



Government Relations Internship

The Texas Association of Community Colleges is seeking a Government Relations intern for the 86th Legislative Session beginning in January 2019. The internship will provide hands-on experience working in the Texas legislature in support of the advocacy mission of TACC. By the end of the spring semester, our intern will learn the ins and outs of the legislative process and effective advocacy. The position is paid and would require up to **20 hours a week** including the potential for some nights and weekends.

Job Functions and Responsibilities:

- Reports directly to the Director of Government Relations, assisting with the advocacy mission of TACC
- Assists in preparing talking points, one-pagers, and other materials relevant to advancing the legislative priorities
- Assists the TACC advocacy team in distributing materials and visiting legislators' offices
- Assists in tracking legislation filed in the 86th Legislature
- Monitors legislative hearings and floor debates during session
- Assists the TACC advocacy team in updating TACC members with progress of the legislative session

Skills Sought:

- Excellent written and verbal communication skills
- Strong interest in state government, advocacy, and higher education
- Strong attention to detail and organizational skills
- Proficiency in Microsoft Word, Excel and PowerPoint preferred

Education:

- Must be enrolled in a post-secondary institution. Political Science or related major preferred

About TACC:

The Texas Association of Community Colleges is a non-profit advocacy association that represents the 50 independent community college districts across Texas. We work with lawmakers in the Texas Legislature in an ongoing effort to promote solid policies that improve student education across our 50 public community college member districts.

If you are interested, please email your resume and cover letter (no more than a page) to Dustin Meador (dmeador@tacc.org) before February 8, 2019.