Claire Valdez, Democratic Nominee
New York Congressional District 7

Position: Legislative Director
Location: Washington, DC

Job Overview

Claire Valdez, Democratic nominee for NY-7 and presumptive incoming Congressperson, is seeking a Legislative Director for her congressional office. The Legislative Director is responsible for crafting the office's legislative strategy, preparing the Member for votes and committee activity, and managing the legislative team. This is a Director-level role that reports to the Chief of Staff. Applicants must have familiarity with labor policy and the labor movement.

Responsibilities

- Lead the development and execution of the Member's legislative agenda, including developing flagship legislation, organizing coalitions, and identifying opportunities to pass legislation consistent with her platform.
- Hire, supervise, and develop the legislative team, assigning and managing issue area portfolios across 2-3 staff.
- Prepare the Member for committee hearings, markups, and floor activity, including drafting briefing materials, question lines, opening statements, and amendment strategy.
- Oversee the vote recommendation process, ensuring the Member receives timely, clear recommendations for every committee and floor vote, and that positions are consistent with her platform and constituency.
- Draft and oversee the drafting of legislation, working with the Office of Legislative Counsel, the Congressional Research Service, and outside experts and stakeholders.
- Build and maintain relationships with leadership, caucus, and committee staff, as well as staff in allied and relevant offices.
- Manage the Member's committee work, including relationships with committee staff, to advance the Member's legislative priorities on committee.
- Serve as the office's primary liaison to labor unions, advocacy organizations, and policy experts on legislative matters, and meet with stakeholders and constituents on the Member's behalf to discuss legislative priorities.
- Coordinate with the District Director on Community Project Funding requests, appropriations priorities, and other district priorities as they relate to legislation and votes.
- Coordinate with the Communications Director to ensure legislative activity is communicated clearly and persuasively, and that public statements are accurate on policy.
- Oversee the constituent mail program in coordination with the Legislative Correspondent, including policy review of response letters and the mail flagging process.
- Carry a personal legislative portfolio of issue areas that are of priority to the Member.

- Supervise legislative fellows and interns in coordination with the Operations Manager.
- Perform all other duties as assigned by the Member and Chief of Staff.

Qualifications and Characteristics

- 5+ years of legislative experience, including significant experience working on Capitol Hill.
- 2+ years management experience.
- Direct experience with labor policy, including working in or with labor unions or the labor movement is required.
- Thorough knowledge of House procedure, committees, and the appropriations process.
- Demonstrated success advancing legislation or policy initiatives, including building coalitions across offices and outside stakeholders.
- Exceptional political judgment, including the ability to identify where the Member is most effective and to anticipate how positions will be received by colleagues, stakeholders, and constituents.
- Excellent written and verbal communication, including the ability to brief the Member on complex matters quickly and clearly.
- Alignment with the Member's democratic socialist values and platform.
- Familiarity with New York City or NY-7 is a plus.
- Familiarity with housing, healthcare, immigration, or energy policy is a plus.
- Familiarity with Puerto Rico and Puerto Rican politics is a plus.
- Proficiency in Spanish is a plus.

Terms and Compensation

This is a full-time, salaried, benefits-eligible position based in Washington, DC, with occasional travel between DC and NY-7. The starting salary is **$120,000.** Employment will begin upon the Member's swearing-in in January 2027.

How to Apply

Interested applicants should apply **here.** A writing sample is required. As an addendum to your cover letter, please include 1-2 pages describing how you envision running the legislative team in the 120th Congress, including what you see as key goals, measurable benchmarks, and barriers to success.

Please include the email and phone number for three professional references, including one reference who is a past supervisee. Applications will be reviewed on a rolling basis.

The office of Representative Claire Valdez is an Equal Opportunity employer and does not discriminate on the basis of race, ethnicity, national origin, religion, socioeconomic status, sex, sexual orientation, gender identity and expression, age, disability, marital status, parental status, or veteran status. Candidates from marginalized communities are encouraged to apply.