

Texas House of Representatives



Eddie Morales, Jr.

DISTRICT 74

Communications Director

SUMMARY: The Communications Director is responsible for coordinating and executing the Representative's social media strategy, working across key social media channels including Facebook, Twitter, and Instagram. This is a full-time position Monday-Friday, 9am-5pm with the understanding that they could potentially have assignments on evenings and weekends if a major news event necessitates an immediate response. This position reports to the Chief of Staff.

APPLICANTS: Ideal applicants are recent graduates who are highly motivated and eager to learn about the intersection between graphic design and proper messaging in the political realm. Strong writing skills, the ability to work as part of a team, punctuality, reliability, and a strong work ethic are required.

To apply, send a resume, cover letter, writing sample, and digital portfolio with subject line "Communications Director" to Amy.Rister@house.texas.gov.

JOB DUTIES:

- Creating graphics and infographics for web, newsletter, and social media platforms
- Maintaining a social media calendar for the year with content created and scheduled in advance for holidays and planned events
- Paying attention to news media and the legislative process to anticipate relevant issues that we should be posting about; proactively creating graphics about those issues
- Engaging online in a professional and tactful manner responding to comments and messages

SKILLS AND KNOWLEDGE REQUIRED:

- A high level of proficiency in a design program similar to Adobe Creative Cloud (Photoshop, Illustrator, In-Design), Facebook, Twitter, Instagram, and Constant Contact.
- A thorough understanding of the algorithms and how increase engagement on each platform
- Thoroughness and careful attention to detail
- Ability to exercise discretion and independent judgment in fulfillment of responsibilities
- Prior legislative office experience is preferred but not required

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