

TEXAS HOUSE *of* REPRESENTATIVES



DAVID SPILLER

DISTRICT 68

Policy & Communications Fall Legislative Internship Opportunity (Unpaid)

Job Summary

The Office of State Representative David Spiller is seeking applicants for a Policy and Communications Fall internship. The ideal candidate will be a team player, self-starter, and individual who has a strong interest in the legislative process. The work schedule can be flexible, however a minimum of 12 hours is preferred.

Essential Job Functions

- Maintains database of constituent casework, drafts and prepares correspondence to legislative inquiries
- Provides assistance with Representative's social media posts and communication outreach
- Monitors current events on social media platforms including district events and relevant legislative news
- Assists with constituent recognition programs: including drafting congratulatory letters, preparing certificates, and legislative resolutions
- Researches policy issues, attends legislative briefings, prepares talking points and policy notes
- Assists with monthly electronic newsletter, drafts writing samples and other legislative correspondence as assigned

Skills and Knowledge Required

- Must possess exceptional verbal and written communication skills
- Ability to interact and effectively communicate with the community, including public and elected representatives
- Strong computer skills and high level of proficiency with Microsoft Excel, Word and PowerPoint
- Must be a self-starter with the ability to exercise initiative and think creatively and independently
- Must be able to maintain confidentiality

To Apply

Please email your resume and schedule availability to Rep. Spiller's Chief of Staff, Susanna Feather at susanna.feather@house.texas.gov with "Fall Internship" in the subject line. Applications will be accepted until the position is filled. Note: Only applicants scheduled for an interview will be contacted.

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.