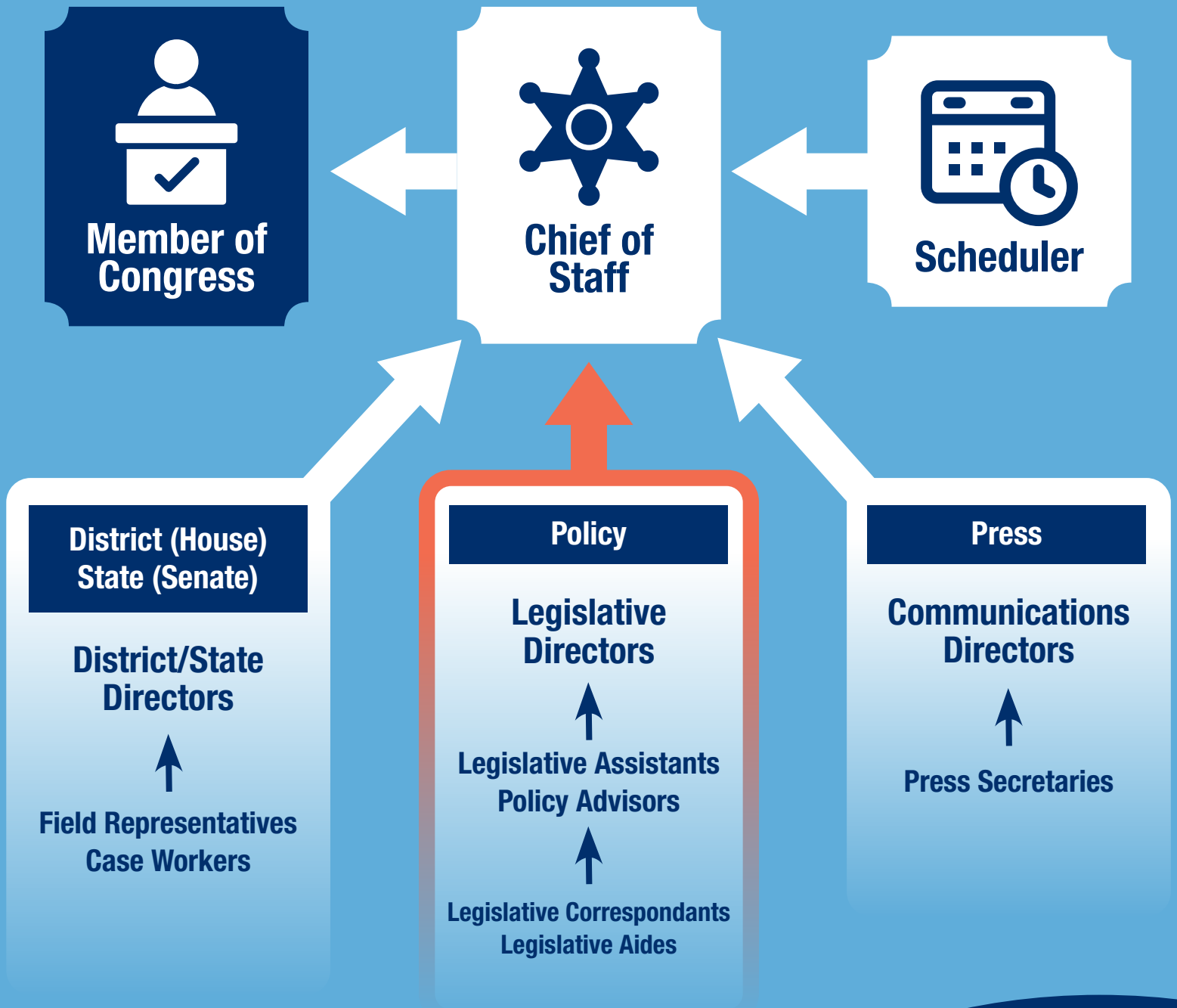


Congressional Office Organizational Chart



This organizational chart provides the general make-up of a congressional office so you can know how decisions get made and by whom. It is important to note that not every office is set up the same, and there can be significant differences between House and Senate offices. Job titles and responsibilities may differ from office to office, but they share a similar structure. In general, congressional offices will always have a chief of staff and the rest of the staff will make up the communications, legislative, or administrative teams.



Friends Committee
on National Legislation

Lobbying with Quakers

www.fcnl.org • 245 2nd St. NE, Washington DC, 20012



Congressional Office Position Descriptions

Chief of Staff (CoS)

Chiefs of staff are the highest in command and report directly to the member of Congress.

They oversee the policy, communications, and administration teams within an office while also providing advice and analyses regarding legislative proposals and constituent requests. This person often has one of the closest relationships with the member and, because of their busy schedule, usually is not the first point of contact for scheduling meetings.

Schedulers

Schedulers report to the chief of staff and are often in close contact with the member of Congress as well. They manage the member's schedule and adjust to the changing demands of the legislative schedule while working to balance constituent requests, travel to and from the district/state, and events.

This person is usually the first point of contact for scheduling member-level meetings and inviting the member of congress to attend events.

Legislative Directors (LD)

Legislative directors generally report to the chief of staff. They manage the legislative schedule and provide analyses and recommendations on various legislative proposals, allowing them to craft strategies and priorities. They also manage the team of legislative assistants, correspondents and aides working on specific issue portfolios.

Communications Directors / Press Secretaries

Communications directors and press secretaries generally report to the chief of staff. Their focus is to create and maintain strategies to provide relevant information to constituents, the media, and the general public regarding the member's legislative priorities, proposals, and actions.

They serve as spokespeople and, in some offices, manage a team of other communications-focused staff while implementing the strategies in traditional and new media channels.

Congressional Office Position Descriptions

Legislative Assistants (LA) / Policy Advisors

Legislative assistants and policy advisors report to the legislative director while, in some offices, overseeing legislative correspondents and aides. They work on specific issue portfolios, conduct research, and monitor legislation in these areas throughout the legislative process—from introduction of bills and resolutions and committee review to floor debates and votes.

They often meet with constituents, lobbyists and other stakeholders who engage on the issues they cover and then provide reports on those meetings to the legislative director. When members attend meetings or speak on specific issues or legislation, these staffers will usually accompany them as well as prepare talking points and background on the topic. They tend to be the best first point of contact for asking policy related questions and scheduling lobby staff-level meetings.

Legislative Correspondents (LC) / Legislative Aides

Legislative correspondents and legislative aides often assist the legislative assistants and policy advisors on specific issue areas. These are junior positions and often involve participating in meetings in a supporting role as well as conducting research. They also draft correspondence to constituents who write and call the office on specific topics.

District Directors (House) / State Directors (Senate)

District directors and state directors report to the chief of staff in D.C. as well as to the member of Congress as they are the highest ranking staff in the district/state. They are often close friends and advisors to the member of Congress. They tend to be the longest serving staffers in congressional offices.

They create and implement policy priorities, strategies, and plans for the district and state offices and supervise field representatives and caseworkers. They assist with scheduling events and meetings while the member is in town as well as meet with constituents and groups. Building relationships with these staffers and their deputies can make a lasting impact.

Field Representatives / Caseworkers

Field representatives and caseworkers report to the district/state directors and communicate with legislative staff in D.C. They are the eyes and ears, tracking developments and reporting updates in the district and state. They act as a liaison to government agencies on behalf of constituents and answer casework correspondence on a range of issues.

They also meet with constituents and local groups and then relay the information to the relevant staff.