



**Legislative Intern Position for
State Representative Dan Huberty
Capitol Office**

Opportunity

Legislative Intern position in the Capitol office of State Representative Dan Huberty for the spring semester. This is an unpaid position that requires a large amount of reliability and responsibility. The internship would begin in January and conclude in May with potential to extend the internship.

Job Expectations

Seeking individuals who can demonstrate the following skill set:

- Interpersonal communication
- Clear and concise written communication
- Ability to communicate effectively and professionally via telephone and email
- Willingness to work with constituents
- Strong organizational skills
- Serve as a liaison to represent the office at various meetings and events
- Proficiency in Microsoft Word, Excel, Outlook and social networking websites
- Confidentiality
- Clerical Tasks
- Flexibility

Hours

Some flexibility Monday-Friday, with typically 15-35 hours a week.

Contact Molly Spratt at molly.spratt@house.texas.gov for more information.