MEM-312-20 The Office of Congressman Kweisi Mfume seeks a Staff Assistant for its Washington, DC office.

The ideal candidate is highly-organized, passionate, friendly, and has noteworthy experience. Responsibilities include greeting and screening visitors; responding to constituent requests for information; maintaining handout literature regarding the district and the House; hosting Capitol tours; and performing general administrative duties, including answering the telephone and answering constituent requests for general information, tours, and other inquiries.

The position requires an incredible attention to detail. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status. Women, men, people of color, and LGBTQ candidates are strongly encouraged to apply. Maryland ties are a plus. Due to COVID-19 work is often from home.

Applicants should send a resume and cover letter to MD07employment@mail.house.gov on a rolling basis but no later than January 12, 2021. No phone calls, faxes, or emails.