



RYAN GUILLEN

TEXAS STATE REPRESENTATIVE

ADMINISTRATIVE INTERNSHIP

State Representative Ryan Guillen is seeking applicants interested in legislative administration. This is an internship that requires daily contact with constituents, public officials, media, advocates, and Capitol and district office staff.

Responsibilities

- Manage incoming constituent casework requests
- Draft responses to constituent requests
- Schedule and coordinate Capitol meetings and tours
- Other duties as assigned

Skills and Qualifications

- Excellent written and verbal communications skills
- Strong planning and organizational skills
- Must show attention to detail

Salary

- This is an unpaid internship, but may be considered for course credit.

To Apply

Please submit a resume via email to Jonathan Wilson at jonathan.wilson@house.texas.gov. Applications will be accepted until the position is filled. Please Note: Only applicants scheduled for an interview will be contacted.

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.