



## Director of Media and Government Relations

### Focus.

Coordinate the Foundation's outreach efforts. This position reports to the president of the Texas Public Policy Foundation.

### Responsibilities.

- Coordinate the policy staff's legislative contacts.
- Promote and coordinate research efforts to the legislature and state government.
- Promote the research efforts of the policy staff into the print and broadcast media.
- Prepare press releases, statements and commentaries for distribution.
- Coordinate the rotation of commentaries among the policy staff.
- Distribute Foundation commentaries to print and broadcast media.
- Coordinate the bi-weekly "Texas Public Policy News" e-newsletter.
- Oversee the layout, design and regular postings to TexasPolicy.com.
- Track media appearances and maintain relevant records.
- Edit commentaries, policy reports and other printed materials.
- Represent the Foundation in print and broadcast interviews.

### Qualifications.

- Bachelors Degree.
- Four years experience in a legislative office, or similar; experience in the media is preferred but not required.
- Demonstrated support of free market principles.
- Knowledge of the Texas Legislature and the legislative processes.
- Familiarity with Texas policy environment.
- Demonstrated ability to work effectively in small workplace.
- Ability to articulately advocate Foundation principles to legislature, media and general public through frequent interviews, speaking engagements, and testimony.
- Familiarity with website management and design, electronic communications and publishing.

### Please send salary requirement, references, resume and a writing sample to:

Director of Operations  
Texas Public Policy Foundation  
900 Congress Ave., Ste. 400  
Austin, Texas 78701  
Or, fax to: (512) 472-2728

*The Texas Public Policy Foundation is a non-profit, non-partisan research institute offering competitive salaries and benefits to qualified candidates.*