

Location

Austin, TX (In office position)

Organization

Texas Oil and Gas Association

Position

Communications Assistant

Job Description**About the Role**

The Communications Assistant supports TXOGA's communications team in executing strategic messaging, digital content, and member engagement efforts.

This role is ideal for an early-career communications professional who is eager to build hands-on experience across digital media, public relations, advocacy communications, and events in a fast-paced association environment.

The Communications Assistant works closely with internal teams, member companies, and external audiences to ensure clear, timely, and compelling communications that advance TXOGA's mission.

Key Responsibilities**Communications & Content Support**

- Support the Communications team in planning and executing the Association's integrated communications program
- Research topics and assist with content development for digital and print channels
- Draft and edit content including press releases, blogs, statements, newsletters, op-eds, and member communications
- Assist with copywriting, proofreading, and content updates across platforms

Digital & Social Media

- Assist with creation, scheduling, and monitoring of organic and paid social media content
- Maintain social media editorial calendars and support digital campaigns
- Create basic graphics, promotional materials, and digital assets as needed

Email, Website & Database Management

- Produce and distribute weekly and quarterly email newsletters and communications reports
- Assist with managing and maintaining TXOGA websites, including content updates and basic maintenance

- Support management of grassroots and stakeholder databases and communications lists

Media, Member & Event Support

- Assist with responding to media inquiries and coordinating information as needed
 - Coordinate with member company communications professionals on behalf of the Association
 - Collaborate with staff across departments to support communications needs
 - Support communications for virtual and in-person events, including coordination with event staff
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Qualifications & Skills

Required

- Strong interest in communications, public relations, and digital media
- Excellent written and verbal communication skills
- Strong attention to detail and organizational skills
- Ability to manage multiple projects and meet deadlines
- Self-motivated, creative, and team-oriented

Preferred

- Familiarity with tools such as Canva, Asana, Adobe Illustrator, and WordPress
 - Working knowledge of social media platforms including X (Twitter), Facebook, Instagram, YouTube, and LinkedIn
 - Experience or interest in advocacy communications or database/CRM management
 - Willingness to learn new tools, platforms, and communications strategies
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Location & Schedule

- Full-time, primarily on-site
 - Office hours: 8:30 AM – 5:00 PM, with occasional evenings or weekends for events
 - Location: 304 West 13th Street, Austin, Texas
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Compensation & Benefits

- Competitive salary
 - Comprehensive benefits package including health, dental, vision, and life insurance
 - 401(k) benefits
 - Hands-on professional development and portfolio-building opportunities
 - Exposure to advocacy, media relations, digital campaigns, and association communications
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How to Apply

Please send a resume and cover letter to HR@txoga.org

Subject line: TXOGA Communications Assistant Application
