



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

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## **Fall 2024 Communications & Youth Engagement 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.

The **Community Outreach & Engagement Intern** will support the Communications & Outreach team on external facing events, constituent services, and other activities. The intern will assist with planning and support for events hosted by the office, including the Summer Legal Academy and works with other Communications staff for overall support.

Duties include:

- Supporting the office's community outreach and overall recruitment to schools
- Assist with logistics, setup, and event support for the Summer Legal Academy
- Creating and organizing materials as needed for events
- Conducting a program evaluation
- Research and data entry
- Messaging and communications to key community stakeholders

**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
- Excellent at verbal and written communication
- Organized, creative, and detail-oriented
- Excited about working with diverse populations
- 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).