

**Location**

Austin, TX

**Organization**

TechNet

**Position**

Spring 2023 Internship: Texas and the Southeast

**Job Description**

TechNet's Texas office is seeking a highly motivated remote intern to assist in the tracking, organization, communication, and advancement of TechNet's legislative priorities in Texas and the Southeast Region during the spring of 2023. The Southeast region includes Texas, Louisiana, Mississippi, Alabama, Georgia, Florida, and South Carolina.

TechNet's intern will acquire practical experience while gaining first-hand exposure to the legislative process. The intern will work directly with TechNet's executive director for Texas and the Southeast, Servando Esparza. Key responsibilities for the internship will include:

- Conducting research on specific bills, issues, and voting records;
- Monitoring committee hearings and writing reports;
- Scheduling legislative meetings with policymakers and stakeholders;
- Tracking legislation across the region; and
- Other duties as assigned.

**HOURS/COMPENSATION:**

12 weeks, 15 hours per week, \$15 per hour

**QUALIFICATIONS/EXPERIENCE:**

- Current students enrolled in four-year college or graduate school
- College graduate
- Students/graduates with some previous legislative experience and/or understanding of the legislative process, regionally or in Texas, is preferred.

**DESIRED SKILLS:**

- Interest in learning more about the evolving technology sector and values continuous learning opportunities
- We are looking for an organized self-starter who can exercise independent judgement in a remote environment and able to work well under pressure
- High computer proficiency, including knowledge of Microsoft Office, spreadsheets, and virtual meeting software

- Excellent interpersonal skills and the ability to develop and maintain positive, collaborative relationships
- Ability to proactively prioritize work, resolve problems, and simultaneously manage multiple priorities to ensure goals and deadlines are met
- Must have an ability to effectively and professionally interact with colleagues, member companies, elected officials, and staff with diverse backgrounds and treat everybody with respect.

APPLY:

Submit a resume, cover letter briefly describing your experience in reference to the qualifications, and available days/hours beginning mid-January, by e-mail to: Servando Esparza at: [sesparza@technet.org](mailto:sesparza@technet.org) Position open until filled. Applications received by January 1st will be prioritized.

TechNet is an equal opportunity organization. We are committed to diversity and building an inclusive environment for people of all backgrounds and ages. Members of traditionally underrepresented communities, including women, people of color, LGBTQ, and people who are differently abled are encouraged to apply.