

**US House of Representatives  
Wounded Warrior Fellowship Program  
Vacancy Announcement**

**Job Title: Veterans Special Projects Coordinator**

**Member: Rep. Virginia Foxx**

**Office Location:** Clemmons, NC

**Work Location:** Clemmons, NC

**Needed:** Immediately

**Job Summary:**

The position is for a Special Projects Coordinator to work in the Congressional Office to facilitate responses to a wide range of requests received from constituents and coordinate Special Projects in the District. This position will help constituents interact with administrative and government agencies by acting as facilitators, ombudsmen and, in some cases, advocates.

**Job Duties and Responsibilities:**

The incumbent for this position will serve as a facilitator between constituents and federal, state, and local agencies as necessary as a representative of Congresswoman Foxx. The Special Projects Coordinator will be required to communicate clearly with constituents about what can and cannot be done on their behalf by the congressional office. This position will coordinate Veteran outreach and other projects in the District. The Special Projects Coordinator will be required to learn the laws, regulations and intricacies affecting a constituent's case as well as the procedures and structure of Congresswoman Foxx's office regarding casework and employee obligations, as outlined in Representative Foxx's Office Handbook and the House of Representative's Ethics Manual. Additionally, the employee will be responsible to perform other duties as assigned by the Congressman, Chief of Staff, District Director and other staff members.

**Requirements:** High school degree required, some college courses preferred but not required. Professional education through the U.S. military is highly encouraged. Excellent communication, computer and organizational skills. Recent experience with and understanding of the U.S. Military and Department of Veterans' Affairs structure, procedures, and policies. Conservative, Hard working, service-oriented, positive attitude, and strong teamwork ability."

**Salary:** Commensurate with experience.

**Contact:** Interested veterans should submit their resumes, along with a DD214 showing medical retirement or a letter from the VA indicating that they have a 30% or greater rating to [housewoundedwarriors@mail.house.gov](mailto:housewoundedwarriors@mail.house.gov). Do not send resumes directly to the office of Congresswoman Foxx.

The Wounded Warrior Program was established to create fellowships that will provide employment opportunities for wounded or disabled veterans within the House of Representatives in Washington, DC and in district offices nationwide. Those selected for the program will be employed by the Office of the Chief Administrative Officer but will be given the opportunity to work in Member, committee and leadership offices and, if a fit is found, transition into full-time employment. However, full time employment is not guaranteed at the conclusion of the two year fellowship.