



# RAY LOPEZ

TEXAS STATE REPRESENTATIVE

Executive Assistant, Office of the Chief of Staff  
Position Availability: June 2021

The Executive Assistant, Office of the Chief of Staff assumes responsibility for executive level support to the Chief of Staff, including managing their schedule and correspondences, coordinating external and internal engagements, and executing special projects as assigned. In addition to the traditional "gatekeeper" for people who want to connect with the office, the Executive Assistant is more importantly a strategic partner, professional problem solver, and trusted confidant. The position requires the ability to interact with elected officials, community leaders, their staff (at all levels), and everyday people in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient; with a high level of professionalism and confidentiality.

## **Responsibilities:**

- Draft and send correspondence on behalf of the Chief of Staff, ensuring a high level of accuracy. Maintain a timely flow of incoming and outgoing communications via phone, mail, email, and social media. Track and follow up on general inquiries and requests sent to the office.
- Support the Chief of Staff by ensuring communication/documentation is logged in an accurate and timely manner. Ensure the Chief of Staff has the information they need to effectively complete the next event or task at hand.
- Manage calendar, including coordinating meetings with constituents, advocates and other stakeholders and maximize gaps in time. Proactively identify opportunities for the office to engage with various constituencies.
- Participates in constituent casework program, which includes the intake, assessment and resolution of cases involving state agencies on behalf of House District 125 residents.
- Aides in maintaining an active presence within the community, including attending evening and weekend events. May occasionally be asked to speak publicly or present recognitions of achievement to outstanding community members.
- Develop and maintain professional representation of the Chief of Staff through social media, speaking engagements, traditional media, etc.
- Manage certain special projects for the purpose of promoting and improving community relations. Including monthly virtual, in-person, or drive thru events and meetings with members of the community.
- Other duties as assigned.

## **Skills and Qualifications:**



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- Strong attention to detail and organizational skills.
- Ability to work in a flexible, fast-paced environment (including nights and weekends when applicable).
- Capacity to manage several tasks and projects at the same time.
- Excellent written and oral communication skills; ability to write letters, statements, editorial pieces within a reasonable time.
- Strong computer skills and high level of proficiency with Microsoft Suite and Apple products.
- Meticulous note taker, data and file management, and ability to track tasks and metrics.
- Be a self-starter with the ability to exercise initiative and think creatively and independently.
- Must be able to maintain confidentiality.
- High level of emotional intelligence and tact preferred.
- Bilingual in Spanish a plus.
- Willingness to be vulnerable enough to grow and develop upon the individual's skills.
- Must be legally able to operate a motor vehicle in Texas.
- Ability to meet deadlines with considerable latitude for decision making and minimal supervision.

## **Compensation:**

The position is full time and located in San Antonio, travel to Austin may occasionally be required. Salary for this position is \$2,000 - \$3,000 per month. The State of Texas offers full time employees a comprehensive benefits package including defined benefit retirement plan with matching contributions, low cost and free insurance, 401(k) investment opportunities, tuition reimbursement and other benefits that can be found here: <https://ers.texas.gov/Benefits-at-a-Glance>. In addition to the benefits from the state, the office of Representative Lopez offers virtual and in-person work options, flexible work schedules, unlimited time off, extended Thanksgiving and Christmas paid holiday, expense reimbursement, ability to network with peers in your desired field, and more.

## **To Apply:**

Please submit a cover letter or writing sample, résumé, and social media links via email to Donovan Rodriguez, Chief of Staff, at [donovon.rodriguez@house.texas.gov](mailto:donovon.rodriguez@house.texas.gov). Applications will be accepted until the position is filled. Only applicants scheduled for an interview will be contacted.

*The 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 provision of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0669.*