



Communications Intern Position for State Representative Ernest Bailes

Description:

Responsible for assisting in all written, printed, electronic or other public communications by the Representative; including constituent correspondence. Assists in preparing remarks, talking points, speeches, and other items for speaking engagements and other public functions. Plans ahead for and actively pursues opportunities to communicate with the constituents of the Representative. Remains informed and proactive on issues and topics of concern; and maintains up-to-date contact lists of media and national, regional, and local level personnel. Performs other duties as assigned by the Representative and/or the Chief of Staff.

Representative Bailes is currently serving on the House Committee on Land Resource Management, Economic and Small Business Development, Rules and Resolutions, and the Joint Committee on Coastal Barrier Systems, he requires a fast-paced, professional office with proficiency and a strong work ethic.

Knowledge, Skills, and Abilities:

Self-driven, detail-oriented personality with an ability to see beyond the obvious

Strong writing, interpersonal communications, and computer/technology skills

Organized and able to prioritize assignments

Knowledge of the legislative process and policy issues

Strong familiarity with conservative principles, philosophy, and ideals.

Preferred Qualifications:

Students currently enrolled at an accredited university with major coursework in Government, Communications, Marketing, or related fields.

Compensation:

This is an unpaid position. However, our office has a very high placement rate for staff members seeking future full-time paid positions. Interns are treated with respect and rewarded with added responsibilities and appreciation. Your hard work will be valued by our office, and it will bring value to you in the form of knowledge, contacts, and experience.

To apply, please submit a cover letter, resume, references, and writing sample to Nick Raymond at nick.raymond@house.texas.gov

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.