

TEXAS HOUSE OF REPRESENTATIVES



CAROL ALVARADO

DISTRICT 145

Position Available Scheduler

State Representative Carol Alvarado is seeking a full-time Scheduler. The applicant would be expected to work in the Houston office and temporarily re-locate to Austin for the legislative session.

Job Description

The applicant would manage the Representative's and district's schedule as well as assist with district events and constituent casework. This position requires clear communication skills; must be able to multi-task and meet critical deadlines; serve as the Representative's liaison in meeting with constituents, state agencies, interest groups and other legislative offices; formulate and research legislative issues regarding certain policy areas; draft talking points, memos, bill summaries, and letters; correspond with constituents; perform administrative duties such as greeting guests and answering phones, assist with constituent casework, and perform other administrative tasks and duties as assigned.

Qualifications

- ✓ Strong organizational skills
- ✓ Clear, concise communication skills, with an emphasis on writing
- ✓ Ability to multi-task and manage multiple deadlines in a high-pressure environment
- ✓ Professional appearance and personality, and ability to work well with others in a close office environment
- ✓ Strong professional ethics, mature judgment and attention to detail
- ✓ Familiarity with standard Microsoft Office suite programs, Dropbox and iPad/iPhone applications, and social media

Salary

Salary will be commensurate with experience and skills.

To Apply

Please submit a resume, a cover letter and 1-3 references to Alexander Hammond at Alexander.Hammond@house.texas.gov

The 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 provision of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.

CAPITOL OFFICE:

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