

JOHN RANEY



The State of Texas House of Representatives

CAPITOL OFFICE:
P.O. Box 2910
AUSTIN, TEXAS 78768-2910
512-463-0698
512-463-5109 FAX

DISTRICT OFFICE:
4103 SOUTH TEXAS AVENUE, SUITE 103
BRYAN, TEXAS 77802
979-260-5040
FAX: 979-260-5097

UNPAID LEGISLATIVE INTERNSHIP Capitol Office for Spring 2019

Representative John Raney is seeking applicants for unpaid, session-only internships for his Capitol office. Applicants must be highly motivated, friendly, and team-oriented. Interns will assist with general office duties and must be able to multitask efficiently.

Start Date: January 2017
10-20 hours/week

Job Responsibilities:

- Answering phone calls and responding to written correspondence
- In-depth research on legislative policy or constituent issues
- Assisting, resolving, and keeping record of constituent correspondence
- Communication with community members, government employees, and constituents
- Serving as office representative to in-person visitors and over the phone
- General office assistance, errands, and upkeep

Applicant Qualities:

- Professional, resourceful and courteous
- Self-motivated and detail-oriented
- Interested in the legislative process
- Organized with ability to multitask
- Excellent oral and written communication skills
- Ability to adjust to a fast-paced environment
- Maintain a professional appearance and demeanor
- Basic knowledge of Outlook and Microsoft Office

Please submit a resume and availability to Caitlin.Dempsey@house.texas.gov by **December 10, 2018**.

This is a non-paid internship, but may be considered for course credit.

The 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 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.