



## CAROL ALVARADO

STATE SENATOR  
DISTRICT 6

### Position available

Communications Aide

State Senator Carol Alvarado is seeking a full-time Communications Aide in her Houston office located on the southeast side of Houston. Must be willing to move to Austin for the legislative session January through May in odd numbered years.

### Job Description

This position will assist Senator Carol Alvarado with public and media relations, including by drafting speeches, talking points, press releases and statements, op-eds, and newsletters (paper and digital); developing ad content and layouts; responding to media requests; reviewing press coverage; maintaining contact lists; and monitoring, recommending, and drafting social media content. The aide also will draft, proofread, and edit constituent correspondence and prepare recognitions and honorary items, such as resolutions and proclamations. Must be able to multi-task and meet critical deadlines; help to plan, organize and facilitate district events and other duties as assigned by the Senator and/or the chief of staff and district director.

### Qualifications

- ✓ Flexibility to work nights, weekends and holidays
- ✓ Excellent oral and written communication skills, especially copy editing and proofreading
- ✓ Ability to manage multiple deadlines in a high-pressure environment
- ✓ Professional appearance and personality and ability to work well with others in a close office environment
- ✓ Ability to provide transportation around the district
- ✓ Experience with graphic design, Photoshop and Constant Contact
- ✓ Strong professional ethics, mature judgment and attention to detail
- ✓ Familiarity with standard Microsoft Office suite programs, Dropbox, iPad/iPhone applications and all social media platforms
- ✓ A bachelor's degree from an accredited university is required, and an advanced degree is preferred

### Salary

This is a salaried position. Salary is commensurate with experience.

### To Apply

Please submit a resume, cover letter and a writing sample to Alexander Hammond at [Alexander.Hammond@senate.texas.gov](mailto:Alexander.Hammond@senate.texas.gov)

*The Texas Senate 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) 463-0106.*

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