

Job Title	District Director
Employer/ Agency	State Representative Gene Wu
Job Description	<ul style="list-style-type: none"> • Assist the Representative in fulfilling public obligations by providing support in areas of office administration, community outreach, event planning, and communications; • Oversee all District Office operations and serve as a community liaison by attending and creating public and stakeholder meetings in the community; • Manage constituent assistance and correspondence as well as maintain database for contacts and organizations; • Draft newsletters and press releases; • Report weekly on district activities to the Capitol Office; and • Other duties as assigned.
Qualifications	<p>EDUCATIONAL REQUIREMENTS Bachelor's degree in Political Science, Public Relations, Government, or related field.</p> <p>EXPERIENCE/SKILL REQUIREMENTS</p> <ul style="list-style-type: none"> • Minimum 1-2 years of experience in administrative work or community organizations with an emphasis on constituent or client services. • Understanding of local, state, and federal government operations, policy, and protocol. • Demonstrated ability to interact with government officials, local advocates, and community leaders. • Computer literate with proficiency in Microsoft Office. • Strong organizational and time management skills. • Excellent communication and research capabilities.
Salary/Hours	Full Time with evening and weekend hours as needed. Salary is commensurate with experience; state benefits will be available.
Employer/Agency	State Representative Gene Wu
Address	6500 Rookin, Bldg C

City, State, Zip	Houston, TX 77074
Application Method	Email current resume and cover letter to Beth.Martin@house.texas.gov
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.