State Representative John Wray
House District 10
Capitol Internship

The Capitol (Austin) Office of State Representative John Wray is currently seeking applicants for unpaid intern positions during the Fall 2019 semester.

As an intern, students will learn about the legislative process during the legislative interim, research the issues impacting the state and District 10, provide support with administration, communications, and social media. Interns will be asked to work a minimum of 10 hours per week.

To apply, submit a cover letter, resume, and short writing sample via email to the Chief of Staff, Benjamin Williams - Benjamin.williams@house.texas.gov with the subject line: 2019 Internship.

Position Description:
Tasks are broken down into three categories: administrative support, legislative research, and communications

Administrative Support:
• Opening and processing mail
• Answering phones and greeting visitors
• Filing and scanning

Legislative Research:
• Attending issue and legislative briefings and preparing summary memos
• Performing research on issues or topics related to bills or committee hearings
• Topical research on issues important to District 10 and the state

Communications:
• Drafting office communications, including social media
• Preparing response letters to constituents
• Serving as a liaison between the office and the various state agencies/stakeholders
• Attend staff meetings, events, and any other events as directed by the Member or the Chief of Staff.

Qualifications:
• Research skills
• Customer service
• Punctuality / Professionalism
• Professional Writing (Pro Letter formatting, press release, topical summaries and briefs)
• Microsoft Office / Excel

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 provisions of service. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call 512-463-0865.