



The Texas House Democratic Caucus is seeking a resourceful, detail-oriented, high-performing self-starter to serve as Director of Engagement to the Chair. This position is an excellent opportunity for an organized, collaborative individual who is interested in building a career in both state and national policy with senior Democratic leaders.

In addition to overseeing special projects, key responsibilities include providing meeting briefings and research, initiating correspondence, presentations, and memos for the Chair, and coordinating logistics for events/engagements. This position provides oversight of a broad range of strategic initiatives on behalf of the Chair.

Job Responsibilities

1. Represents the Caucus to internal and external constituencies.
2. Ensures optimum use of the Chair's time.
3. Oversees special executive-level projects and independently executes special strategic projects, research, and assignments.
4. Coordinates logistics for internal and external meetings and speaking engagements on behalf of the Chair.
5. Drafts and initiates correspondence, announcements, research, materials and briefings for speaking engagements, meetings, events and trips.
6. Attends and participates in internal and external meetings with the Chair or his designee as needed.
7. Provides executive-level "problem solving" support for Chair. Assesses the urgency and importance of situations and takes the appropriate action to determine the necessary level of the Chair's involvement.
8. Collaborates with and provides assistance to the Leadership Team on an as-needed basis.

Knowledge, Skills, and Abilities Required

1. Professional demeanor consistent with the high standards of accountable elected leadership.
2. High energy and flexibility to manage diverse responsibilities and multiple tasks in a fast-paced environment. Demonstrated experience anticipating the needs of executive level staff and ensuring priorities and logistics are met.
3. High degree of organization, attention to detail, and ability to multi-task.
4. Sound judgment, maturity, and the ability to handle sensitive information with discretion.



5. Excellent writing skills: the ability to draft and edit high quality written materials and correspondence.
6. Exceptional verbal communication skills: the ability to exercise a high degree of diplomacy, collaboration and problem solving.
7. Excellent interpersonal skills: the ability to interact with diverse internal and external constituents.
8. Project management: leadership and teamwork skills.
9. High level computer skills: keyboarding, Outlook, Power Point, Word, Excel.

Work Considerations

1. Must be flexible with work schedule. Occasional weekends, after-hours events, and holidays are required.

Education Requirements

1. Four-year college degree

Preference will be given to those candidates who have work experience supporting executive staff members, and interacting with key stakeholders. Successful candidates will possess excellent written communication and presentation skills and strong editorial ability. Solid Microsoft Outlook, Excel, Word, and PowerPoint skills are required. Bachelor's degree and 3-5 years of experience in project management and executive support are required.

Applicants for this position must submit a cover letter, resume, and salary requirements to alizaidi@texashousedems.com. The Texas House Democratic Caucus is an equal opportunity employer.