



Deputy Director

The Texas House Women's Health Caucus (TWHC) is hiring a full-time Deputy Director. Applications are open from Oct. 27 - Nov. 10 with an ideal start date at the end of November. The position will be remote for the remainder of 2020. This is subject to change in 2021 depending on final determinations regarding operations for the 87th Legislative Session.

The TWHC is an official caucus of the Texas House of Representatives. First established in 2005, the TWHC is a nonpartisan, issue-based caucus organized to promote women's health in the state's policy agenda. There are currently thirty-nine Texas House members in the Caucus; the Chair is State Representative Donna Howard.

General Description:

This is an intermediary position for a candidate with a deep interest and an established skill set in public service. This is a permanent position that will continue past the 87th Legislative Session. The position will include full State benefits and a competitive salary commensurate with experience. The Deputy Director will heavily assist the Executive Director ensure the success of the Caucus. The Deputy Director is responsible for providing legislative support to Caucus members and maintaining communications with women's health stakeholders. The Deputy Director reports directly to the Chair of the Caucus and the Executive Director.

Specific responsibilities include:

- Responding to legislative needs of Caucus members, including producing issue-based research, writing talking points, and providing appropriate referral information;
- Interacting with state agencies, legislative offices, nonprofits, and individual Texans to acquire information and address Caucus members' needs;
- Tracking and analyzing all legislation pertaining to women's health;
- Maintaining active communication with women's health legislative stakeholders, including providing updates, receiving and distributing materials, and organizing stakeholder meetings;
- Producing mass communications content regarding women's health issues and developments and disseminating via various social media platforms, email marketing, and the Caucus website.
- Assisting with administrative matters, including tracking caucus contributions and expenditures and receiving correspondence;
- Organizing Caucus meetings and events, such as briefings, outings, and fundraisers.

Qualifications:

- Strong familiarity with women's and reproductive health policy and politics in Texas.
- At least two years of experience with the Texas Legislature. Experience directly handling legislation, particularly legislation involving women's and reproductive health, preferred.
- Must have excellent reading and writing skills with the ability to understand, analyze, and summarize legislation and other legislative materials.
- Must be an effective communicator.
- Must be able to contribute positively and efficiently in a team setting.
- Ability to manage multiple complex tasks simultaneously and to work under pressure while maintaining careful attention to detail.
- Ability to meet deadlines.
- Ability to remain flexible and quickly adapt to shifting priorities and objectives.
- The Texas House is a fast-paced and fluid environment. Full-time employees are expected to work nontraditional hours as needed, including evenings and weekends.
- Must be willing to relocate to Austin, Texas once in-person Capitol operations resume.
- Management experience preferred to oversee any potential caucus interns.
- Proficiency in Microsoft Office and G-Suite, and experience with Wix and Canva, strongly preferred.

The ideal candidate will demonstrate the following:

- A strong commitment to public service, particularly to improving women's and reproductive health policy in Texas.
- Reliably performs all tasks and submits deliverables in a timely manner.
- Consistently exercises meticulous attention to detail, especially under pressure and/or a rushed timeline.
- Enjoys working in a fast-paced and fluctuating environment, demonstrating a flexible work style.
- Willingness to put forth and defend one's own ideas, and also to empathize with and professionally address conflicting viewpoints.
- Collaborative work style with the ability to interact with diverse communities, individuals, and opinions.
- Strategic and shrewd with legislative matters, while maintaining good ethics and tact.
- Strong willingness to learn and develop.

The application consists of a cover letter (including availability), resume, and at least one writing sample. Interested candidates should submit an application to Renzo Soto at Renzo.Soto@house.texas.gov with the subject line, "TWHC Deputy Application" followed by the candidate's name. Please send all questions via email. The office is currently remote working, so questions sent over the phone may receive a delayed response.

The Texas House of Representatives 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 provisions of service. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call 512-463-0865.