

*Dawanna Dukes*  
HOUSE OF REPRESENTATIVES

P.O. Box 2910  
Austin, Texas 78768-2910  
(512) 463-0506

District 46  
Travis County



**Fall Semester Internship Available  
for  
Office of State Representative Dawanna Dukes**

**General Description:**

Part-time, non-paid, student internship position requiring regular contact with constituents, public officials, media, advocates, lobbyists, and other Capitol staff. The duties of the position may include: community outreach projects, constituent casework, attending community events on behalf of the Representative, speech writing and general office duties, including clerical tasks. Duties of the position may also include assisting in drafting correspondence, research of legislative issues and crafting constituent communications.

The position is for the fall 2016 semester and may be extended. At least 180 hours must be completed for credit.

**Knowledge, Skills and Abilities:**

Seeking applicants who are professional, responsible, possess excellent communication and organizational skills. They should also be proficient with Microsoft Outlook and related computer programs. The applicant must be able to prioritize daily tasks and adapt to a fast paced office environment in order to meet deadlines. Interns must have strong written and oral communication skills, as well as, interpersonal communications skills. Applicants must be able to maintain confidentiality, inside and outside of the office. General knowledge of the legislative process as well as state, local and federal issues are strongly preferred.

**Contact:**

You may fax or e-mail your resume and a short writing sample to the following:

Anthony Vincent LeClair  
Chief of Staff  
Office of State Representative Dawanna Dukes  
Telephone: 512-463-0506  
Fax: 512-463-7864  
e-mail: [anthony.leclair@house.texas.gov](mailto:anthony.leclair@house.texas.gov)

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