

# Texas House of Representatives



## PONCHO NEVÁREZ

DISTRICT 74

### **POSITION AVAILABLE:** Communications Internship

**DESCRIPTION:** Responsible for assisting the Communications Director in professional writing, research projects, and social media content. Responsible for receptionist duties and directing phone traffic for the office. 10-15 hours a week, flexible scheduling around classes.

### **REQUIREMENTS:**

- Must be punctual, reliable & dress professionally
- Must have professional phone etiquette
- Must be detail oriented
- Must be organized and able to prioritize assignments
- Must be eager to learn about the legislative process

### **PREFERRED QUALIFICATIONS:**

- Marketing, Communications or Government major
- Involvement in student government
- Political activism or volunteer experience

**CONTACT:** To apply, please send resume & availability to Deputy Chief of Staff, Amy Rister at [Amy.Rister@house.texas.gov](mailto:Amy.Rister@house.texas.gov).

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