

TEXAS HOUSE OF REPRESENTATIVES



Erin Zwiener

District 45 · Hays & Blanco Counties

Fall Semester Internship

Internships available for the fall semester (September - December). Internships last for approximately 10-15 hours per week and are open to undergraduate and graduate students. A \$300 monthly stipend is available. The internship will take place in Rep. Zwiener's district office (225 S. Main St., Ste 102, Kyle, TX 78640).

Duties:

- Greeting office visitors and answering the phone
- Answering and directing constituent calls, casework, and correspondence
- Researching policy
- Developing content for social media and website
- Other jobs depending on skill set, interest, and expertise

Ideal Candidate:

The preferred candidate will be a strong writer and communicator, have a basic familiarity with the legislative process in Texas, and the prominent issues and political dynamics of the state. They will have a friendly, can-do attitude, be willing to ask for help if needed, and proactively identify tasks during quieter times. This is an ideal position for someone aiming for a career in policy, advocacy, or social work. This internship should provide opportunities to engage with citizens and policymakers in a meaningful way, to develop a professional network, and a portfolio of work within state government.

To apply: Applicants should send a cover letter (including availability), resume, and a relevant writing sample to Chief of Staff David Janise at david.janise@house.texas.gov and District Director Holly Doyle at holly.doyle@house.texas.gov. Please indicate in the subject line the semester you are interested in interning. If there are questions, please email David or Holly or call the office at 512-504-3044.

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 require reasonable accommodations during the application process, please call (512) 463-0865.

