

Location

Austin

Organization

Senator Zaffirini

Position

Communication Aide

Job Description

Job Description

This communication aide will assist Senator Judith Zaffirini with all duties related to public and constituent communication, including by implementing a constituent communication plan; drafting speeches, talking points, press releases and statements, op-eds, and newsletters (paper and digital); developing content and layouts for print and digital media; 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, proclamations, flags, and signed photos. Salary will be commensurate with experience.

Knowledge, Skills and Abilities

A competitive candidate will have excellent oral and written communication skills, especially copy editing and proofreading; proficiency with computer programs, including Outlook, Excel, and Word; and, preferably, experience with social media, graphic design, and Mailchimp. He or she should be a self-starter with strong organizational skills who meets critical deadlines, interacts with persons at various organizational levels, maintains confidentiality inside and outside the office, and works well with others to maximize available resources.

Requirements

A bachelor's degree from an accredited university is required, and an advanced degree is preferred. This position requires a minimum of one year of experience in communication, preferably in a legislative office. The candidate must be flexible to the changing time demands of public information work in a legislative office and be willing to travel throughout the district occasionally. The applicant also will have general knowledge of Senate District 21 and be familiar with issues surrounding state government.

To Apply

Please email a résumé, cover letter, original writing sample (that was not edited by someone else), and three references to Jorge Ramirez via jorge.ramirez@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 Disability Act, if you require reasonable accommodations during the application process, please call 512/463-0400.