

# TEXAS HOUSE OF REPRESENTATIVES



**Erin Zwiener**

*District 45 · Hays & Blanco Counties*

## **POSITION OPENING: CHIEF OF STAFF AND CAUCUS EXECUTIVE DIRECTOR**

State Representative Erin Zwiener is seeking applicants to serve as her Chief of Staff and Executive Director of the House Caucus on Climate, Environment and the Energy Industry. The Caucus was founded in January 2021 and is seeking an enthusiastic applicant to further grow the Caucus and develop new programs while running Rep. Zwiener's legislative office. This is a full-time position that will require frequent communication with the Member, Caucus members, and supervision of staff. This position requires experience in management, an understanding of the legislative process, and a strong background in environmental policy. This position is salaried, includes benefits, and works a flexible schedule that includes events outside of normal business hours.

**Location:** Austin, Texas

**Position Availability:** Immediately

**Salary:** Negotiable Based Upon Experience

## **ESSENTIAL JOB FUNCTIONS**

- Serves as the primary advisor to the Member
- Oversees office operations, including personnel, workflow, and administrative needs
- Manages the Caucus, including fundraising, program development, and other administrative duties
- Attends receptions, meetings, public events, networking opportunities, and other events
- Monitors and ensures upcoming deadlines are met
- Develops and maintains relationships with local governments, communities, and advocacy organizations
- Serves as the primary contact for Caucus members and staff
- Other duties as required

## **REQUIRED QUALIFICATIONS**

- 2 years of project management experience in political, advocacy, agency, or nonprofit spaces
- Strong written and verbal communications skills
- Understanding of environmental policy
- Strong managerial skills
- A self-motivated team player with the ability to work in various environments, including the ability to manage multiple projects and shifting priorities, and thrive under deadlines
- Understanding of shifting and flexible scheduling needs (including evenings and weekends), with travel throughout the district and Austin area
- Excellent attention to detail and highly organized
- Proficient in Microsoft Office Suite and Google Suite

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## **PREFERRED QUALIFICATIONS**

- Knowledge of House District 45
- Experience working a legislative session
- Supervisory experience
- Spanish fluency
- Experience with public relations and social media

## **TO APPLY**

Please email [Erin.Zwiener@house.texas.gov](mailto:Erin.Zwiener@house.texas.gov) with “COS & Caucus Director” in the subject line with your cover letter, resume, two writing samples, and three professional references.

Women, candidates of color, candidates that are LGBTQ-identified, candidates with disabilities, and others from traditionally underrepresented groups are encouraged to apply.

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