



PROGRAM COORDINATOR

Job Description:

The program coordinator will work closely with senior staff to manage the planning, marketing and execution of the Foundation's policy events, while providing ongoing support to an outreach program that targets the media, legislature and other key stakeholders. This position reports to the Vice President of Policy and Communications.

Responsibilities:

- Plan and execute Foundation activities and events
- Use creativity in developing ideas to market key events and programs
- Maintain clear documentation of all past and upcoming activities
- Work closely with communications and policy staff to create plans that support outreach to the media, legislature and other key stakeholders
- Manage vendors, venues and marketing of the Foundation's events and activities
- Work independently and/or with vendors to create marketing materials
- Coordinate support staff and volunteers during events
- Other duties assigned to the position

Qualifications:

- At least two to four years of experience
- Bachelor's Degree
- Demonstrated attention to detail
- Ability to exercise judgment and work independently with little oversight
- Experience in marketing, public relations and/or event planning
- Experience managing, documenting and tracking multiple projects
- Experience working with vendors, subcontractors or campaigns preferred
- Experience working in high-pressure environments
- Experience working with public officials and/or other high-profile individuals preferred
- Experience managing and marketing large events preferred
- Commitment to free market and limited government principles

Please submit resume, salary requirements, references, and questions to:

Greg Sindelar
Director of Operations
Texas Public Policy Foundation
512-472-2700
administration@texaspolicy.com

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

Information about the Foundation can be found at www.texaspolicy.com

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 president of the Foundation is Brooke Rollins. The Vice President of Policy and Communications is Justin Keener.

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:

Phil D. Adams
Bryan, Texas

Ernest Angelo
Midland, Texas

Tim Dunn
Vice Chairman
Midland, Texas

Ramiro Galindo
Bryan, Texas

Wendy Gramm
Chairwoman
Helotes, Texas

James R. Leininger, MD
Chairman Emeritus
San Antonio, Texas

Tim Lyles
San Antonio, Texas

William A. McMinn
Chairman Emeritus
Houston, Texas

Vance C. Miller
Dallas, Texas

Brenda Pejovich
Dallas, Texas

Brooke L. Rollins
President
Fort Worth, Texas

Jeff Sandefer
Austin, Texas

George W. Strake, Jr.
Houston, Texas