CAPITOL OFFICE:
ROOM GE.7
P.O. Box 12068
Austin, Texas 78711
(512) 463-0129

DISTRICT OFFICE:
416 N. Stanton St.
Suite 700
El Paso, TX 79901
(915) 577-0029

The Senate of Texas

CÉSAR J. BLANCO

TEXAS SENATOR
DISTRICT 29

Rural District Representative

State Senator César J. Blanco - Senate District 29
Location: Fort Stockton, Texas

SUMMARY:

Senator César J. Blanco seeks a motivated, organized, and customer service-oriented person to serve as the Rural District Representative in the Rural District Office in Fort Stockton, Texas. The Rural District Representative monitors and updates the Senator and District Director on district and rural issues. This position acts as a liaison to state and local agencies for the Senator and constituents, represents the office at engagements, staffs the member at community events, and assists with coordinating other district office functions important to serving the people of Senate District 29, as assigned.

ESSENTIAL JOB FUNCTIONS & EXPECTATIONS:

- Represents the office at district meetings and events in the absence of the member;
- Responsible for identifying opportunities for community and constituent recognition through honorariums (certificates, resolutions, flags, congratulatory letters, etc.);
- Informs the Senator and the District Director of community news and developments;
- Works with the District Director to coordinate and implement district outreach strategies;
- Maintains a calendar of outreach activities;
- Fosters relationships with community members;
- Track and report outreach goals of the office;
- Regularly travel within the district, sometimes on short notice and outside of regular business hours, to attend events and meetings on behalf of the office;
- Works a flexible schedule, including extended hours, nights, and weekends;
- Excellent oral and written communication skills;
- Reliable transportation is required;
- Spanish fluency is preferred;
- Organize monthly Mobile Office Hours;
- Assist with constituent correspondence and casework;
- Other duties as assigned.

SALARY:

Salary will be commensurate with experience.

CONTACT:

Interested applicants should email their resume, cover letter, salary requirements, and two references to josh.reyna@senate.texas.gov Please make the subject line of the email "Rural District Representative Position." Only candidates selected for interviews will be contacted.

The Texas Senate is an Equal Opportunity Employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation. We strongly value the diversity of our employees.