



## Texas Oil & Gas Association Internship Opportunity

The Texas Oil & Gas Association (TXOGA) is a statewide trade association representing every facet of the Texas oil and gas industry including small independents and major producers. Collectively, the membership of TXOGA produces in excess of 90 percent of Texas' crude oil and natural gas, operates over 80 percent of the state's refining capacity, and is responsible for the vast majority of the state's pipelines. In fiscal year 2019, the oil and natural gas industry supported more than 428,000 direct jobs and paid more than \$16 billion in state and local taxes and state royalties – the highest total in Texas history – funding our state's schools, roads and first responders. Founded in 1919, TXOGA is the oldest and largest group in the State representing petroleum interests and continues to serve as the only organization which embraces all segments of the industry.

### **TXOGA is looking for an intern with duties to include but are not limited to:**

- General administrative responsibilities (answering phone, greeting visitors, delivering items to Capitol)
- Large focus on assisting the membership and events team in all aspects of the event preparation and membership recruitment.
- Assisting the overall Association: Parking Lot, Policy Staff, Executive Management.
- Special projects, as assigned. Fluency in google docs and excel is encouraged.
- TXOGA Internships offer a flexible work schedule and free parking downtown.

A detailed and complete employment application is required to help us better evaluate your qualifications. Please list your complete employment history (to include all job duties responsibilities and employment dates) on your resume.

Hours Monday-Friday 8:30am – 5pm. 10-20 hours per week. Hours will vary depending on student's class schedule.

Notes to applicants junior, senior or graduate standing, registered at a college or university with a grade point average of 2.5 or above.

Interested in joining the TXOGA team? Email your resume to Neal Carlton at [ncarlton@txoga.org](mailto:ncarlton@txoga.org)

To learn more about TXOGA online please visit [www.txoga.org](http://www.txoga.org) or on

