PHILIP CORTEZ, Ph.D.
STATE REPRESENTATIVE
District 117

Legislative Internship (Unpaid)
San Antonio District Office

State Representative Philip Cortez is seeking a highly motivated and responsible summer and fall intern for an unpaid internship position in the San Antonio District Office, beginning immediately.

DUTIES AND RESPONSIBILITIES
- Providing support with community outreach, event planning and communications with constituents and stakeholders throughout the district;
- Attending events and meetings on behalf of the representative;
- Meeting with constituents and assisting with constituent casework and correspondence, as well as data entry;
- Researching policy issues and assisting with drafting legislation;
- Performing other administrative tasks and duties as assigned.

QUALIFICATIONS
- Be currently enrolled as an undergraduate or graduate student or have graduated with an undergraduate degree;
- Flexibility to attend events and meetings after work hours and weekends;
- Must possess strong writing and research skills
- Must be timely, organized, and multi-tasked oriented

SALARY
This is an unpaid internship opportunity.

To apply please send resume, sample writing piece and availability to Chief of Staff, Clarissa Rodriguez at clarissa.rodriguez@house.texas.gov or call the district office at (210) 923-3638.

The Texas 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 of the provisions of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the process, please call (512) 463-0865.