



DONNA HOWARD

STATE REPRESENTATIVE

DISTRICT 48

Communications Internship

The office of Rep. Donna Howard is hiring a communications intern for the 2019 Fall semester to assist in effectively communicating the policy positions of the Representative to constituents and the general public.

Familiarity with the Texas Legislature and/or knowledge of social media analytics are both preferred for applicants. The position offers a stipend of \$500 a month, with the expectation of around 20 hours of work per week.

The best candidate will be a strong writer, have a basic familiarity with the Texas state government, and the prominent issues and political dynamics of the state. Primary duties may include: monitoring 3-5 social media accounts; creating infographics; scheduling and composing online posts; writing press releases, assist planning and communications in advance of town halls; corresponding with constituents, and providing insight into the office's engagement.

This position will work with the Chief of Staff and Director of Constituent Services to synthesize and analyze what the office is hearing from constituents and communicate constituent concerns to the Representative.

This is an ideal position for someone aiming for a career in media relations, political campaigns, advocacy or digital marketing with a focus on public policy. The state legislature offers plenty of opportunities to engage with citizens and public figures in a meaningful way, to develop a professional network and portfolio within the State Capitol. As this would be the first communications intern for the office, there is a unique opportunity to put your stamp on the office's communications strategy. Former interns for other issues have gone on to work with Legislative offices, state agencies, the Chamber of Commerce, non-profit advocacy groups and consulting firms.

Applicants should send a cover letter (including availability), resume and a few media samples to Jacob Cottingham at jacob.cottingham@house.texas.gov and reference "Communications Intern" in the subject. If there are questions don't hesitate to email, or call the office at 512-463-0631.

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 provisions of service. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call 463-0865.