

TEXAS HOUSE *of* REPRESENTATIVES



JOLANDA "JO" JONES

DISTRICT 147

State Representative Jolanda Jones, Texas House District 147, seeks a District Director for her district office in Houston. The position requires 40 hours per week and is a hybrid position with some set hours in the district office and the field. Applications will be accepted until the position is filled. We are looking for a candidate with significant knowledge of the Houston community and its political landscape. This person should have a positive attitude, good attention to detail, a passion for helping constituents, and a strong ability to manage multiple priorities at once.

JOB DUTIES AND RESPONSIBILITIES • Managing district casework and assisting constituents. • Representing the office in meetings with stakeholders, including constituents and advocates. • Processing scheduling requests and managing the Representative's Houston calendar. • Checking and responding to office mail, district inboxes, and voicemails. • Organizing town halls and other district events. • Performing other administrative duties as needed.

QUALIFICATIONS • Office experience with professional communication both on verbal and written is required. • Microsoft Office proficient (Word, Powerpoint, Excel and Outlook). Experience working with local or state agencies is highly preferred. • 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.

TO APPLY Interested applicants should send a brief email of introduction and their resume to Chief of Staff Margot Garza, at margot.garza@house.texas.gov, with the subject line "District Director". Only candidates selected for interviews will be contacted. No phone calls, please.

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.