

**Title:** *Central Texas Deputy Regional Director*  
Austin Office of U.S. Senator John Cornyn



**Job Summary:** This position reports to and supports the Central Texas Regional Director through a range of activities including but not limited to: stakeholder engagement, constituent services and communications; monitoring and management of local issues; and assisting in the planning and execution of official events for the Senator.

The Central Texas region includes a 27-county area that stretches from McLennan County to the north to Hays County in the south, Mason County to the west to Leon County in the east.

**Deputy Regional Director Tasks:**

- Supports the Regional Director in their capacity as the Senator's liaison to government, community, business, and constituent groups; and helps Regional Director to monitor issues affecting these groups.
- Assists Regional Director with planning, staffing and carrying out the Senator's events and official travel within Central Texas region.
- Prepares correspondence, reports, records, and other office documents in conjunction with Regional Director.
- Attends civic meetings, community events and other functions throughout the region.
- Additional support duties as assigned.

**Education:**

- Bachelor's Degree in political science, government, or a related field (*required*)
- Graduate Degree (*preferred*)

**Experience:**

- 2 years professional experience (*required*)
- Previous experience working for an elected official in a Congressional or legislative office, or comparable government relations role (*preferred*)

**Skills/Requirements:**

- Outstanding interpersonal skills
- Excellent written and oral communication skills that include public speaking experience
- Detail oriented with the ability to multi-task and follow through on assigned tasks to completion with little supervision.
- Strong ability to effectively interface with various levels of federal government agencies, public figures and influential stakeholders.
- Personal transportation is required; the Deputy Director will travel throughout the Central Texas region as needed.
- Some nights, weekends and holidays required.
- Required work hours, Monday-Friday, 8:30am – 5:30pm
- In depth knowledge of Austin and the surrounding Central Texas region is preferred.

Please submit resume & cover letter, along with where you found the job posting via email to Jill Wyman ([jill\\_wyman@cornyn.senate.gov](mailto:jill_wyman@cornyn.senate.gov))