

TEXAS HOUSE OF REPRESENTATIVES

Capitol Office:
P.O. Box 2910
Austin, TX 78768
(512) 463-0614
Fax: (512) 463-0612



District Office:
1233 Mercury Drive
Houston, TX 77029
(713) 675-8596
Fax: (713) 675-8599

ANA HERNANDEZ

DISTRICT 143

Chief of Staff for Texas State Representative Ana Hernandez

The Office of State Representative Ana Hernandez is seeking a motivated individual to serve as Chief of Staff. The Chief of Staff works closely with the Member and acts as chief policy advisor. This position develops and implements all policy objectives, strategies, and operating plans for the Member's offices and manages and directs all activities and staff of the Member's Austin and district office.

Required Skills and Background

- Strong leadership and organizational skills;
- Thorough knowledge of the Texas state legislative process;
- 5-6 years Texas legislative experience;
- Proven experience in directing legislative policy, from research, drafting, negotiation and coordination;
- Exceptionally well organized with the ability to meet strict deadlines;
- Excellent written and verbal communication skills;
- Disciplined and solutions-oriented approach to all tasks;
- Ability and willingness to work long hours and weekends; and
- Ability to work well under pressure.

Responsibilities

- Work with the Representative and staff to develop and implement strategies to advance short-term and long-term legislative, policy, and district priorities;
- Directly supervise all employees in the district and legislative office; including recruiting, hiring, training, managing, assigning and directing work, and ensuring effective internal communication;
- Manage external communications, including development of talking points, position statements, social media posts, monitoring of/response to media inquiries; etc.
- Facilitate effective collaboration/coalition-building with the offices of city, state, and federal officials and the leadership and staff of the legislature;
- Develop and maintain strong relationships with constituents and community leaders, advocacy organizations, and other stakeholders;
- Oversee the office budget; and
- Perform other duties as assigned.

TEXAS HOUSE OF REPRESENTATIVES

Capitol Office:
P.O. Box 2910
Austin, TX 78768
(512) 463-0614
Fax: (512) 463-0612



District Office:
1233 Mercury Drive
Houston, TX 77029
(713) 675-8596
Fax: (713) 675-8599

ANA HERNANDEZ

DISTRICT 143

To Apply: Please email Adriana.Aguirre@house.texas.gov your resume and cover letter with the subject line: Chief of Staff Application.

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 or 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.