



STATE REPRESENTATIVE SHAWN THIERRY

DISTRICT 146

LEGISLATIVE INTERN

Position Availability: Immediately

Salary: Unpaid

Representative Elect Shawn Thierry is seeking highly motivated and responsible individuals to assist with the day-to-day operations in the Capitol office as a member of our team. The office is currently hiring both part-time and full-time positions. Interns are expected to commit at least 10-15 hours a week.

Duties and Responsibilities:

Interns will assist with all duties related to the operation of the Office, including writing memos and opinion editorials, maintaining regular contact with constituents in person via in person office appointments, telephone and email correspondence. Interns have the opportunity to interact with other public officials, media, advocates, lobbyists, and other Capitol staff. The position will allow the Intern to gain exposure in conducting policy research and analyzing legislation. They will attend community events, civic club meetings, and other political functions. In addition, interns will be assigned to assist in various constituent casework issues or work on District-based projects of importance.

Desired Qualifications:

Applicants should be professional, responsible, and possess strong interpersonal and organizational skills, with basic knowledge of the operation of standard office equipment. Applicants should also be self-motivated and driven as well as energetic and friendly. Applicants must be able to meet deadlines in high pressure situations, both independently and in cooperation with others, and demonstrate strong written and oral communication skills. General knowledge of the legislative process and issues of concern locally and statewide is greatly preferred.

Successful candidates will possess the following characteristics: punctuality, dependability, honesty, congeniality, a strong work ethic, willingness to be flexible, integrity, and a commitment to Democratic policy principles. Successful candidates will be self-starters, driven, outgoing, energetic, friendly, ambitious, and self-motivated. Interns must possess:

- High level of organization
- Ability to work effectively with representatives from government agencies, legislative offices, and advocacy organizations
- Proficiency in Microsoft Office Suite and internet-based research
- Assist with constituent casework

To Apply

Interested candidates should email a resume and cover letter with "Legislative Internship" followed by your name in the subject line to shawn.thierry@house.texas.gov

"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 provisions of service. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call 512-463-0865."