

# ABEL HERRERO

CAPITOL OFFICE:  
P.O. Box 2910  
AUSTIN, TEXAS 78768-2910  
(512) 463-0462  
FAX: (512) 463-1705



DISTRICT OFFICE:  
606 N. CARANCAHUA  
SUITE 103A  
CORPUS CHRISTI, TEXAS 78401-0690

HOUSE OF REPRESENTATIVES

## District Director District Office (Corpus Christi, TX)

### SUMMARY:

The Office of State Representative Abel Herrero is seeking applicants for District Director. Under the supervision of the Representative and/or Chief of Staff, the District Director will act as liaison between the Representative and constituents, district organizations, local governments, and state agencies. The District Director will also assist with implementing strategies and operating plans for the Representative's district office and direct all district office activities and staff.

### 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 public and civic meetings, business and civic luncheons, networking opportunities and other events as determined;
- Plan and implement special projects and initiatives, community activities, speaking engagements and meetings;
- Respond to office visits and inquiries from elected officials, state agencies, constituents, and local groups;
- Maintain the Representative's daily schedule, providing day-to-day administrative and planning support;
- Manage all constituent casework, maintaining up-to-date files on all cases and categories of information of importance to the office;
- Perform topical research on various subjects. Monitor news and key developments in the district;
- Performs other duties as assigned.

### EDUCATION:

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



DISTRICT 34 • NUECES (PART)

ABEL.HERRERO@HOUSE.STATE.TX.US

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### **EXPERIENCE:**

- Minimum 3-5 years of experience in government or community organizations, with an emphasis on constituent services;
- In-depth understanding of local and state government operations, policy and protocol;
- Demonstrated ability to interact with government officials, local advocates, and community leaders.

### **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;
- Knowledge of office computer applications;
- Bilingual in Spanish is desirable.

### **WORKING CONDITIONS:**

Work is mainly performed in an office environment. Some district duties require work during some nights and weekends.

### **COMPENSATION:**

Commensurate with experience.

### **TO APPLY:**

Applicants should email a resume, writing sample, and cover letter to:

Jesus Moreno, Chief of Staff

Email: [Jesus.Moreno@house.texas.gov](mailto:Jesus.Moreno@house.texas.gov)

*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*



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