



TEXAS HOUSE OF REPRESENTATIVES

MATT RINALDI

DISTRICT 115

October 6, 2016

State Representative Matt Rinaldi seeks highly motivated and energetic applicants for an unpaid internship position in the Capitol office, beginning immediately. The successful candidate will

- possess strong research and writing skills
- demonstrate the ability to work independently
- maintain an eye for detail
- express an interest in the legislative process and Texas public policy issues
- be currently enrolled as an undergraduate or graduate student or have graduated with an undergraduate or graduate degree.

Job Description:

Duties will include

- answering phones
- assisting with constituent and case work correspondence
- greeting guests
- opening and distributing mail to staff
- assisting with legislative research
- performing other administrative tasks and duties as assigned.

Please email a resume, writing sample, and schedule availability to Jordan Long at Jordan.Long@House.Texas.Gov. Preference will be given to those applicants who can work at least 15 hours a week.

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 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.