



Director of Scheduling & Operations

The Office of Congresswoman Cori Bush (MO-01) seeks a highly organized, detail-oriented individual to serve as Director of Scheduling & Operations in our Washington, D.C. office. This position will serve as a liaison for the Congresswoman with the staff, public and other Members of Congress.

The Director of Scheduling & Operations will develop, coordinate, and manage all aspects of the Member's schedule, travel and logistics in D.C. and in St. Louis, which includes tracking, evaluating, and responding to all invitations and scheduling requests, coordinating travel for the Member, compiling her briefing materials, and providing operational support for the office. Additionally, responsibilities of the position include but are not limited to facilitating Member to Member and stakeholder outreach, coordinating internal and external events, coordinating with the legislative and press teams for necessary briefing materials, coordinating with campaign and non-official staff on political scheduling requests, submitting receipts and documentation on behalf of the Congresswoman and staff, and other tasks as assigned.

The ideal candidate will have previous scheduling and/or administrative experience, excellent attention to detail, strong communication skills, and thrive in a fast-paced work environment. Hill experience is desired but not required. Candidates must also possess a valid drivers' license, impeccable driving skills, and own a registered vehicle.

This position requires the ability to multitask, work well under pressure, manage conflicting requests, communicate scheduling changes to the Member, and the flexibility to respond to urgent scheduling needs outside of normal hours when necessary.

The salary range for this position is \$75,000-\$85,000. The office provides a generous benefits package that includes health, vision, and dental; student loan repayment assistance; paid sick leave and personal time off; and other benefits.

The deadline for applying for this position is Friday, September 15, 2023.

Interested candidates can submit their application [here](#). Interviews will be granted to qualified candidates on a rolling basis.

The Office of Congresswoman Cori Bush is an equal opportunity employer. Women, people of color, people with disabilities, LGBTQIA+, unhoused, formerly incarcerated and other marginalized candidates are strongly encouraged to apply. The office 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, criminal history or parental status.