



TEXAS HOUSE *of* REPRESENTATIVES

Representative Cecil Bell, Jr.

District 3

Representative Cecil Bell, Jr. is seeking applicants for a paid internship for the Summer and Fall 2018 semester to serve House District 3. Under the supervision of the Chief of Staff, the intern will act as liaison between the Representative and constituents, district organizations, local governments, and state agencies. The office is located in Magnolia, Montgomery County. This position has the potential to continue through spring 2017 during the 86th Legislative Session.

ESSENTIAL JOB FUNCTIONS:

- Answer incoming calls;
- Perform general typing and administrative assignments, as needed;
- Manage constituent casework, maintaining up-to-date files on all cases and categories of information of importance to the office;
- Assist the Representative in fulfilling public obligations by providing support in the areas of office administration, community outreach, event planning, and communications;
- Attend receptions, meetings, public events, networking opportunities in-district and other events as determined;
- Maintain relationships with local governments, communities, and organizations;
- Report weekly on district activities to the Capitol office;
- Maintain the Representative's daily schedule, providing day-to-day administrative and planning support; and
- Update media, local elected officials, and superintendents contact lists, etc.

Applicants should have strong research and writing skills, well-developed organizational and interpersonal skills, solid computer and writing skills, and effective communication skills. Applicants should also have an avid interest in government.

Applicants must be available to work at least 20 hours per week.

To Apply

Please submit a one-page resume and availability schedule to Ariane Marion at Ariane.marion@house.texas.gov. Applicants not selected for interviews will not be contacted.

We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, national origin, age or disability in the employment or the provision of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please include that information in your e-mail.