Location
AUSTIN

Organization
SENATOR BORRIS MILES - TEXAS SENATE

Position
DEPUTY LEGISLATIVE DIRECTOR

Job Description
DEPUTY LEGISLATIVE DIRECTOR
Senator Borris L. Miles is seeking qualified, capable, and self-starting applicants for a senior leadership position in the Senator's Office. The position can be based in Austin or Houston but residence in Austin is required during the legislative session.

Job Description
• In consultation with the Senator, the Chief of Staff, and Legislative Director develop, track, advance, and help pass the Senator's legislative agenda.
• Provide leadership to and supervision of the policy team in successfully tracking and passing the Senator’s legislative agenda.
• Draft legislation, amendments, and riders for legislative consideration.
• Communicate effectively, persuasively, professionally, and concisely about the Senator's legislative agenda, and about policy issues and other matters.
• Utilize a deep understanding of public policy issues to provide the Senator with analysis of legislation.
• Staff the Senator at meetings, events, committee hearings; serve as a liaison to assigned committees; meet with interested parties and visitors in a professional manner.
• Prepare the Senator for meetings and speaking engagements.
Experience and Skills Required
• Self-driven, detail-oriented personality with an ability to see beyond the obvious.
• Strong writing, interpersonal communications, and computer/technology skills.
• Leadership skills to effectively and positively manage a team while ensuring expectations are met in a productive, thorough manner.
• Deep working knowledge of the legislative process and policy issues.
• Professional work experience within a public policy related field is required (preferably directly related to the Texas Legislature).
• Four-year college degree required; Juris Doctor degree preferred but not required

Salary Range
• Salary commensurate with experience

APPLICATION PROCESS

Interested applicants should submit the following:

- Current resume
- Cover letter outlining relevant experience and qualifications
- Two to three professional references
- Examples of relevant work, if available (policy briefs, bill analyses, legislative memoranda, research papers, or other related materials).

Please email application materials to:camillesend13@gmail.com