



U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION TITLE: **Congressional Fellow**

VACANCY NUMBER: **001-2022-CF**

SALARY: **\$50,000 to \$64,000 per year;** salary determined with consideration for the candidate's position-related experience, education, and professional accomplishments.

POSITION INFORMATION: **Administratively Determined, Full-Time, Term-Appointed Position**
(The initial term of appointment is one year. The fellow may be invited to compete for or directly convert to a continuing staff position if an availability opens and the fellow's performance warrants. The position is not covered by provisions of 5 USC that apply to Executive Branch employees regarding appointment, termination, competitive service selection, and pay related rules and regulations.)

DUTY LOCATION: Washington, DC

WHO MAY BE CONSIDERED: Open to all qualified U.S. Citizens

SPECIAL REQUIREMENTS: Applicants must be eligible for a security clearance. Upon appointment, the selectee will be required to undergo a background investigation, and during the employment period may also be required to obtain and hold a Federal security clearance. An active clearance is not a prerequisite for applying for or initiating employment.

OPEN & CLOSING DATES: Friday, January 7, 2022 to Sunday, January 30, 2022

CONTACT: Email: Opportunities@uscc.gov

ABOUT THE COMMISSION

The U.S.-China Economic and Security Review Commission was created by Congress in October 2000 with the mandate to monitor, investigate, and report on the national security implications of the bilateral trade and economic relationship between the United States and the People's Republic of China. The Commission's full mandate is posted at <https://www.uscc.gov/charter>.

MAJOR DUTIES AND RESPONSIBILITIES

Under the direction of the Director of Congressional Affairs and Communications, the position includes duties split between Congressional Affairs and Research and Analysis. The work requires the ability to:

1. *Congressional Outreach*

- Support the Director of Congressional Affairs and Communications in conducting general outreach and engagement with key Member and committee staff, and disseminating Commission research to Congress.
- Identify and work with Congressional staff to provide Commission research and serve as a resource.
- Support the development and implementation of strategies to engage Congressional staff and Members of Committees key to the Commission's work. These include, but are not limited to:
 - House and Senate Armed Services Committees; House Foreign Affairs Committee; Senate Foreign Relations Committee; House Ways and Means Committee; and the Senate Finance Committee.
- Attend Congressional hearings, briefings, and staff working groups; prepare memos on the substance of these events; identify potential engagement opportunities.
- Assist in organizing and executing Commission hearings and coordinate with staff of hosting committees.

2. *Legislative Analysis*

- Identify, track, and maintain a weekly summary of legislative actions regarding matters within the Commission's mandate.
- Identify opportunities to offer and provide relevant Commission research to the sponsors and cosponsors of legislation related to the Commission's mandate.
- Support the development of relevant Commission research products by providing analysis on past or current legislation, interest of Members of Congress, and opportunities for engagement.
- Conduct research on how to make Commission recommendations more "action ready."
- Track the status of legislative action related to Commission recommendations to Congress.

3. *Research and Analysis*

- Research, monitor, analyze, and write about developments in the U.S.-China relationship.
- Support the Director of Economics and Trade and the Director of Security and Foreign Affairs on designated research products or hearings coordinated by their teams, including the substantive development of hearing topics, design, and witness selection.
- Support other substantive research in selected areas of interest and expertise (existing or developing) and serve as the Commission's subject matter expert in those areas.
- Serve as a contributing author or co-author for staff research papers.

REQUIREMENTS AND QUALIFICATIONS

1. A minimum of 1-year experience working as a Congressional staff member.
2. Strong written and verbal communication skills, to include the ability to draft and edit reports, memoranda, and other official documents quickly and with few grammatical errors.
3. Prior research experience.

4. Ability to manage multiple tasks and work in a fast-moving environment, setting and meeting deadlines, and adapting to new priorities.
5. Ability to work independently and as part of a team with a strong attention to detail, excellent organization skills, and collegial demeanor.
6. Bachelor's degree or higher.

HIGHLY DESIRED QUALIFICATIONS

(Not required, but may be considered in the selection process)

1. Knowledge of the People's Republic of China, Chinese strategic culture, and the major features of the U.S.-China relationship.
2. Work experience in a position of substantial responsibility related to the Commission mandate (National Security, Asian and Pacific Affairs, U.S.-China Relations, International Affairs and Institutions).
3. Experience drafting, coordinating, or analyzing legislation.

HOW TO APPLY

Submit a complete application package containing all of the below required documents **in one PDF file** via email to Opportunities@uscc.gov. **Incomplete application packages or information not received by 5:00 p.m. Eastern Time on the closing date will not be considered.**

1) Cover letter, to include:

- a. Position title
- b. Vacancy number
- c. Brief statement outlining your interest in the Commission and this position and how you heard about this position
- d. Concise, point-by-point responses to **all requirements and qualifications**
- e. Your salary requirements and/or salary history
- f. Name and contact information for two professional references

2) Professional Resume

3) Current Writing Sample

The writing sample can be on any topic; writing and editing must be your own work and should not exceed 5 pages.

WHAT TO EXPECT AFTER APPLYING

After submitting your application package you will receive an email confirming receipt of your application materials. Please note this email confirmation is not automated and may take 2–3 days to receive. You will be contacted via email if we wish to schedule an interview or require additional information. Applicants may inquire about the status of their application by sending an email to Opportunities@uscc.gov.

HOW YOU WILL BE EVALUATED

The Commission will conduct internal evaluation based on applicants' cover letter, resume, and writing sample, to include qualifications and relevant experience. The Director of Congressional Affairs and Communications, Executive Director, and appropriate staff will interview the top candidates. The Chairman

and/or Vice Chairman may interview the final candidates. The final hiring decision will be made by the Executive Director.

Interviews will consist of two parts: 1) interviews with the Director of Congressional Affairs and Communications, Executive Director, and appropriate staff; and 2) a writing test.

OTHER IMPORTANT INFORMATION

The U.S.-China Economic and Security Review Commission is an equal employment opportunity employer and does not discriminate against any employee or applicant for employment because of that individual's protected characteristics, including: race, color, religion, sex (including gender identity, gender expression, pregnancy, and childbirth), national origin, age, disability, genetic information, marital status, uniformed service, or sexual orientation.

The Commission will provide reasonable accommodation to applicants with disabilities as appropriate. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

The Commission participates in the E-Verify Program established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA). If you are hired by the Commission, the Commission will verify with the DHS and the SSA that you are eligible for employment in the United States.

Benefits. As federal government employees, Commission employees are eligible to participate in federal employee benefits programs, to include: health insurance; dental and vision insurance; life insurance; and a retirement plan (FERS), including the Thrift Savings Plan (TSP), a 401k-like retirement savings program. Employees accrue and may use annual and sick leave in accordance with Commission policies and procedures. For more information, please visit <https://www.usajobs.gov/Help/working-ingovernment/benefits/>.