



STATE OF TEXAS  
HOUSE OF REPRESENTATIVES  
**JARVIS JOHNSON**  
*District 139*

## **District Office Internship**

### **Job Description**

The Houston District Office of Representative Jarvis Johnson is currently seeking energetic, hardworking applicants for unpaid internship opportunities for the Fall and Spring semester. This internship will offer students the opportunity to explore their interest in public service through hands-on experience in a governmental office. Qualified candidates should expect to work 20-25 hours per week. This internship would be perfect for students looking to get involved in community engagement and governmental policy.

### **Qualifications**

- High School Diploma, Some College
- Excellent written and oral communication skills;
- Ability to work a flexible schedule;
- Ability to work closely with constituents, advocates, staff and other government officials or agencies;

### **Duties and Responsibilities**

- Handle Administrative duties in the district office
- Manage constituent casework as assigned;
- Report weekly on district activities to Capital office;
- Create and update various important district contact lists.
- Attend civic club meetings, receptions, public events, networking opportunities in-district and other events as determined;
- Other duties as assigned.

### **To Apply:**

Please submit via email a cover letter, resume, three references and a writing sample (no longer than 500 words) to [Donisha.Cotlone@house.texas.gov](mailto:Donisha.Cotlone@house.texas.gov) with email subject listed as "Johnson District Office Intern". Applications will be accepted until the position is filled, only qualified candidates will be contacted for an interview.

*The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, age or disability in the 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.*