

Wounded Warrior Fellowship Program U. S. House of Representatives

Job Title: Congressional Assistant/Military Liaison

Member: Peter Roskam (D) IL/6th

Office Location: Bloomingdale, IL

Date Needed: Immediately

Job Summary: A multi-faceted full-time position which includes: constituent services 50%, legislation 10% and representation 50%.

Job Duties and Responsibilities:

Constituent Services: Work with constituents as a liaison with federal agencies, largely in the areas of active duty military (Army, Navy, Air Force, Marines, Coast Guard, National Guard) and Veterans Administration.

Legislation: Although this position is largely constituent services, the wounded warrior's perspective and input are desired regarding military issues and may be called upon to give information to the Congressman and the legislative shop. This individual will also help spearhead the organization and implementation of Congressman Roskam's Veterans Task Force, which will meet bi-annually to discuss issues veterans are facing in the congressional district. Solutions to problems that this group identifies will have a variety of focuses, to include administrative fixes, legislative fixes and casework fixes.

Representation: Represent the Congressman at functions as needed. Create an open dialogue with the various service organizations within the 6th district such as VFW, American Legion and others.

Other: Create a network of contacts on both the local and national level including active duty, retired military/veterans and service organizations. Duties include special projects as assigned such as possible WWII and other information projects to capture the veterans' perspective. Assess concerns of veterans and active duty personnel to regularly inform senior staff and other duties as assigned.

Requirements:

Work well as a team member.

Patience.

Networking skills.

Understanding of military terms and process.

Ability to speak to groups, as well as individuals.

Ability to define a problem and work toward a solution in a timely manner.

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. Do not send resumes directly to the office of Congressman Roskam.

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.

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