

# TEXAS HOUSE OF REPRESENTATIVES



**Erin Zwiener**

*District 45 · Hays & Blanco Counties*

## **POSITION OPENING: DISTRICT DIRECTOR**

State Representative Erin Zwiener is seeking applicants to serve as her District Director. This is a full-time position that requires daily contact with constituents, advocates, agency personnel, public officials, and capitol and district staff. Under the supervision of the Chief of Staff, the District Director will act as a liaison between the Representative and constituents, district organizations, local governments, state agencies, and advocacy groups. This position is salaried, works a flexible schedule that includes events outside of normal business hours, and may supervise interns and/or volunteers.

**Location:** Kyle & Austin, Texas

**Position Availability:** Immediately

**Salary:** Negotiable Based Upon Experience

## **ESSENTIAL JOB FUNCTIONS**

- Serves as the primary point of contact for constituents who reach out to the office. Tracks constituent communications, identifies trends and key issues, and coordinates responses and follow-up
- Coordinates completion of constituent casework: tracks incoming casework, assigns cases to staff members (including self), meets with constituents, contacts agencies and researches cases, notifies constituents of case resolutions
- Coordinates community outreach efforts including town halls, community events, and recognizing community-member accomplishments
- Attends receptions, meetings, public events, networking opportunities in-district, and other events
- Develops and maintains relationships with local governments, communities, and organizations
- Manages district office operation and workflow
- Assists with outward-facing communications such as newsletters, press releases, speeches, and talking points
- Tracks and coordinates recognition of constituent achievements, life events as well as major district events
- Other duties as assigned

## **REQUIRED QUALIFICATIONS**

- Strong written and verbal communications skills
- A self-motivated team player with the ability to work in various environments
- Understanding of shifting and flexible scheduling needs (including evenings and weekends), with travel throughout Hays County, as well as the Austin area
- Ability to manage multiple projects, shifting priorities, and thrive under deadlines
- Excellent attention to detail and highly organized
- Proficient in Microsoft Office Suite and Google Suite

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## **PREFERRED QUALIFICATIONS**

- Social work background
- Knowledge of House District 45
- Knowledge of state-level politics in Texas
- Spanish fluency
- Graphic design skills
- Experience with public relations and social media

## **TO APPLY**

Please email [Erin.Zwiener@house.texas.gov](mailto:Erin.Zwiener@house.texas.gov) with “District Director Application” in the subject line with your cover letter, resume, two writing samples, and three professional references.

Women, candidates of color, candidates that are LGBTQ-identified, candidates with disabilities, and others from traditionally underrepresented groups are encouraged to apply.

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The 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.