



Now Seeking Applications For  
**Communications Coordinator**

**Description:**

The Texas Public Policy Foundation – the state’s leading conservative think tank committed to the principles of individual liberty, personal responsibility, free markets, private property rights and limited government – is seeking a highly talented individual to support the Foundation’s communications activities. The Communications Coordinator will work under the direct supervision of the Director of Media and Government Relations.

**Responsibilities include, but are not limited to:**

- Assisting the Director of Media and Government Relations with press conferences and other communications outreach activities.
- Preparing newsletters, press releases, statements, and commentaries for distribution.
- Managing the Foundation’s “Speaking Freely” blog.
- Maintaining tracking reports on the Foundation’s media and online mentions.
- Recording, editing, and producing the Foundation’s video and audio content.
- Assisting with the Foundation’s website administration, graphic design, and content development.

**Qualifications:**

- Bachelor’s degree
- At least two years of relevant professional experience
- Demonstrated commitment to the principles of free markets and limited government
- Strong written and verbal skills
- Highly organized and motivated
- Works well independently and in a small office collaborative environment
- Experience with video production preferred
- Experience in website development and content management preferred
- Experience in social media marketing and applications preferred
- Availability to work non-traditional hours
- Occasional travel required

**Please send cover letter, references, resume, salary range and a writing sample to:**

Greg Sindelar

Texas Public Policy Foundation

[administration@texaspolicy.com](mailto:administration@texaspolicy.com)

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

## About the Texas Public Policy Foundation

The Texas Public Policy Foundation is a 501(c)3 non-profit, non-partisan research institute guided by the core principles of individual liberty, personal responsibility, private property rights, free markets, and limited government.

The Foundation's mission is to improve Texas by generating academically sound research and data on state issues, and by recommending the findings to opinion leaders, policymakers, the media, and general public.

Funded by hundreds of individuals, foundations, and corporations, the Foundation does not accept government funds or contributions to influence the outcomes of its research. The Foundation is led by a Board of Directors chaired by Dr. Wendy Lee Gramm, President & CEO, Brooke Rollins and Executive Director, The Honorable Arlene Wohlgemuth.

### A few quotes about the Foundation:

"I commend the Texas Public Policy Foundation for its excellent work in support of personal liberty and free markets." – **Milton Friedman**

"TPPF has been very, very important to Texas, in providing... conservatives with the intellectual capital to make change." – **Railroad Commissioner Michael Williams**

"The Texas Public Policy Foundation has brought together specific proposals by some of the nation's best authorities on the most important issues facing our states..." – **Ronald Reagan**

"TPPF offers real solutions for real Texans." – **Governor Rick Perry**

"More than a think tank for Texas, the Texas Public Policy Foundation is setting the standard by which other research organizations in the nation will be judged." – **John Fund, Wall Street Journal editorial writer**

### The Foundation's Board of Directors consists of:

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