



STATE REPRESENTATIVE BARBARA GERVIN-HAWKINS

DISTRICT 120

Press Secretary / Communication Internship Opportunity

The office of State Representative Barbara Gervin-Hawkins is seeking applicants that are interested in matters of communications and maintaining an open and engaged office for stakeholders. This internship offers a monthly stipend. College credit available, where possible.

Essential Job Functions:

- Work on press releases and social media posts (Facebook, Twitter, etc.).
- Identify and interpret potential social media trends to current legislative issues.
- Plan, manage, and coordinate all social media programs and initiatives through a monthly social media calendar.
- Achieve targeted results and ensure timely and effective execution of social media tactics and programs.
- Develop benchmark criteria to measure effectiveness of social media programs, and implement changes as needed.
- Maintains a good working relationship with the Representative, staff, constituents, stakeholders, and agency staff.
- Performs other duties as assigned by the Chief of Staff.

Skills and Knowledge Required:

- Ability to perform the essential job functions above.
- Applicants should have strong research and writing skills, well-developed organizational and people skills, solid computer and typing skills, effective communication skills, the ability to work under tight deadlines, as well as the ability to learn independently and under direction.
- Verified Account Social media proficiency - YouTube, Facebook, Twitter, Instagram, etc.
- Thoroughness and careful attention to detail.
- Must be able to communicate with a variety of personalities in a tactful, pleasant, and professional manner and work cooperatively and courteously with others.
- Ability to exercise discretion and independent judgment in fulfillment of responsibilities.
- Proficiency in office computer applications and word processing.
- Applicants should also have an avid interest in government and the legislative process.

Application Instructions:

Please submit your resume and availability schedule to the Chief of Staff, JD Pedraza, at JD.Pedraza@house.texas.gov. Please make the subject of the email, "Application for Internship". If you have any questions, please feel free to contact JD Pedraza at (210) 262-3869.

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.

COMMITTEES: APPROPRIATIONS • WAYS & MEANS

CAPITOL OFFICE: P.O. Box 2910 • AUSTIN, TEXAS 78768-2910 • phone (512) 463-0708

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