



TONI ROSE

TEXAS HOUSE OF REPRESENTATIVES
DISTRICT 110

Chief of Staff Office of State Representative Toni Rose

The Office of State Representative Toni Rose is seeking a well-qualified individual to serve as Chief of Staff. The COS acts as Chief Policy Advisor and works in alignment with the Member. This position develops and implements all policy objectives, strategies, and operating plans for the Member's offices.

Required Skills and Background

- Strong leadership and organizational skills
- Thorough knowledge of the Texas state legislative process
- 5+ years Texas legislative experience
- Proven experience directing legislative policy, research, drafting, negotiation and coordinating
- 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
- 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



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- Perform other duties as assigned

To Apply: Please email your resume and cover letter to Toni.Rose@house.texas.gov.

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