



STATE OF TEXAS
HOUSE OF REPRESENTATIVES

TRENT ASHBY

District 57

State Representative Trent Ashby is seeking applicants to serve as his Chief of Staff. The position works as the primary advisor for the member, while also supervising daily office operations in Austin and the district. Start date: November 1, 2021.

ESSENTIAL FUNCTIONS

- Execute Representative's legislative and district objectives;
- Develop relationships with elected officials, constituents, and stakeholders in the Capitol;
- Coordinate communication between relevant stakeholders and constituents;
- Manage office communication strategy and interface with the press;
- Organize the Representative's schedule;
- Manage office budget and supervise staff; and
- Other duties as assigned.

SKILLS AND QUALIFICATIONS

- Undergraduate degree and prior experience in a legislative office;
- Strong knowledge of the Texas Legislative process and House Rules;
- Ability to work in a flexible, fast-paced environment (including nights and weekends);
- Excellent written and verbal communication skills;
- Capacity to manage several tasks and projects at the same time; and
- Attention to detail and organizational skills.

TO APPLY

Please submit a résumé, a writing sample, and a list of four professional references via email to Judd.Messer@house.texas.gov. Applications will be accepted until Friday, October 1 at 5:00pm CST. Please Note: only applicants scheduled for an interview will be contacted.

The House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.