

Constituent Services Caseworker

The Office of Congressman Jamie Raskin (MD-08) seeks a Constituent Services Caseworker to work in the Rockville, Maryland District Office. Primary responsibilities include: handling constituent casework; interacting with constituents and government agencies; planning and executing outreach events; representing the Office at community events; and assisting with administrative duties. This is an entry level position. Ties to Maryland's 8th District are preferred. Second language fluency is a plus.

This position provides an opportunity to be part of a hard-working, cohesive team that is committed to providing superior constituent service. The ideal candidate is organized, self-motivated, detail-oriented, has excellent verbal and written communication skills and time management skills, and has a passion for making a difference in people's lives.

The U.S. House of Representatives is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, military status, gender identity and expression, marital status, parental status, or sexual orientation, or any other characteristic protected by applicable law, in any of its activities or operations.

To apply, please send an email to District Chief Kathleen Connor at the following email address: Raskin.DistrictJobs@mail.house.gov with "Constituent Services Caseworker" in the subject line and the following application materials attached as one combined PDF:

- Cover letter (not to exceed one page) – please customize your letter to this position.
- Résumé (not to exceed one page)
- Two writing samples (not to exceed two pages each)
- Three references (not to exceed one page) – for each reference, please include name, current title/office, phone number, email, and a one-sentence description of your relationship to the reference.

The deadline to apply is 5:00 p.m. on May 15th, 2023.