



STATE REPRESENTATIVE
SHAWN THIERRY

DISTRICT 146

Scheduler and Constituent Outreach Liaison

Position Availability: Immediately

Salary: Negotiable Based Upon Experience

Available date: Position is available June 28, 2021 for interim session, special session, and permanent hire

ESSENTIAL JOB FUNCTIONS REQUIRED

- Manages all scheduling and events coordination for the Member, including but not limited to meeting requests, press, speaking engagements, and events that take place in both the Capitol and the District.
- Prepares and briefs the Member and all staff on the Member's daily and weekly schedule.
- Crafts talking points, speeches, and social media content on behalf of the Member.
- Coordinates logistics of events and scheduling, including transportation and parking.
- Reviews and responds to all mail correspondence.
- Responds to constituent requests for flags, resolutions, tours and other information.
- Manages constituent requests for assistance (casework) by working with administrative agencies.
- Temperament to communicate with a variety of personalities in a tactful, pleasant and professional manner.
- Ability to work cooperatively and courteously with others.
- Performs other duties as assigned.

SKILLS AND KNOWLEDGE REQUIRED

- Demonstrates strong written and oral communication skills. Must communicate with professionalism, clarity, and timeliness with the offices of other elected officials, constituents, and all who engage with the office.
- Strong planning and organizational skills.
- Thoroughness and attention to detail.
- Ability to work long hours and a flexible schedule. Must be able to meet deadlines in high pressure situations, both independently and in cooperation with others.
- Appreciates the importance of teamwork; establishes and maintains a cooperative and effective working relationship with staff.
- Preferred experience working at least one prior legislative session.
- Must comply with the Member's personnel rules, policies, and best practices pertaining to supervising, sexual harassment and Equal Employment Opportunities.

TO APPLY

Please submit a cover letter and resume via email to Shawn.Thierry@house.texas.gov. Applications will be accepted until the position is filed. Please note, only applicants scheduled for an interview will be contacted.

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 provisions of services. In compliance with the Americans with Disability Act, if you require reasonable accommodations during the application process, please call 512-463-0865