



## ANA-MARIA RAMOS



STATE REPRESENTATIVE • DISTRICT 102

### TEXAS HOUSE OF REPRESENTATIVES

**POSITION:** Fall Legislative Internship

**LOCATION:** Austin, TX

**SUMMARY:** The Office of Texas State Representative Ana-María Ramos (House District 102) is seeking a highly organized, professional, and responsive Legislative Intern for the Fall semester. This position involves assisting the Legislative Director and Chief of Staff with establishing the Representative's legislative agenda for the upcoming Special and 89th Legislative Sessions. Applicants should be knowledgeable in the legislative process, Texas Constitution, and bills directly authored by Representative Ramos. Applicants must be available to work part-time (25 hours a week minimum) including occasional weekends. Start date: ASAP.

**ESSENTIAL JOB FUNCTIONS:**

- Conduct legislative research;
- Manage emails and phone calls regarding legislative matters;
- Analyze bill text, amendments, state code, current law, and witness testimony;
- Gauge support for and opposition to Representative Ramos legislation;
- Utilize in-house tracking software;
- Assist in creating talking points;
- Assist in creating official summaries of bills;
- Build partnerships with Senators' offices;
- Keep up-to-date on Texas politics and current events in the legislature.

**SKILLS AND KNOWLEDGE REQUIRED:**

- Strong oral and written communication skills;
- Ability to professionally make calls and compose emails;
- Strong analytical skills;
- Strong critical thinking skills;
- Knowledge about HD 102;
- Familiarity with professional research methods;
- Ability to follow designated formatting;
- Responsiveness in and out of office;
- Thoroughness and careful attention to detail;
- Ability to read and analyze bills;
- Ability to thrive in a intense and fast-paced environment;
- Ability to manage stressful situations and problem solve under pressure;
- Punctuality and professionalism;
- Proficiency in Microsoft Office, Google Suite, and Zoom.

**SALARY:** This is an unpaid internship opportunity open to students earning their Associates, BA or MA degrees.

**TO APPLY:** Please send a resume, cover letter, and three professional references with the subject line “Fall Legislative Internship” to Representative Ramos’ Legislative Director, Maximilian Gannon, at [maximilian.gannon@house.texas.gov](mailto:maximilian.gannon@house.texas.gov). Only applications selected will be contacted for an interview. Thank you for considering joining our team.

*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 or the provisions of services. In compliance with the Americans with Disability Act, if you require reasonable accommodations during the application process, please call 512-463-0865.*