



## **ARMANDO L. WALLE**

**STATE REPRESENTATIVE  
HOUSE DISTRICT 140**

### **INTERNSHIP OPPORTUNITY (UNPAID)**

#### **DESCRIPTION:**

We are seeking bright, hardworking individuals to assist with the day-to-day operations of the District Office of State Representative Armando Walle. Interns will gain experience in the inner-workings of a legislative office, including performing constituent casework, maintaining the Representative's schedule and communicating with constituents on a daily basis. Interns will be under the direct supervision of the Constituent Services Director. Interns must commit to work 10-15 hours per week.

#### **EDUCATIONAL REQUIREMENTS:**

Applicants must be presently enrolled in college and receive academic credit for internship hours.

#### **SKILL REQUIREMENTS:**

- Strong oral and written communication skills
- Desire to learn new skills and gain new experiences
- Self-starter
- Willingness to work in a team-setting

#### **DUTIES AND RESPONSIBILITIES:**

- Performing constituent casework while maintaining confidentiality.
- Drafting constituent correspondence
- Maintaining constituent files
- Attending district meetings and events
- Clerical Duties, including data entry
- Other duties as needed

#### **TO APPLY:**

Please submit a cover letter and resume via e-mail to [Myriam.Saldivar@house.state.tx.us](mailto:Myriam.Saldivar@house.state.tx.us)