District Director

State Representative Jessica González, Texas House District 104, is seeking a District Director in her District office in Oak Cliff, Dallas. The position is full-time and starting as soon as possible. Applications will be accepted until the position is filled. Salary is commensurate with experience.

JOB DUTIES AND RESPONSIBILITIES

- Monitor and report district activity to the Member and the Chief of Staff.
- Maintain all District Office operations.
- Serve as a representative of the office, engaging our various and diverse communities by attending public and stakeholder meetings and building relationships within the community.
- Respond to all constituent calls, emails, casework, and correspondence.
- Assist with social media operations.
- Maintain a database of community contacts and organizations.
- Travel throughout the district at regular intervals to keep abreast of local concerns.
- Work a flexible schedule including long hours, nights, and weekends.
- Other duties as assigned by the Member or Chief of Staff.

QUALIFICATIONS

- Knowledge of Texas House District 104 and relationships with local groups and organizations.
- Ability to speak Spanish is preferred but not required.
- Ability to communicate effectively and professionally, both verbally and in writing.
- Excellent organizational skills and the ability to reprioritize office goals and objectives daily.
- Ability to manage multiple projects under time-sensitive deadlines in a fast-paced environment.
- Ability to work non-traditional hours as needed, including evenings and weekends.
- Excellent team player with a positive attitude and a desire to grow their skillset.

TO APPLY

Interested applicants should send a cover letter, resume, and a writing sample to Zanir Ali, Chief of Staff, at Zanir.Ali@house.texas.gov with the subject line "District Director." Only candidates selected 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 American with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.