



TONI ROSE



STATE REPRESENTATIVE • DISTRICT 110

CONSTITUENT SERVICES LIAISON

SUMMARY:

State Representative Toni Rose is seeking applicants for the full-time Constituent Services Liaison position to serve Texas House District 110. Under the supervision of the Chief of Staff, the Constituent Services Liaison will act as a liaison between the Representative and constituents, district organizations, local governments, and state agencies. The position is located in the Dallas District Office.

DUTIES:

- Manages constituent casework, maintaining up-to-date files on all cases and categories of information of importance to the office.
- Responds and documents constituent telephone calls and mail within a timely matter.
- Attends receptions, meetings, public events, networking opportunities in-district, and other events as determined.
- Assists the Representative in fulfilling public obligations by providing support in the areas of office administration, community outreach, event planning, and communications.
- Helps maintain relationships with local communities and organizations.
- Updates media, local elected officials, and community organizations contact list, etc.
- Reports weekly on district activities.

EDUCATION AND EXPERIENCE:

- A four-year degree in communications, political science, social work, or related field;
- Strong communicator and writer, have a basic understanding of local and state government operations, policy and protocol;
- Have demonstrated the ability to interact with government officials, local advocates, and community leaders.

WORKING CONDITIONS:

Please note this position requires travel in the district that is not always within the Monday-Friday 9am-5:30pm office hours.

TO APPLY:

Applicants should send a cover letter (including availability), resume, and a relevant writing sample to Khanay Turner, Chief of Staff at Khanay.Turner@house.texas.gov. Applications will be accepted until the position is filled. If there are any questions, please email Khanay or call the office at 214-371-3300.

The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, age or disability in the 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 512-463-0865.

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