



## **LEGISLATIVE INTERNSHIP OPPORTUNITY (UNPAID)**

Capitol Office of State Representative Drew Darby

### **Job Description**

We are seeking a bright and motivated individual interested in gaining experience in the inner-workings of the legislature to assist with the day-to-day operations of a legislative office . You will be expected to meet with constituents and interest groups, conduct policy research, track and analyze legislation, and assist with administrative work.

### **Qualifications**

- Ability to quickly master new skills in a fast-paced environment
- Excellent writing and oral communication skills
- High level of organization
- Ability to work effectively with representatives from government agencies, legislative offices, and advocacy organizations
- Proficiency in Microsoft Office Suite and internet-based research

### **Duties and Responsibilities**

- Communicate with office visitors
- Conduct policy research
- Track and analyze legislation
- Assist with constituent casework
- Assist with maintenance of the Representative's schedule
- Perform various administrative tasks and other duties as assigned

### **Salary**

This is an unpaid internship opportunity.

### **To Apply**

Please send a current resume, a cover letter detailing any career or long-term goals you want to be working towards, & a schedule via email to Chief of Staff Laramie Stroud at [laramie.stroud@house.texas.gov](mailto:laramie.stroud@house.texas.gov). Qualified candidates will be contacted to set up an interview.

*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 American with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.*