



ARMANDO L. WALLE

STATE REPRESENTATIVE
HOUSE DISTRICT 140

LEGISLATIVE INTERNSHIP OPPORTUNITY (UNPAID) **Capitol Office of State Representative Armando Walle**

DESCRIPTION:

We are seeking bright, hardworking individuals to assist with the day-to-day operations in the Capitol office of State Representative Armando Walle. Individuals will gain experience in the inner-workings of a legislative office, including performing legislative research and drafting of constituent correspondence. Individuals will be under the direct supervision of the Chief of Staff and will be expected to make a minimum commitment of 10-15 hours per week.

SKILL REQUIREMENTS:

- Strong research skills and ability to learn and understand complex policy issues
- Excellent oral and written communication skills
- Self-starter and high level of organization
- Willingness to work in a team-setting
- Ability to work effectively with representatives from government agencies, legislative offices, and advocacy organizations
- Proficiency in Microsoft Office Suite and internet-based research

DUTIES AND RESPONSIBILITIES:

- Conduct policy research in various topic areas in preparation for 85th Legislative Session
- Drafting constituent correspondence
- Assist in constituent casework while maintaining confidentiality.
- Assist with maintenance of the Representative's schedule
- Attending meetings and events related to Capitol business
- Various administrative tasks and other duties as needed

SALARY

This is an unpaid internship opportunity.

TO APPLY

Please send cover letter, current resume, and three references to Rahul.Sreenivasan@house.texas.gov; additionally, please write "Internship Application" in the subject line of your e-mail.

No phone calls, please. Qualified candidates will be contacted to set up an interview.

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.