



NICOLE COLLIER

STATE REPRESENTATIVE • DISTRICT 95

Job Description: Communications & Digital Director- Full Time Office of State Representative Nicole Collier

Location: Fort Worth, Texas

Start Date: ASAP

Description: Seeking a creative, energetic, detail-oriented, full-time, Communications and Digital Director, who enjoys working in the public sector. The Communications and Digital Director must be able to work some nights and weekends, and travel, as required. Previous policy experience is preferred.

Responsibilities:

- Develop informational materials such as handouts, flyers, announcements, and letters;
- Organize and participate in special events and projects;
- Monitor news and digital media trends;
- Develop strategies to engage the community and monitor events and meetings;
- Cultivate media relationships to promote office activities;
- Draft talking points, perform research, and prepare background materials;
- Daily digital content creation across Office social media platforms;
- Assist with constituent casework;
- Represent the office at various events, when requested; and
- Other duties as assigned.

Required skills:

- Bachelor's Degree in Journalism, Communications, Public Relations, Marketing or related field;
- Excellent writing, organizational, proofreading, and fact-checking skills;
- Experience with press and media strategies;
- Proficiency in WordPress, MS Office, Adobe Suite, Canva, Wix, Constant Contact and Zoom;
- Ability to research policy issues and laws, and produce reports;
- Strength managing digital media platforms;
- Ability to thrive in an intense and fast-paced environment;
- Ability to manage stressful situations and problem solve under pressure;
- Openness to and willingness to act on performance feedback; and
- Punctuality, professionalism, and responsiveness both in and out of the Office.

Salary: Salary is commensurate with experience. State benefits will also be available.

To Apply: Send an email with the subject line "Communications Position" to Nicole.Collier@house.texas.gov along with a current resume in Word or PDF format. (Only those scheduled for interviews will be contacted.)

The Texas 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 of the provisions of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.