



---

## STATE REPRESENTATIVE BARBARA GERVIN-HAWKINS

---

DISTRICT 120

### **Legislative Internship Opportunity**

State Representative Barbara Gervin-Hawkins is seeking applicants interested in legislative and administrative work for her capitol and district office. This is an internship that requires daily contact with constituents, public officials, media, advocates, Capitol, and district office staff. This internship offers a monthly stipend. College credit available, where possible.

#### **Responsibilities**

- Answer phones and greet visitors.
- Manage incoming constituent casework requests.
- Assist with scheduling and coordinating meetings and Capitol tours.
- Research legislation and policy areas.
- Draft e-newsletters and press releases.
- Assist with monitoring social media.
- Attend meetings and events.
- Other duties assigned by the Chief of Staff.

#### **Salary**

- Monthly stipend.

#### **Qualifications and Skills**

- Enrolled as an undergraduate or graduate student.
- Must show attention to detail.
- Excellent verbal and written communications skills.
- Strong planning and organizational skills.
- Ability to work under tight deadlines.
- Ability to learn independently and under directions.

---

COMMITTEES: APPROPRIATIONS • WAYS & MEANS

CAPITOL OFFICE: P.O. BOX 2910 • AUSTIN, TEXAS 78768-2910 • *phone* (512) 463-0708

BARBARA.GERVIN-HAWKINS@HOUSE.TEXAS.GOV

**To Apply:** If you are interested in applying, please send your resume, cover letter and schedule to Chief of Staff, JD Pedraza, [jd.pedraza@house.texas.gov](mailto:jd.pedraza@house.texas.gov). Please make the subject, "Application for Internship." If you have any questions, please feel free to contact JD Pedraza at (210) 262-3869.

*The 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 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.*

