and assigned policy issues and areas; and establishing relationships with local military and veterans groups, including attendance at key meetings and ensuring the office is tracking events and functions to facilitate the Member's attendance.

**Qualifications:** Successful applicants should have a thorough knowledge of California's 49th district, familiarity with the military and veterans communities, a service-oriented attitude, strong organizational skills, proficiency at prioritizing and managing multiple projects at one time, a capacity to work both independently and as part of a team, and strong written and oral communications skills. Preference may be given to residents of the 49th District.

**Veterans and applicants with military connections are encouraged to apply.**

**This office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation. We strongly value the diversity of our employees and encourage candidates from diverse backgrounds to apply, including women, people of color, and members of the LGBTQIA community.**

**To Apply:** Please send resume, cover letter, three professional references, and writing sample to [ca49.applications@mail.house.gov](mailto:ca49.applications@mail.house.gov)