

## **EAST TEXAS DEPUTY REGIONAL DIRECTOR - TYLER OFFICE OF U.S. SENATOR JOHN CORNYN -**

This position reports to and supports the East 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 East Texas region includes a 35-county area that stretches from Lamar County east to Bowie County, south to Newton County and west to Limestone County - most populous cities in the region include Tyler, Texarkana, Longview, Nacogdoches, and Lufkin. The physical office is located in Tyler.

### Deputy Regional Director Tasks:

- Supports Regional Director in their capacity as the Senator's liaison to government, community, business, and constituent groups; and monitors regional news and issues affecting these entities.
- Helps Regional Director with community engagement and attends civic meetings, community events and other functions throughout the region.
- Assists Regional Director with planning, staffing and carrying out the Senator's events and official travel within East Texas region.
- Prepares correspondence, reports, records, and other office documents in conjunction with Regional Director, and performs office administrative tasks.
- Additional support duties as assigned.

### Education:

- Bachelor's Degree in political science, government, public affairs, or related field (required)

### Experience:

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

### Skills/Requirements:

- Outstanding interpersonal skills.
- Proficiency using Microsoft Office applications and Windows.
- Excellent written & 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, state, and local government agencies, public figures and influential stakeholders.

- Personal transportation is required; the Deputy Director will travel throughout the East Texas region as needed.
- Some nights, weekends and holidays required.
- Required work hours, Monday-Friday, 8:30am – 5:30pm in the Tyler office.
- In depth knowledge of East Texas region is preferred.

**Please submit resume & cover letter via email to Sara Butler ([Sara Butler@cornyn.senate.gov](mailto:Sara_Butler@cornyn.senate.gov)).**