



Press Assistant

Team Gina Hinojosa for Texas Governor is seeking a proactive, hard-working Press Assistant to become a key member of the Communications team. Responsibilities will include compiling daily press clips, flagging up-to-the-minute press clips, maintaining press lists, drafting press releases, and making press calls. The communications team is looking for an organized team player who can work under pressure with fast deadlines and identify new opportunities to achieve the campaign's goals.

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

Job Responsibilities

- Drafting media advisories, press releases, and other written materials as needed
- Sending daily clips and managing media monitoring infrastructure
- Maintaining Texas and national press lists
- Clipping and transcribing TV, radio, and podcast interviews and remarks
- Tracking and analyzing media coverage and public sentiment
- Other duties as assigned

Qualifications

- Previous communications experience with political campaigns, the Texas legislature, or other relevant roles is strongly preferred
- Proficiency in Google Suite and Mailchimp
- Strong writing skills, attention to detail, and passion for the work
- Desire and ability to work long campaign hours, including evenings, weekends, and irregular hours
- Ability to manage and complete multiple projects under competing and tight deadlines
- Familiarity with the Texas press corps and media landscape a plus