

State of Texas House of Representatives



Diana Maldonado
District 52

Office of State Representative Diana Maldonado **Legislative Intern - Capitol and District Offices**

Legislative Intern

State Representative Diana Maldonado is seeking applicants interested in participating in a legislative internship. This is an excellent opportunity for students interested in gaining substantive policy experience and learning more about the legislative process.

There are two locations available for these positions. One is located in downtown Austin at the state capitol and the other is located at the district office in Round Rock. Please specify which office you are interested in.

The positions are unpaid. Interns should have relatively flexible schedules.

Responsibilities:

- Monitor legislation and provide analysis to Rep. Maldonado and staff.
- Represent the office in meetings with stakeholders and constituents.
- Conduct policy analysis.
- Assist in team's effort to maintain constituent services database.
- Assist in researching and responding to correspondence.
- Regularly seek out public policy innovations.
- Assist in administrative duties.

Qualifications:

- Strong research and policy analysis skills.
- Proven ability to communicate effectively, both orally and in writing.
- Ability to work in a team structure and manage competing priorities.
- Demonstrated commitment to the values and policy priorities of the legislative team.

Application Process:

Please submit a resume and references to Chief of Staff, Amy Bruno
Amy.Bruno@house.state.tx.us. For questions, please call (512) 463-0670