



JESSICA GONZÁLEZ

STATE REPRESENTATIVE • DISTRICT 104

Fall Semester Internship - Austin, TX

The Office of State Representative Jessica González

JOB DESCRIPTION:

State Representative Jessica González is seeking applicants for a fall internship in Austin. Responsibilities include:

- Clerical duties such as filing papers, answering phones, and responding to messages
- Conducting legislative research
- Scheduling
- Responding to constituent emails, letters, and inquiries
- Meetings with constituents, interest groups, and stakeholders
- Attending information sessions on specific legislative topics

SKILLS AND QUALIFICATIONS:

- Excellent written and verbal communication skills
- Strong critical thinking abilities
- Planning and organizational skills
- Proficiency in Microsoft Word and/or Adobe Acrobat
- Ability to work both independently and as part of a team
- Basic understanding of how the Texas Legislature operates
- Bilingual applicants encouraged to apply

SALARY:

This is an unpaid internship, but may be considered for course credit as applicable. Applicants considering careers in government or interested in working during the 87th Legislative Session in 2021 are especially encouraged to apply.

Please submit a resume, cover letter, and a letter of recommendation to Claire Frueauff at claire.frueauff@house.texas.gov. Applications will be accepted until all positions are filled. Applicants that are selected will be contacted to schedule an interview. 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 service. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call 512-463-0865.