



**FLORIDA HOUSE**  
On Capitol Hill

## **Meeting Management Intern**

Florida House on Capitol Hill is looking for an intern to work with the Deputy Executive Director to produce the Florida House Fall Board of Trustees meeting, scheduled for October 14 – 16, 2020. This is a 10-week part-time position (20 hours a week) beginning September 14 and ending November 6, 2020 and pays a stipend of \$950.00. Florida House follows all CDC and State of Florida guidelines regarding the coronavirus therefore this internship may be virtual. If the internship is virtual, the successful candidate must be available during normal business hours – 8:30 am – 5 pm. If the successful candidate is based in Washington, D.C., provisions may be made for you to be onsite at Florida House in accordance with company safety protocols.

Florida House on Capitol Hill is Florida's embassy in Washington, D.C., that connects, celebrates and champions Florida to the world. As the only state to have an embassy, Florida House offers students, visitors, those conducting business and our Congressional Delegation a place in Washington, D.C., to call home. Until this year we hosted hundreds of events, meetings, receptions and tours, showcasing the best of Florida. For over 45 years, we have proudly flown the U.S. and Florida flags outside our windows, remaining a nonpartisan, nonprofit 501(c)3 organization that accepts no state tax dollars. Florida House is owned by the people of Florida and governed by a Board of Trustees with over 100 members from Pensacola to Miami. Each year the Board meets in the spring in Washington, D.C., and in the fall in Florida to discuss the operation, management and programs of Florida House.

Intern Responsibilities include:

- Tracking registrations for the Fall Board of Trustees Meeting
- Coordinating and producing pre-meeting mailings
- Working within a budget to ensure costs are managed
- Preparing communications with attendees and speakers
- Working with Committees and Task Forces to prepare reports for the meeting
- Preparing on-site materials including PowerPoint presentations
- Attending the meeting either in person or virtually to assist the staff with logistics
- Following up on invoices, thank yous and logistics after the meeting

Qualifications:

- A sophomore, junior or senior
- Excellent organizational, management, writing and communication skills
- Ability to manage projects while working remotely
- Proficiency with Microsoft Word, Powerpoint, Excel and cloud-based systems
- Familiarity with hosting a Zoom meeting with breakout rooms

- Ability to interact with executives and donors from across Florida coming together for a common purpose
- Photography/Video/Social Media/Constant Contact experience helpful
- A passion to connect, celebrate and champion Florida in all duties and tasks

You will need:

- A laptop computer
- A mobile phone

How to apply:

- Visit [www.floridahousedc.org](http://www.floridahousedc.org) and complete the application under the Programs tab: Become A Florida House Intern
- Deadline for applications is September 4. Interviews will be conducted as applications are received.
- We encourage you to review our website and social media channels before applying and interviewing.

Florida House on Capitol Hill does not discriminate against race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates).