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MORGAN MEYER  
HOUSE OF REPRESENTATIVES

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DISTRICT 108

## LEGISLATIVE INTERNSHIP

### Job Description

We are seeking a bright and motivated individual interested in gaining experience in the inner-workings of the legislature to assist with day-to-day operations in our Capitol office. You will be expected to assist with administrative work, answer phones, conduct policy research, and track and analyze legislation. College coursework in business or political science is preferred but not required.

### Qualifications

- Ability to learn quickly and master new skills in a fast-paced environment
- Excellent writing and oral communication skills
- High level of organization
- Ability to work effectively with representatives from government agencies, legislative offices, and advocacy organizations
- Proficiency in Microsoft Office Suite and internet-based research

### Duties and Responsibilities

- Assist with constituent casework
- Perform various administrative tasks and other duties as assigned
- Answer phones
- Communicate with office visitors
- Conduct policy research
- Track and analyze legislation

### Salary

A stipend may be provided

### To Apply

Please send a current resume, brief writing sample, and availability during the week to Aaron Gibson at [aaron.gibson@house.texas.gov](mailto:aaron.gibson@house.texas.gov). Qualified candidates will be contacted to set up an interview.

*The Texas 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 of the provisions of services. In compliance with the American with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.*