

TEXAS HOUSE OF REPRESENTATIVES



ANA-MARIA RAMOS



STATE REPRESENTATIVE • DISTRICT 102

POSITION: Communications Specialist

LOCATION: Dallas or Austin area with remote opportunities available. Must be willing to travel to Austin, TX during Legislative and Special Sessions.

SUMMARY: The Office of Texas State Representative Ana-Maria Ramos (HD 102) is seeking a highly organized, bilingual, and responsive Communications Specialist. This position involves maintaining relationships with the press, drafting press releases, conducting rapid media response, and assisting the Communications Director with digital engagement and content creation targeted to House District 102 constituents. Applicants must be fluent in English and Spanish (preferred) with capabilities of reading, writing, and speaking both languages. Must be available to work 40 hours per week, Monday - Friday from 9 AM - 5 PM, including occasional weekends and holidays. Start date: ASAP.

ESSENTIAL JOB FUNCTIONS:

- Create original graphics, logos, and content;
- Conduct regular community surveys;
- Draft and publish press releases regarding public policy matters;
- Create and send out monthly newsletters via Constant Contact;
- Build and maintain a contact lists;
- Study performance analytics and adjust content as needed;
- Successfully get information out to constituents via rapid media response;
- Create a comprised content planner and calendar (monthly/daily);

- Maintain a good working relationship with Representative Ramos, staff, and constituents;
- Write monthly op-eds and blogs
- Reports directly to the Communications Director.

SKILLS AND KNOWLEDGE REQUIRED:

- Ability to fluently read, write, and speak in Spanish and English;
- Strong oral and written communication skills in public outreach;
- Knowledge about House District 102;
- Thoroughness and careful attention to detail;
- Ability to work closely with a team and take direction;
- Be punctual and professional;
- Proficiency in Adobe Suite, Canva, Microsoft Office, Google Suite, Zoom, Wix, Constant Contact, and analytics research;
- Responsive to calls, texts, and emails.

SALARY: Salary will be commensurate with experience.

APPLICANTS: Applicants should be knowledgeable in content creation and digital outreach. To apply, please send a resume, cover letter, three professional references, and a writing sample with the subject line “Communications Aide” to district102.ramos@house.texas.gov.

The writing sample should be relevant to any current public policy issue of your choice. Include any original graphic design work along with your text as attachments. Only applications selected will be contacted for an interview. Thank you for considering joining our team

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 services. In compliance with the Americans with Disability Act, if you require reasonable accommodations during the application process, please call 512-463-0865.