

US House of Representatives Wounded Warrior Fellowship Announcement

Job Title: Advisor to the Speaker
Office Location: Speaker Nancy Pelosi
Work Location: 235 Cannon HOB
Supervisor: Policy Advisor and Office Manager
Date Needed: when available

Job Summary:

Advisor on veterans policy and outreach – working with senior policy staff to track and analyze policy issues affecting veterans. Responsible for meeting with veterans' advocates and disseminating information about policy issues to groups and individuals.

Page Program Coordinator - working with Democratic Member offices and Clerk's office to select 46 students, 4 times a year, to participate in the U. S. House of Representatives Page Program. Through a system already in place, the coordinator works with the selected group of Member offices who are eligible to nominate a student, beginning with assistance filling out the application and continuing through the process until student arrives in Washington and is working as a Page.

Intern Coordinator - Works with multiple college and high school programs recruiting interns to work in both the Speaker's office and the CA08 Legislative office. Also, coordinating and supervising interns and their work when they are in Washington.

Job Duties and Responsibilities:

Advisor will interact on a daily basis with leadership, policy and committee staff to follow issues of concern to the Speaker, prepare briefing memos and take meetings with Members of Congress, staff and advocacy groups. Employee will also serve as day to day supervisor of up to 25 high school and college interns. Employee is also responsible for coordination of Member page appointments, working with Member offices, students and Page office from receipt of applications to review to acceptance.

Additionally, the employee will be responsible to perform other duties as assigned by the Congressman, Chief of Staff, District Director and other staff members.

Requirements:

Excellent communication and organizational skills required. High school degree required, some college courses preferred but not required. Professional education through the U.S. military is highly encouraged. Recent experience with and understanding of the U.S. Military and Department of Veterans' Affairs structure, procedures, and policies. Service-oriented, positive attitude, and strong teamwork ability. Some knowledge of Congressional procedure helpful.

Salary: Commensurate with experience.

The Wounded Warrior Program was established to create fellowships that will provide employment opportunities for wounded or disabled veterans within the House of Representatives in Washington, DC and in district offices nationwide. Those selected for the program will be employed by the Office of the Chief Administrative Officer but will be given the opportunity to work in Member, committee and leadership offices and, if a fit is found, transition into full-time employment. However, full time employment is not guaranteed at the conclusion of the two year fellowship.

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