

The Office of Congressman Juan Vargas is seeking a high energy, highly-organized, and detail-oriented **Military and Veterans Liaison/Caseworker** for his District Office.

**PRIMARY RESPONSIBILITIES:**

- Serve as an official representative for the Member throughout communities in the District.
- Act as liaison to federal, district, and local government agencies and elected officials.
- Establish and maintain effective relationships with military, veterans and community organizations.
- Monitor local issues of importance and keep the District Director updated.
- Provide logistical support and staff the Member at district meetings and events.
- Assess local and casework-related issues for problems requiring possible legislative action; make recommendations to the District Director and Chief of Staff.
- Respond to casework correspondence and inquiries from constituents.
- Provide casework assistance to constituents in a timely and efficient manner; proactively follow up on all open cases until a resolution is reached.

**QUALIFICATIONS:**

- A candidate with a background in and/or understanding of military/veteran issues.
- Veterans, reservists, women, and minorities are strongly encouraged to apply.
- Ability to work non-traditional hours, including nights and weekends.
- Excellent written and interpersonal communication skills in English and Spanish.
- Ability to work with staff at all levels, work well under pressure and be detail-oriented.
- Possess an understanding of the federal legislative process.
- Ability to quickly learn about key issues and events in the district for which the Member is involved.
- A qualified applicant must be a U.S. Citizen, possess a valid California driver's license with the ability to travel as needed.

To apply, please email a resume and cover letter to [Janine.Bryant@mail.house.gov](mailto:Janine.Bryant@mail.house.gov).