



## U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

### VACANCY ANNOUNCEMENT

**POSITION TITLE:** Congressional Affairs and Communications Assistant

**VACANCY NUMBER:** 003-2026-CACA

**SALARY:** \$60,000 to \$72,000 per year

**POSITION INFORMATION:** **Administratively Determined, Full-Time, Term-Appointed Position**  
(The initial term of appointment is one year and is generally renewed annually by mutual agreement. 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:** (1) All candidates must be available to work in-person in Washington, DC. Candidates outside of the Washington, DC National Capital Region must be willing to relocate in a timely manner if selected.  
(2) Applicants must be eligible for a security clearance. A previous or current active clearance is not a prerequisite for applying for or initiating employment.

**OPEN & CLOSING DATES:** Wednesday, July 1, 2026 to Tuesday, July 21, 2026  
Applications may be reviewed and interviews conducted on a rolling basis as applications are received, so we strongly encourage applicants to submit applications as early in the process as possible.

**CONTACT:** Email: [Opportunities@uscc.gov](mailto:Opportunities@uscc.gov)

### ABOUT THE COMMISSION

The U.S.-China Economic and Security Review Commission is a legislative branch commission mandated to monitor, investigate, and report to Congress 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**

This is a great opportunity for a dynamic, creative, and ambitious person early in their career who wants to help influence congressional, media and broader policy discussions around some of the most consequential issues of the day. There is a high demand in Congress for the Commission's work and the Commission's media presence has been growing, as well. Under the direction of the Director of Congressional Affairs and Communications, the position offers a unique opportunity to shape the Commission's engagement with Congress, external stakeholders, and the public through legislative affairs, strategic communications, and outreach efforts. A successful candidate will be a proactive, strategically minded professional comfortable engaging congressional staff, developing communications products, identifying new outreach opportunities, and advancing multiple priorities simultaneously. This position requires sound judgment, strong initiative, enthusiasm, collegiality, and the ability to work independently while coordinating closely with senior staff to advance the Commission's strategic objectives.

1. Support the development and execution of strategies to engage Members of Congress, their staff, and professional committee staff, including building and maintaining productive working relationships, proactively identifying opportunities to brief congressional offices on the Commission's work, and promoting the Commission as a go-to resource for Capitol Hill.
2. Identify, track, and produce a weekly summary of congressional hearings, markups, and other legislative actions relevant to the Commission's mandate, including the status of Commission recommendations to Congress.
3. Contribute to the planning and execution of Commission hearings and coordinate with hosting committee staff.
4. Draft briefing materials, talking points, and other congressional engagement products that inform and influence.
5. Support the development of Commission research products and travel by identifying and analyzing past or current legislation, interests of Members of Congress, and opportunities for engagement.
6. Research the existing policy landscape with a focus on making Commission recommendations concrete and actionable.
7. Develop and execute strategic communications and outreach initiatives—including podcasts, short-form videos, interviews, panel discussions, conferences, and other public forums—to amplify the visibility, reach, and policy impact of the Commission's research, hearings, and recommendations among key stakeholders.
8. Help manage the Commission's digital communications strategy and draft compelling content across social media, the Commission's website, newsletters, promotional materials, and other public-facing platforms to increase visibility and engagement.
9. Assist in managing the Commission's website, ensuring content is current, accurate, and accessible to a wide audience.
10. Monitor media coverage and public discourse related to the Commission's mandate, identify proactive communications opportunities, and support media relations activities by preparing press materials, coordinating interview requests, and responding to external inquiries as needed.

## **REQUIREMENTS AND QUALIFICATIONS**

1. A minimum of 2 years' experience working as a congressional staff member or in a position requiring regular engagement with Congress.

2. Strong written and verbal communication skills, including drafting and editing communications materials, briefing memoranda, social media content, and other official documents accurately and efficiently.
3. Strong interpersonal skills and the ability to develop productive relationships with congressional staff, government officials, media, and external stakeholders.
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 organizational skills, and collegial demeanor.
6. Bachelor's degree or higher.

### **HIGHLY DESIRED QUALIFICATIONS**

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

1. Experience developing and implementing communications or public affairs strategies for a congressional office, federal agency, commission, think tank, nonprofit organization, or similar institution.
2. Experience managing professional social media accounts, developing digital communications content, and administering website content management systems.
3. Experience pitching or coordinating interviews, podcasts, media appearances, public events, or other external engagement opportunities.
4. Experience drafting, coordinating, or analyzing legislation or congressional oversight activities.
5. Knowledge of the People's Republic of China, geo-strategic issues associated with China, and the major features of the U.S.-China relationship.
6. Work experience in a position with substantive responsibility related to the Commission mandate (National Security, Asian and Pacific Affairs, U.S.-China Trade Relations, International Affairs).

### **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](mailto: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 description of how your experience relates to the **requirements and qualifications** listed above;
- e. Your availability to begin work in-person in Washington, DC, including specific dates if you are currently based outside of the DC area;
- f. Your salary requirements; and
- g. Name and contact information for two professional references, one of which must be a current or past supervisor.

#### **2) Resume**

### 3) Current Writing Sample

The writing sample can be on any topic; writing relevant to the position being sought is strongly preferred; 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 business days to receive. You will be contacted via email if we would like to schedule an interview or require additional information. All applicants will be notified once the position has been filled.

### **HOW YOU WILL BE EVALUATED**

The Commission will evaluate your cover letter, resume, and writing sample to assess your qualifications and experience. The Director of Congressional Affairs and Communications, Executive Director, and appropriate staff will interview the top candidates. The Chair and/or Vice Chair 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 timed writing exercise.

### **OTHER IMPORTANT INFORMATION**

The Commission actively seeks a diverse applicant pool and values having a variety of views, backgrounds, and experiences on the team. The U.S.-China Economic and Security Review Commission is an equal employment opportunity employer and does not discriminate against any applicant for employment because of that individual's protected characteristics as defined by law and legal precedent, including: race, color, religion, sex, national origin, age, disability, genetic information, or uniformed service.

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.** The U.S.-China Economic and Security Review Commission is a legislative branch commission and 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://help.usajobs.gov/working-in-government/benefits>.