

EXPERIENCED OFFICE ADMINISTRATOR
U.S. HOUSE OF REPRESENTATIVES
COMMITTEE ON ETHICS

Director of Administration (Washington, DC) -- The Committee on Ethics seeks an experienced office administrator to serve as the Director of Administration for the Committee. The Director of Administration will oversee the Committee's administrative functions and will manage a nonpartisan administrative staff who are responsible for ensuring the efficient operation of the Committee's work. This is a non-partisan position which requires the ability to serve all Members of Congress equally and refrain from political or partisan activity. Candidates must possess a minimum of 5 years of experience with government administrative process, outstanding analytical and written and oral communication skills, and the sound judgment. Experience in one or more of the following areas is also desirable: accounting, office administration, and familiarity with Congress. Previous management experience preferred. Salary commensurate with experience. Please email resume, cover letter, and a list of references to ethicsjobs@mail.house.gov. Please include the phrase "Director of Administration" in the subject line.