

# TEXAS HOUSE OF REPRESENTATIVES



**GENE WU**

DISTRICT 137

**JOB DESCRIPTION:** District Director (full-time), Office of State Representative Gene Wu.

Representative Wu is seeking applicants for a District Director to serve House District 137 in Southwest Houston. The District Director position is a full-time position, including evenings and weekends on an as-needed basis. Salary is commensurate with experience. State benefits will also be available. The position is immediately available. To apply, send an email with a current resume and cover letter to [Beth.Martin@house.texas.gov](mailto:Beth.Martin@house.texas.gov).

## **RESPONSIBILITIES:**

- Assist the Representative in fulfilling public obligations by providing support in the areas of office administration, community outreach, event planning, and communications;
- Oversee all District Office operations and serve as community liaison by attending and creating public and stakeholder meetings in the community
- Manage constituent assistance and correspondence, and maintain database for contacts and organizations
- Draft newsletters and press releases
- Report weekly on district activities to the Capitol Office
- Other duties as assigned

## **EDUCATION & EXPERIENCE:**

- A four-year degree in Political Science, Public Relations, Government or related field;
- Minimum 1-2 years of experience in administrative work or community organizations, with an emphasis on constituent services;
- Understanding of local, state and federal government operations, policy and protocol
- Demonstrated ability to interact with government officials, local advocates, and community leaders.

## **SKILLS:**

- Dependable and hard-working
- Strong organizational and time management skills
- Computer literate with proficiency in Microsoft Office applications
- Excellent communication and research capabilities
- Professional conduct and appearance

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 American with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.

