

TEXAS HOUSE of REPRESENTATIVES



JON E. ROSENTHAL



DISTRICT 135

Legislative Director for Texas State Representative Jon Rosenthal

The Office of State Representative Jon Rosenthal is seeking an experienced and enthusiastic individual for the position of Legislative Director for the remainder of the 88th Legislative Session Interim continuing through the 89th Legislative Session. The Legislative Director will report to the Chief of Staff, and work collaboratively with the HD135 Team to develop, plan, and execute all legislative operations. The ideal candidate will have strong written and oral communication skills, the ability to thrive in a fast-paced environment, and the sincere desire to serve others.

Duties and Responsibilities:

- Drafting legislation, interfacing with the Legislative Council, assembling bill books, research, and memos, bill analysis, floor and committee vote recommendations, preparing for committee hearings and formal meetings, floor packets, and collaborating on legislative strategy
- Attend committee hearings and other meetings relevant to the Member's priorities
- Assist with communications, including social media, press releases, newsletters, letters, and remarks
- Develop relationships with legislative staff and relevant stakeholders to advance the Member's agenda
- Other duties as assigned by the Chief of Staff

Preferred Skills and Background:

- Thorough knowledge and understanding of the legislative processes of the Texas Legislature
- Ability to analyze complex ideas and to communicate them accessibly in speech and writing
- Applicable Texas legislative experience, including past work with Texas Leg. Council
- Strong interpersonal skills and an ability to build professional relationships
- Willingness to work non-traditional hours when necessary, including evenings and weekends
- Excellent time-management and organizational skills

Salary:

The monthly salary for this position is flexible and will be commensurate with experience, with a target range of \$4,000 - \$5,500 in gross pay, along with State Government full-time employee benefits.

To Apply:

Applicants should send a cover letter, resume, and sample work product to Chief of Staff, Ariana Azimi Ariana.Azimi@house.texas.gov with "Legislative Director Application" as the subject line.

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 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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