



NICOLE COLLIER



STATE REPRESENTATIVE • DISTRICT 95

State Representative Nicole Collier is seeking bright, committed, and highly motivated legislative interns to assist with the day-to-day operations in the Capitol office. Interns will assist with administrative tasks, including case management and policy work. Full and part-time positions are available, and interns are expected to commit to at least 10-15 hours per week.

Responsibilities

- Track, research, and analyze legislation
- Answering phones and greeting visitors
- Draft legislative and constituent correspondence
- Other duties as assigned

Qualifications

- Strong planning and organizational skills
- Self-motivated and interested in public policy
- Effective writing, research, and communication skills
- Ability to think critically and problem solve
- Proficiency in Microsoft Office Suite

To apply: Send a resume and a list of references with “Legislative Internship” in the subject line to Josie Gamez to Josie.Gamez@house.texas.gov.

The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment of the provisions of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call 512. 463.0716

District Office: 101 S. JENNINGS AVENUE, STE. 103A • FORT WORTH, TEXAS 76104-1112 • (817) 332-1180
Capitol Office: E2.318 • P.O. BOX 2910 • AUSTIN, TEXAS 78768-2910 • (512) 463-0716 • (512) 463-1516 FAX

NICOLE.COLLIER@HOUSE.TEXAS.GOV • WWW.HOUSE.TEXAS.GOV