

Texas House of Representatives



PONCHO NEVÁREZ

DISTRICT 74

POSITION AVAILABLE: Legislative Internship

DESCRIPTION: Responsible for assisting the Chief of Staff in professional writing, research projects, and constituent liaison services. Responsible for receptionist duties and directing phone traffic for the office. Minimum of 10-15 hours a week, flexible scheduling around classes.

REQUIREMENTS:

- Must be reliable and committed to attending every shift
- Must have professional phone etiquette
- Must show attention to detail
- Must be organized and able to complete assignments over multiple shifts
- Must be eager to learn about the legislative process

PREFERRED QUALIFICATIONS:

- Marketing, Communications or Government major
- Involvement in student government
- Prior legislative experience or political volunteer experience

CONTACT: To apply, please send resume, & availability during 9am -5pm to Chief of Staff, Amy Rister at Amy.Rister@house.texas.gov.

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.