



# Job Description

## *Communications Director*

The Texas House Democratic Caucus is hiring a Communications Director. This is a senior-level position, reporting directly to House Democratic leadership and the Executive Director, and will oversee all aspects of caucus communications during the legislative session, interim, and any special sessions. We are looking for someone who knows Texas politics, the Legislature, its regional media markets, its 150 House districts, and the coalition-building required to communicate for a large and ideologically diverse Democratic caucus. Past political communications experience is a requirement. Past campaign or legislative experience is strongly preferred. The job of Communications Director will include and oversee all aspects of earned media, rapid response, member communications, digital strategy, social media, press events, website content, video production, and communications infrastructure.

### **QUALIFICATIONS**

- At least three years of political communications, campaign, legislative, press, or advocacy experience
- At least one campaign cycle or legislative session of communications experience
- Excellent writing under pressure
- Experience pitching reporters and managing earned media
- Experience drafting press releases, statements, advisories, talking points, op-eds, social media copy, and internal messaging materials
- Experience planning press conferences, press calls, gaggles, or similar public events
- Demonstrated ability to work with elected officials, senior staff, consultants, vendors, reporters, and partner organizations
- Comfort managing social media, email lists, shared drives, CMS tools, basic graphics workflows, and video clipping tools
- Texas Capitol experience preferred
- Existing Texas press relationships preferred
- Spanish-language communications ability preferred

**The Communications Director will also manage the member-support and digital side of the caucus communications operation, including:**

- Creating member-facing communications resources, talking points, Q&A documents, sample language, and social guidance
- Helping members prepare for hearings, floor debates, interviews, press conferences, and district-facing communications
- Managing HDC social media accounts and writing platform-appropriate captions and posts
- Coordinating graphics using Canva and outside design contractors
- Using House video and internal tools to produce clips, captions, livestreams, and social video
- Updating the HDC website
- Managing shared folders, shortlinks, templates, vendor access, and other communications infrastructure
- Training and supervising interns and junior staff

**WORKING CONDITIONS**

This position reports directly to House Democratic leadership and works closely with members, caucus staff, member offices, consultants, vendors, and partner organizations. The role requires irregular hours during legislative session, special sessions, major floor fights, legal developments, elections, crises, and fast-moving political moments. In-person work at the Capitol is required during session and for major press events. Some evening and weekend work should be expected.

Salary range is **\$6,000-8,000** per month, commensurate with qualifications and experience. A healthcare reimbursement will also be provided in addition to salary.

**HOW TO APPLY**

Send a resume, three references, and a brief cover letter to [paige@texashousedems.com](mailto:paige@texashousedems.com) with “Communications Director Application - [Your Name]” in the subject line.

Applications will be reviewed on a rolling basis until the position is filled.