



# TEXAS HOUSE *of* REPRESENTATIVES

## Representative Cecil Bell, Jr.

*District 3*

### **SUMMARY:**

Representative Cecil Bell, Jr. is seeking applicants for a full-time District Aide to serve House District 3. Under the supervision of the Representative and/or Chief of Staff, the District Aide will act as liaison between the Representative and constituents, district organizations, local governments, and state agencies. The office is located in Magnolia, Montgomery County. This position will begin in September.

### **ESSENTIAL JOB FUNCTIONS:**

- Assist the Representative in fulfilling public obligations by providing support in the areas of office administration, community outreach, event planning, and communications;
- Attend receptions, meetings, public events, networking opportunities in-district and other events as determined;
- Maintain relationships with local governments, communities, and organizations;
- Manage all constituent casework, maintaining up-to-date files on all cases and categories of information of importance to the office;
- Report weekly on district activities to the Capitol office;
- Maintain the Representative's daily schedule, providing day-to-day administrative and planning support; and
- Update media, local elected officials, and superintendents contact lists, etc.

### **EDUCATION:**

- A four-year degree in communication, public relations, government or related field.

### **EXPERIENCE:**

- Minimum 1-2 years of experience in administrative work or community organizations, with an emphasis on constituent services;
- Understanding of local and state government operations, policy and protocol;
- Demonstrated ability to interact with government officials, local advocates, and community leaders.



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### **KNOWLEDGE AND SKILLS REQUIRED:**

- Ability to perform essential job functions listed above;
- Ability to work cooperatively and courteously with others;
- Excellent written communication skills, strong interpersonal skills, attention to detail, and strong public speaking skills;
- Must be comfortable with the demands of a fast-paced legislative office; and
- Knowledge of office computer applications;

### **WORKING CONDITIONS:**

This position requires travels in the district not within Monday-Friday 8am-5pm office hours and occasional travels outside the district including Austin.

### **TO APPLY:**

Please submit a cover letter, resume, writing sample (5 pages max.), and salary requirements to Ariane Marion, Chief of Staff at [Ariane.Marion@house.texas.gov](mailto:Ariane.Marion@house.texas.gov).

Only candidates selected for interviews will be contacted. Do not contact this office for updates.

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