

State Representative John Wray

House District 10

86th Legislative Session Capitol Internship

The Capitol (Austin) Office of State Representative John Wray is currently seeking applicants for unpaid intern positions during the Spring 2019 semester.

As an intern, students will learn about the legislative process during the 2019 Legislative Session, research the issues impacting the state and District 10, provide support with administration, communications, and social media, and help prepare legislative bill books. Interns will be asked to work a minimum of 10 hours per week.

To apply, submit a cover letter, resume, and short writing sample via email to the Chief of Staff, Benjamin Williams - Benjamin.williams@house.texas.gov with the subject line: 2019 Internship.

Position Description:

Tasks are broken down into three categories: administrative support, legislative research, and constituent services.

Administrative Support:

- Opening and processing mail
- Answering phones and greeting visitors
- Filing and scanning

Legislative Research:

- Attending issue and legislative briefings and preparing summary memos
- Performing research on issues or topics related to bills or committee hearings
- Topical research on issues important to District 10 and the state

Communications:

- Drafting office communications, including social media
- Preparing response letters to constituents
- Serving as a liaison between the office and the various state agencies/stakeholders
- Attend staff meetings, events, and any other events as directed by the Member or the Chief of Staff.

Qualifications:

- Research skills
- Customer service
- Punctuality / Professionalism
- Professional Writing (Pro Letter formatting, press release, topical summaries and briefs)
- Microsoft Office / Excel

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