



TEXAS HOUSE OF REPRESENTATIVES
JONATHAN STICKLAND
DISTRICT 92

Position Available: Legislative Internship

Location: Austin

Salary: Unpaid

Hours: Flexible

Job Description

State Representative Jonathan Stickland is seeking highly motivated, energetic, and organized individuals who are interested in learning about the legislative process and assisting in day-to-day operations. This internship will provide individuals a look into the Texas Legislature and offer valuable hands-on experience in state government, while assisting with day-to-day operations of the office.

Duties

- Answering phones
- Greeting guests
- Opening and distributing mail to staff
- Assisting with constituent and case work correspondence
- Assisting with legislative research
- Performing other administrative tasks and duties as assigned

Qualifications

- Be enrolled in high school, as an undergraduate student, graduate student or have graduated with an undergraduate or graduate degree
- Strong work ethic and attention to detail
- Strong written and verbal communication skills
- Strong organizational skills
- Interest in the legislative process

Application

Please send a current resume, cover letter and availability to Tim Hardin, Chief of Staff, at tim.hardin@house.state.tx.us.

Qualified candidates will be contacted to set up an interview.

Deadline

Until filled.

The Texas 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 of the provisions of services. In compliance with the American with Disability Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.