



OFFICE OF THE  
**HARRIS COUNTY ATTORNEY**  
**CHRISTIAN D. MENELEE**

---

## **Fall 2024 Communications & Public Affairs Intern**

### **Overview**

The Harris County Attorney's Office is hosting an intern for the fall of 2024. This paid internship will offer an opportunity to learn more about an important local government office by joining the Communications and Outreach team for approximately 20 hours per week.

The internship is paid at \$15 per hour.

### **About the Harris County Attorney's Office**

The Office of the Harris County Attorney represents the Harris County government, the Harris County Flood Control District, the Harris County Toll Road Authority, and the Greater Harris County 9-1-1 Emergency Network in all civil matters, including lawsuits. The office also provides legal advice to county officials and employees.

The Office of the Harris County Attorney has the legal authority to protect the interests of the people of Harris County, including environmental issues, representing CPS cases, fighting for voting rights, and protecting consumers against fraud.

Elected in 2020, Harris County Attorney Christian D. Menefee is the first African American and the youngest person to serve in the position. County Attorney Menefee manages an office of 250+ attorneys and staff who represent the county, its 60 elected officials, and its 18,000+ employees in all civil matters and lawsuits.

### **Communications & Public Affairs Internship**

The Communications and Public Affairs Internship supports the work of the Communications and Outreach team and will assist with:

- Writing, editing, and proofreading materials like press releases, website content, brochures, blogs, and other communications materials
- Creating a monthly digital external newsletter, including interviewing, gathering information and writing content
- Supporting the department's internal communications and newsletters
- Maintain and grow community contact lists
- Assist with additional communications needs which may include event support, supporting content creation, or other duties as assigned
- Assist with research for topics relevant to HCAO priorities

**Qualifications**

Candidates should be enrolled in any college in either an undergraduate or graduate program at the time of the internship, possess strong writing and communications skills, and be interested in government affairs, public relations, communications, or a related field.

**The ideal candidate will be:**

- Interested in the nexus between government, public policy and social justice and different ways of communicating to diverse options
- Excellent at verbal and written communication
- Organized, creative, and detail-oriented
- Hardworking, able to take charge of independent projects, and confident enough to proactively contribute to team projects

General inquiries may be sent to [Communications@harriscountytexas.gov](mailto:Communications@harriscountytexas.gov).