



# ANA-MARIA RAMOS



STATE REPRESENTATIVE • DISTRICT 102

## **Communications Internship Opportunity (Unpaid) August - September**

### **SUMMARY:**

The office of State Representative Ana-Maria Ramos is seeking an energetic individual to join our team. This individual will begin ASAP and will support the Representative and Staff in matters of communications and maintaining an open and engaged office for constituents and stakeholders. This position lasts the duration of three months and reports to the Chief of Staff. Candidate will be expected to report to the Capitol office and expected to work 20-25 hours per week.

### **ESSENTIAL JOB FUNCTIONS:**

- Draft press releases, constituent letters, emails and social media posts;
- Create and draft informational handouts, announcements and other material for the Office;
- Maintain database of constituent outreach and press communications;
- Monitor current news events and all social media platforms;
- Prepare and send out monthly newsletters;
- Contact members of the media and press to increase awareness of Office activities;
- Research and prepare talking points with the assistance of the Legislative Director; and
- Other duties as assigned.

### **SKILLS AND KNOWLEDGE REQUIRED:**

- Ability to perform the essential job functions above;
- Be proficient in verbal and written Spanish;
- Strong oral and written communication skills;
- Thoroughness and careful attention to detail;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner and work cooperatively and courteously with others;
- Ability to exercise discretion and independent judgment in fulfillment of responsibilities; and
- Proficient in all social media platforms including Facebook, Twitter and Instagram.

### **APPLICANTS:**

Ideal applicants are undergraduate or graduate students who are highly motivated and eager to learn and grow while giving back to the community. Strong communication skills, the ability to work as part of a team, and a strong work ethic are required. An interest in politics and the state legislative process or policy areas is strongly recommended. To apply, send a resume, cover letter, and writing sample with subject line "Communications Internship" to Chief of Staff, Lawrence Zamarron at [Lawrence.zamarron@house.texas.gov](mailto:Lawrence.zamarron@house.texas.gov). Applications will be accepted until position is filled.

*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.*