

# ANGIE CHEN BUTTON



CAPITOL OFFICE:  
P.O. Box 2910  
AUSTIN, TEXAS 78768-2910  
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512-463-0793 (fax)

The State of Texas  
House of Representatives

DISTRICT OFFICE:  
1200 E. EXECUTIVE DR., STE. 130  
RICHARDSON, TEXAS 75081  
972-234-8980  
972-470-0789 (fax)

## DISTRICT DIRECTOR

The Office of State Representative Angie Chen Button seeks a motivated, self-starter to lead district constituent services as the District Director in the Richardson, TX office.

### Responsibilities:

- Draft and send constituent correspondence ensuring a high level of accuracy. Maintain a timely flow of incoming and outgoing communication. Track and follow up on general inquiries and requests sent to the office.
- Manage the office calendar, including coordinating meetings with constituents, advocates, and other stakeholders.
- Responsible for constituent casework.
- Assist in maintaining an active presence within the community, including attending occasional evening and weekend events. Proactively identify opportunities for the office to engage with various constituencies. May occasionally be asked to speak publicly or present recognitions of achievement.
- Manage certain special projects, including event planning, for the purpose of promoting and improving community outreach.
- Other duties as assigned by the Chief of Staff.

### Skills and Qualifications:

- Strong attention to detail and organizational skills.
- Ability to work in a flexible, fast-paced environment (including occasional nights and weekends).
- Capacity to manage several tasks and projects at the same time.
- Excellent written and oral communication skills.
- Strong computer skills.
- Be a self-starter with the ability to exercise initiative and think creatively and independently.
- Must be able to maintain confidentiality.
- Ability to meet deadlines with considerable latitude for decision making and minimal supervision.

Successful candidates will have a solution-driven personality, demonstrate excellent oral and written communication skills, and show keen attention to detail with an ability to multitask effectively in a fast-paced environment.

Please submit resume, writing sample, and salary requirements to [Amanda.Willard@house.texas.gov](mailto:Amanda.Willard@house.texas.gov).

*The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, age or disability in the 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.*

