



**Last night, residents of District F made their voice known and we are grateful to have won the election.** Our election team is moving forward in hiring for staff to represent District F. Please review each description. We have a fast turn around. Applications are due **Tuesday, December 17th** and interviews will start as applications are received.

#### **Chief of Staff**

Manages major issues and/or performs crisis management for District F; provides administrative support and staff assistance for the Council Member; and assists in the planning and coordination of the activities and operations of District F.

#### **Director of Constituent Services**

Under general direction is responsible for assisting the Council Member in the administration, coordination and management of District F to ensure the effective and efficient operation of the ongoing evolution of that government body and performs other assigned duties including but not limited to managing administrative functions relating to District F, and performs other related assigned duties.

#### **Director of Communications**

Under administrative direction directs the communication activities of District F and acts as the central communications decision-maker for the Council Member's office setting standards and policies for communicating with one voice to media and the public/stakeholders of District F, overseeing events, news conferences, media relations and all public communications including websites, E-News, social media, talking points and assistance with messaging for Council Member, other departments and employees and performs other related assigned duties.

#### **Scheduler**

Maintains the Council Member's official schedule, travel plans and related records. This position also acts as a liaison for the Council Member with the staff and public. Duties include, but are not limited to: preparing the Council Member's daily schedule as well as projected monthly schedules; scheduling staff meetings and briefings; responding to all invitations; monitoring incoming calls and relaying messages; and maintaining all files including notes, correspondence and invitations.

**Link to application:** <https://forms.gle/qAuA3rKpgTeu4bhL7>

Please send questions to Cherrelle Duncan at [TiffanyforAlief@gmail.com](mailto:TiffanyforAlief@gmail.com). No phone calls will be accepted at this time.

Thank you for the continued support.

All the best,

Tiffany Thomas for Houston City Council Election Team