



STATE OF TEXAS  
HOUSE OF REPRESENTATIVES  
**ART FIERRO**  
*District 79*

The Capitol Office of Representative Art Fierro is currently seeking passionate, hardworking applicants for unpaid internship opportunities for the Fall and Spring semesters. This internship will offer students the opportunity to explore their interest in public service through hands-on experience in a governmental office. Qualified candidates should expect to work 20-25 hours per week. This internship will provide students the opportunity to work and network in the Capitol and learn the legislative process. *Multiple positions available for each semester.*

#### Qualifications

- Currently enrolled as an undergraduate, graduate student or just graduated college;
- Express an interest in serving the community;
- Work well with others as a team in a close office environment;
- Possess strong research and writing skills;
- Have excellent communication skills;
- Familiar with standard Microsoft Office suite programs;

#### Duties and Responsibilities

- Answering phones, general clerical duties and data entry;
- Manage constituent casework as assigned;
- Research various legislative topics to assist Legislative Director with policy development;
- Draft, design and edit various communication pieces
- Attend meetings, receptions, public events, networking opportunities and other events as determined appropriate;
- Other duties as assigned.

#### To Apply:

Please submit via email a cover letter and, or resume showing your interest and qualifications for the position. Please include at least one, but no more than three references (or recommendation letters,) the semester for which you are applying (Fall, Spring, or Full School Year) and your availability for Monday-Friday 9am - 5pm. As this position is unpaid, scheduling is flexible with other jobs when necessary. Please contact Cassidy Riza, Legislative Director, at [cassidy.riza@house.texas.gov](mailto:cassidy.riza@house.texas.gov) to submit your application or with any questions.

*The Texas House of Representatives is an Equal Opportunity Employer and does 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 call (512)463-0865.*