



Press Secretary

Team Gina Hinojosa for Texas Governor is seeking a Press Secretary to become a key member of the Communications team. The Press Secretary will coordinate and implement day-to-day press operations, staff and travel with Hinojosa for open press events and press conferences, serve as a primary contact for Texas reporters, build National relationships, and more. The communications team is looking for a strong writer and a team player who has the ability to manage competing priorities, even during travel. Qualified applicants should have an advanced understanding of how to accomplish the campaign's communications goals through proactive earned media opportunities. **This is not an entry level position.**

This is a full time position based in Austin, Texas. To apply, please send a resume and cover letter to info@ginafortexas.com with the subject line "Press Secretary".

Job Responsibilities

- Manage day-to-day press operations including clips, responding to media inquiries, drafting and distributing event advisories, press releases, and statements, and more
- Write and edit op-eds, talking points, and other materials
- Serve as a point of contact for Texas press
- Manage logistics for press interviews
- Prepare and staff the candidate for interviews, press conferences, and events, as needed
- Serve as campaign team's primary press staffer during campaign travel
- Build and manage media monitoring infrastructure

Qualifications

- At least two years of political communications experience, including at least one campaign cycle in a communications role
- Proficiency in Google Suite and Mailchimp
- Strong writing skills, attention to detail, and passion for the work
- On the record experience a plus
- Familiarity with the Texas press corps and media landscape a plus
- Access to reliable transportation
- Desire and ability to work long campaign hours, including evenings, weekends, and irregular hours