

November 16, 2022

Representative-elect _____
U.S. House of Representatives
Washington, DC 20510

Dear Representative-elect _____:

Congratulations on your election to the 118th Congress!

As you prepare to staff your office, we encourage you to prioritize racial diversity in your hiring, particularly among your personal office top staff (e.g., chief of staff, legislative director, and communications director) and mid-level staff (e.g., legislative assistant, counsel, policy advisor, press secretary, and administrative director).

In November 2021, the [U.S. House of Representatives released results from its study on diversity and compensation](#). This study found that people of color accounted for 30.7 percent of U.S. House staff, which lags behind the national population of people of color (40 percent). The gap is even wider when compared to the percentage of people of color in key roles such as chief of staff/deputy chief of staff, legislative director/deputy legislative director, and communications director/press secretary. The Joint Center's October 2022 report, *Racial Diversity Among Top Staff in the U.S. House of Representatives*, found that people of color make up 40 percent of the population, but only make up 18 percent of top U.S. House staff.

The Joint Center's [tracker of racial diversity of top staff hires in the 117th Congress](#) shows that people of color accounted for 23.1 percent of top staff hired by newly-elected U.S. House members. While freshman House members of the 117th Congress hired more diverse top staff than the 117th Congress as a whole, their top staff diversity lagged behind the national population.

You have an opportunity to improve these statistics over the next few months as you hire top and mid-level staff for your offices.

In addition, we urge you to immediately take the following steps in preparation for the 118th Congress:

1. ***Adopt a Diversity Plan:*** Develop a written office diversity and inclusion plan that includes recruitment and hiring goals, staff retention and development strategies, data collection and analysis procedures, a clear allocation of responsibility and performance evaluation implementation plan, and unconscious bias training for all managerial staff involved in recruitment, hiring, evaluation, and retention.
2. ***Use the Bipartisan [House Diversity and Inclusion Office](#):*** This office can help House offices recruit, hire, train, develop, and retain a diverse workforce. The office provides

resources and events to cultivate a more inclusive environment. In addition, the office collects and disseminates data that evaluates the diversity of staff in House offices.

3. ***Work with the Tri-Caucus Staff Associations:*** In recruiting talent, work with the Congressional Asian Pacific American Staff Association, Congressional Black Associates, Congressional Hispanic Staff Association, and Senate Black Legislative Staff Caucus, which maintain databases of strong diverse talent.
4. ***Engage the Tri-Caucus nonprofit organizations:*** The Congressional Hispanic Caucus Institute (CHCI), Congressional Black Caucus Foundation (CBCF) and Asian Pacific American Institute for Congressional Studies (APAICS), and other organizations similarly focused on diversity in government. Recruiting and/or accepting interns and fellows from their programs, meeting with and speaking to their program participants, and supporting their missions by participating in their events will increase your office's visibility among diverse talent, and continue to build the pipeline of diverse staff.
5. ***Use the resources provided by Representative Democracy:*** For tips on how to operationalize these and other approaches that can help you build a more diverse and inclusive office, click [here](#).

In the new Congress, top and key mid-level staffers will continue to have significant influence in decisions that affect our entire nation. This includes developing legislation and providing oversight of hundreds of administrative agencies that employ over 3.6 million civilian and military workers and overseeing a multi-trillion dollar budget and appropriations process.

Ensuring racial diversity among your top and mid-level staff would enhance the deliberation, innovation, legitimacy, and outcomes of your office and the chamber as a whole.

You have an opportunity to show how the experiences and skills of all Americans are vital to your work.

We look forward to working with you.

Regards,

Joint Center for Political and Economic Studies & partners (will be listed alphabetically)

1882 Foundation

ABFE

Advancement Project

Advocacy Blueprints

African American Mayors Association

American Counseling Association
American Society of Association Executives
Asian Pacific American Institute for Congressional Studies (APAICS)
Asian Americans Advancing Justice (AAJC)
Becker Lawyers
Black Men on the Hill (BMH)
Black Voters Matter Fund
Black Women's Congressional Alliance
Black Women's Health Imperative
Chinese American Citizens Alliance DC
Color Of Change
Congressional Black Caucus Foundation (CBCF)
Congressional Hispanic Caucus Institute (CHCI)
Congressional Management Foundation
D&P Creative Strategies
Demand Progress Action
Democracy Fund Voice
Diversity in Government Relations Coalition
Inclusive America
Issue One
Japanese American Citizens League
Lawyers' Committee for Civil Rights Under Law
League of Women Voters of the United States
MALDEF (Mexican American Legal Defense and Educational Fund)
MANA, A National Latina Organization
Miller Wenhold Association Management
Miller-Wenhold Capitol Strategies
MOB Advocacy
NAACP Legal Defense and Educational Fund, Inc. (LDF)
NALEO Educational Fund
National Action Network
National Asian Pacific American Bar Association (NAPABA)
National Asian Pacific American Families Against Substance Abuse
National Association of Investment Companies
National Black Justice Coalition
National Black Worker Center
National Coalition for Asian Pacific American Community Development (CAPACD)
National Disability Rights Network (NDRN)
National Institute For Lobbying & Ethics
National Medical Association
National Urban League
Network Lobby for Catholic Social Justice

OCA-Asian Pacific American Advocates
Partnership for Public Service
Pay Our Interns
Pride at Work
Public Knowledge
Representative Democracy
Rulon & White Governance Strategies
Senate Black Legislative Staff Caucus
South Asian Fund For Education Scholarship and Training Inc
Southeast Asia Resource Action Center
Southern Rural Black Women's Initiative for Economic and Social Justice
State and Federal Communications, Inc
TESOL International Association
The Almond Group
The Madison Group, LLC
Tiye Hayes Health
TOWER 19
University of California, Riverside
Washington Government Relations Group
Women in Government Relations (WGR)
Women's Congressional Staff Foundation
Working IDEAL