

Location

Austin, Texas

Organization

State Representative Chris Turner

Position

Legislative Director

Job Description**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Help manage and administer Rep. Turner's legislative agenda, including conducting research, formulating bill language, meeting with stakeholders, tracking legislation and drafting talking points, one-pagers and other legislative documents
2. Build and maintain relationships with stakeholders to advance legislative priorities
3. Serve as primary office contact for assigned committees and policy areas
4. Prepare the Representative for committee hearings and daily floor votes
5. Assist the chief of staff with training, managing and supporting legislative staff
6. Assist with communications, including drafting social media content, office communications, press releases and constituent correspondence
7. Perform other duties as assigned

MINIMUM QUALIFICATIONS:

- Exceptional oral and written communication skills, as well as basic research and editorial skills
- Strong organizational and time management skills and the ability to work in a high stress environment under tight deadlines
- Previous legislative experience is a plus
- Strong computer skills and high level of proficiency with Microsoft Excel, Word, PowerPoint
- Bilingual in Spanish and/or Vietnamese a plus
- Ability to work non-traditional hours when necessary, including evenings and weekends

SALARY:

Commensurate with experience. This position includes full health benefits.

TO APPLY:

Email a resume, cover letter and brief writing sample to Kelly Peterson at KellyA.Peterson@house.texas.gov:

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