



STATE REPRESENTATIVE HELEN GIDDINGS DISTRICT 109

LEGISLATIVE INTERN POSITION (Unpaid)

Part Time - 85th Legislative Interim

The office of State Representative Helen Giddings is currently seeking a motivated and responsible intern to assist in the day-to-day operations of the Capitol Office. It is a great opportunity to gain valuable experience in a legislative office.

Intern responsibilities will include answering phones, entering data, researching legislation, drafting and managing constituent correspondence, greeting visitors, assisting with general office tasks, writing correspondence, and other duties as assigned by the Representative or Chief of Staff.

Applicants must be proficient with basic computer software and have excellent written and oral communication skills. Internship requires at least a 6 hour per week commitment.

Interested candidates should email their **resume and weekday hours of availability during business hours** to Tamara Sadler at tamara.sadler@house.texas.gov For questions, please call the District office at (972)224-6795.

The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color national origin, age or disability in the employment or the provision of services. In compliance with the Americans with Disabilities Act, if you required reasonable accommodations during the application process, please call the House Personnel Office at (512) 463-0865