

TEXAS HOUSE of REPRESENTATIVES



Matt Shaheen

District 66 • Collin County

Chief of Staff for Texas State Representative Matt Shaheen

The Office of State Representative Matt Shaheen is seeking a motivated individual to serve as Chief of Staff (COS). The COS works closely with the Member and performs complex legislative and consultative work. Ensures the Member executes his legislative agenda. The COS works closely with the member to develop and implement all policy objectives, strategies, and operating plans. The COS conducts proactive engagements, communicates clearly, responds promptly to, and resolves issues. The COS builds and maintains appropriate internal and external relationships. This position supervises the work of others and works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

Duties and Responsibilities:

- Work with the Representative and staff to develop and implement strategies to advance short-term and long-term legislative, communication, policy, and district priorities;
- Directly supervise all employees in the Member's Capitol Office; including recruiting, hiring, training, managing, assigning and directing work, and ensuring effective internal communication;
- Manage external communications, including interfacing with the Legislative Council, the development of talking points, public statements, and monitoring of/response to media inquiries;
- Establish plans and setting objectives and goals that support an overall legislative strategy;
- 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; and
- Perform other duties as assigned.

Required Skills and Background:

- Experience developing or managing public relations, government relations, or communications objectives, with proven leadership.
- Strong leadership and organizational skills;
- Proven experience in the Texas Capitol directing legislative policy, from research, drafting, negotiation, and coordination;
- Compiling, evaluating, and presenting legislative information;
- Developing and conducting professional presentations;
- Compiling, evaluating, and presenting legislative information;
- Conducting policy analysis and research; and
- Willingness to work non-traditional hours when necessary, including evenings and weekends.

Salary: Depending on Experience

Apply: Please email Matt.Shaheen@house.texas.gov your resume and cover letter with the subject line: Chief of Staff Application.



Human Services
Committee

Licensing & Administrative Procedures
Committee

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