



STATE REPRESENTATIVE
INA MINJAREZ

DISTRICT 124
BEXAR COUNTY

SPRING 2018

State Representative Ina Minjarez is seeking highly motivated and energetic applicants for an unpaid internship position in our District Office, **beginning immediately**.

The successful candidate will:

- Be currently enrolled as an undergraduate or graduate student or have graduated with an undergraduate degree.
- Express an interest in the legislative process, state policy issues and serving our community.
- Strong organizational skills and maintain an eye for detail.
- Ability to multi-task and manage multiple deadlines in a high-pressure environment.
- Possess strong research and writing skills.
- Professional appearance and personality, and ability to work well with others in a close office environment.
- Familiarity with standard Microsoft Office suite programs, Dropbox and iPad/iPhone applications, and social media.

Job Description: Duties will include:

- Providing support with community outreach, event planning, and communications;
- Attending public events, receptions, and networking opportunities in-district;
- Assisting with constituent case work and correspondence;
- Answering phones, general clerical duties and data entry;
- Greeting office visitors and guests;
- Creating reports for staff on events or meetings attended on behalf of the Representative;
- Attending public events, receptions, and networking opportunities in-district;
- Performing other administrative tasks and duties as assigned and directed.

Please email a resume, a short writing sample, and schedule availability to Nar Dorrycott, at nar.dorrycott@house.texas.gov . If you have any additional questions, please feel free to call our District Office at (210) 673-3600 or our Capitol Office at (512) 463-0634.

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.