

# TEXAS HOUSE OF REPRESENTATIVES



PHILIP CORTEZ, Ph.D.

STATE REPRESENTATIVE

*District 117*

Legislative Internship (Unpaid)  
San Antonio District Office

State Representative Philip Cortez is seeking a highly motivated and responsible summer and fall intern for an unpaid internship position in the San Antonio District Office, beginning immediately.

## DUTIES AND RESPONSIBILITIES

- Providing support with community outreach, event planning and communications with constituents and stakeholders throughout the district;
- Attending events and meetings on behalf of the representative;
- Meeting with constituents and assisting with constituent casework and correspondence, as well as data entry;
- Researching policy issues and assisting with drafting legislation;
- Performing other administrative tasks and duties as assigned.

## QUALIFICATIONS

- Be currently enrolled as an undergraduate or graduate student or have graduated with an undergraduate degree;
- Flexibility to attend events and meetings after work hours and weekends;
- Must possess strong writing and research skills
- Must be timely, organized, and multi-tasked oriented

## SALARY

This is an unpaid internship opportunity.

To apply please send resume, sample writing piece and availability to Chief of Staff, Clarissa Rodriguez at [clarissa.rodriguez@house.texas.gov](mailto:clarissa.rodriguez@house.texas.gov) or call the district office at (210) 923-3638.

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