



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS (“TDHCA”)
LEGISLATIVE INTERNSHIP ANNOUNCEMENT

SALARY: Up to \$15.88 Hourly
WORK HOURS: 16-20 hours/week during regular business hours (8:00 am to 5:00 pm Mon-Fri), 2-3 days/week
INTERNSHIP DATES: November 1, 2018 - May 24, 2019
APPLICATION DEADLINE: October 1, 2018

ABOUT US:

The Texas Department of Housing and Community Affairs (“TDHCA”) administers state and federal affordable housing, community services, energy assistance, and colonia programs through for-profit, nonprofit, and local government partnerships for Texans in need. TDHCA also regulates the manufactured housing industry.

GENERAL INTERNSHIP DESCRIPTION:

TDHCA is seeking an intern to assist with legislative and policy activities for the 86th Texas Legislative Session. This internship offers exposure to government meetings, programs, and services, housing and community services activities and needs in Texas, and the state legislative process, particularly the budget process.

SPECIFIC INTERNSHIP FUNCTIONS:

- Track, monitor, analyze and summarize legislation and legislative committee activities
Assist in agency cost estimate (Fiscal Note) development for proposed legislation
Respond to legislative requests
Prepare information packets and briefing materials
Analyze historical, perspective program data, such as expense, beneficiary and performance data, census data, etc.
Conduct policy research
Monitor policy-related media
Perform various tasks and other duties as assigned

QUALIFICATIONS:

Current college or graduate student with coursework in public affairs, government, political science, planning, or similar field(s) preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of legislative and state, federal, and local government processes.
Knowledge of issues related to affordable housing, homelessness, community services, and other TDHCA-related activities a plus.
Ability to monitor, analyze and summarize public hearing and legislative committee activities.
Ability to conduct quantitative and qualitative policy-related research.
Ability to work effectively with representatives from government agencies, legislative offices, and TDHCA staff
Proficiency in Microsoft Office Suite (i.e., Word, Excel, PowerPoint and Access), including but not limited to knowledge of computer chart, graph and table formatting.
Experience with data analysis using Excel, Access, or other spreadsheet or database software preferred.
Ability to synthesize complex policy issues preferred.
Excellent organization, written and oral communication skills
Ability to work independently and master new skills quickly in a fast-paced environment

PHYSICAL REQUIREMENTS:

- Regularly required to sit, read, talk, listen, and use hands. Ability to focus. Ability to lift up to 10 pounds.

TO APPLY:

- Submit a resume and one 500-word research summary, policy memo or summary of a complex issue (writing sample) to HR@tdhca.state.tx.us.
NOTE: Selected candidate will be hired through Goodwill Temporary Services (“GTS”) and must meet all hiring eligibility criteria as required by GTS and will be an employee of GTS.

No phone calls, please. Qualified candidates will be contacted for an interview.

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS



221 East 11th St., Austin, TX 78701
PO Box 13941, Austin, TX 78711
Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.
Relay Texas: 800-735-2989 (TTY/TDD) and 711 (Voice).

512-475-3800
1-800-792-1119

info@tdhca.state.tx.us
www.tdhca.state.tx.us

