



VIKKI GOODWIN



STATE REPRESENTATIVE • DISTRICT 47

Legislative Session Intern Part Time, Unpaid Position

State Representative Vikki Goodwin is seeking a part time intern in her Capitol office for the remainder of the 87th Legislative Session (ends May 31, 2021). The intern will work closely with the Chief of Staff to effectively communicate with constituents and with the Legislative Director to assist with the office's legislative agenda. The position will be remote until health conditions improve, but will have regular contact and training virtually with staff. Candidates will be expected to commit 15-20 hours per week.

Responsibilities:

- Monitor constituent communications and constituent correspondence system;
- Monitor social media accounts;
- Communicate with constituents and advocacy groups;
- Research policy issues;
- Assist Legislative Director with legislative research; and
- Other duties and clerical tasks as assigned.

Skills and Qualifications:

- Undergraduate or graduate student with interest in policy, government, communications, or related field;
- Excellent written and verbal communication skills;
- Basic understanding of Texas state government;
- Strong critical thinking abilities; and
- Attention to detail and organization skills.

To Apply:

Please submit a brief cover letter, résumé, and work availability via email to Madeline White, Chief of Staff, at madeline.white@house.texas.gov. Applications will be accepted until the position is filled. Please Note: only applicants scheduled for an interview will be contacted. The internship is unpaid, but may be considered for course credit as applicable.

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.

