



VALOREE SWANSON



TEXAS HOUSE OF REPRESENTATIVES *District 150*

Position Available: Capitol Office Intern

Location: Capitol Office (Austin)

Salary: Unpaid

Hours: Flexible

Job Description

The office of State Representative Valoree Swanson is seeking highly motivated and hardworking individuals to join our team for the 2023 interim, Special Sessions of the 88th Legislature, or for the duration of time necessary to satisfy class credit if applicable. The position requires effective written and oral communication skills. Candidates should possess the ability to perform multiple tasks accurately and efficiently in an individual and team environment.

Preferred Qualifications

- Clear, concise communication skills, verbally and written
- Strong organizational skills
- Strong professional ethics
- Ability to multi-task under deadlines in a high-pressure environment
- Passion for public policy and good governance

Job Duties

- Assist with constituent relations and casework
- Miscellaneous office tasks and projects
- Constituent and stakeholder meetings
- Assist with tracking and analyzing legislation as needed

Application

Please send a current resume to Daniel Akeroyd at Daniel.Akeroyd@house.texas.gov. Qualified candidates will be contacted to set up an interview.

Deadline

Until filled.

The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color national origin, age or disability in the employment or the provision of services. In compliance with the Americans with Disabilities Act, if you required reasonable accommodations during the application process, please call the House Personnel Office at (512) 463-0865.

