



TEXAS HOUSE of REPRESENTATIVES

Chris Turner

State Representative, District 101

Job Title:	Constituent Services and Outreach Manager; Office of State Representative Chris Turner		
Reports To:	Chief of Staff, District Director	Closing Date:	June 01, 2024
Job Summary:	Lead constituent casework program and be a visible liaison to the Representative in a diverse district of 200,000+ constituents.		

Job Description

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Leads casework program, which includes the intake, assessment and resolution of cases involving state agencies on behalf of House District 101 residents.
2. Executes constituent recognition program, including creating certificates, requesting resolutions and writing letters to honor the accomplishments of House District 101 residents.
3. Manages district office administrative functions, including organization and upkeep of database information, conveying maintenance needs to district office building management, ordering supplies, and processing mail.
4. Aids office staff in maintaining an active presence within the community, including attending evening and weekend events and staffing the Representative at events in and around House District 101.
5. Assists staff in managing the Representative's social media accounts by planning the social media calendar, drafting posts and creating graphics for social media and other office outreach.
6. Supervises college and graduate-level interns.
7. Carries out special projects within House District 101 on behalf of the Representative for the purpose of promoting and improving community relations, including education events for members of the community.
8. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

The ideal candidate would have a bachelor's degree, with work experience that includes constituent casework and/or social work experience. Candidates with a Master of Social Work degree are encouraged to apply.

- Must possess exceptional oral and written communication skills
- Ability to interact and effectively communicate with the community, including public and elected representatives
- Strong computer skills and high level of proficiency with Microsoft Excel, Word, PowerPoint and Canva
- Must be self-starter with the ability to exercise initiative and think creatively and independently
- Must be able to maintain confidentiality
- Bilingual in Spanish and/or Vietnamese a plus
- Must have reliable transportation

WORK SCHEDULE:

Works in an office environment and out in the community, with occasional travel to Austin and other regional destinations required for meetings/staffing the Representative. Will occasionally be required to work beyond regular 8am-5pm working hours on weekends and holidays.

TO APPLY:

Email a resume, cover letter and brief writing sample to Kelly Peterson at KellyA.Peterson@house.texas.gov:

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