Claire Valdez, Democratic Nominee
New York Congressional District 7

Position: Scheduler
Location: Washington, DC

Job Overview
Claire Valdez, Democratic nominee for NY-7 and presumptive incoming Congressperson, is seeking a Scheduler for her congressional office. The Scheduler is responsible for managing the Member's calendar and binder, including incoming requests, travel, and advance. This is a high-trust role that liaises daily with the Member and reports to the Chief of Staff.

Responsibilities
- Oversee the Member's master calendar, including hearings, votes, meetings, events, press, and travel.
- Manage incoming scheduling requests and communicate promptly and professionally with requesters.
- Manage the Member's daily binder in coordination with the Chief of Staff, ensuring it contains all relevant memos and background materials prepared by the team.
- Coordinate with the Chief of Staff, District Director, Communications Director, and Legislative Director to ensure that the Member's schedule is informed by all facets of the organization.
- Manage the Member's travel and lodging, including filing Ethics travel reports where necessary.
- Facilitate a weekly or biweekly scheduling meeting with the Member, Chief of Staff, and relevant Directors to review the Member's upcoming schedule.
- Run advance for public appearances, ensuring clear information regarding location, run-of-show, contacts, and security coordination with the Sergeant at Arms, Capitol Police, and/or NYPD.
- Support day-to-day operations in Washington, DC.
- Perform all other duties as assigned by the Member and Chief of Staff.

Qualifications and Characteristics

- Demonstrable experience providing scheduling or operational support for a principal.
- Organized and detail-oriented, with an ability to spot logistical details that may go wrong before they do.
- Discretion regarding the Member's movements and meetings.
- Commitment to protecting the Member's time.
- Calm and comfortable working around a timeline that shifts frequently and on short notice, with availability at all hours of the day.
- High social intelligence, and the ability to communicate warmly with stakeholders and deliver a polite no.
- Alignment with the Member's values and platform.

- Familiarity with the geography of NYC and NY-7 is a plus.
- Familiarity with House rules on travel and ethics is a plus.

Terms and Compensation

This is a full-time, salaried, benefits-eligible position based in Washington, DC, with occasional travel. The role requires on-call availability on weekends and evenings. The starting salary is **$82,000.** Employment will begin upon the Member's swearing-in in January 2027.

How to Apply

Interested applicants should apply **here.** Please include the email and phone number for two professional references. 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.