

About this Job

Program Details

Florida House is currently seeking four students to serve for eight weeks as summer interns at Florida's embassy in Washington, D.C. Students interested in the operation of a nonprofit organization including event management, hospitality, education, marketing, communications and social media, technology, and government are encouraged to apply. **Please note that we intend to offer this internship experience in-person. Should this not be possible, the option to intern virtually may be considered.**

Interns will be assigned a term-long project specifically designed for their personal strengths and interests. Florida House interns also work as a team to coordinate and produce the Intern Seminar Series, scheduled to start on Thursday, June 10— weekly gatherings of their peers from around Washington, D.C. that features different members of the Florida Congressional Delegation and other D.C. professionals as speakers. **Other** duties include welcoming guests, giving tours of Florida House, administrative work, and assistance in organizing meetings and events.

The internship program at Florida House is unique in that students are given the opportunity to spend two days a week working at a secondary site. Coordinated by the Florida House team, the interests and preferences of the selected interns will be considered in selecting off-site internships. Opportunities include serving as a Congressional intern for a Florida Congressman or Congresswoman, or interning with another local organization. Please note these off-site opportunities may not be available due to public health restrictions.

Two terms are offered, the first from June 1 until July 23, 2020 and the second from June 7 until July 30, 2020. Student may request either term. Interns are expected to complete 40 hours of work each week between their duties at Florida House and their off-site internship.

Duties

- Successfully complete an assigned term-long project at Florida House
- Complete assigned projects at an off-site location two days a week
- Work with the other interns to produce the weekly Intern Seminar Series
- Serve as an ambassador for Florida House on Capitol Hill by welcoming guests and leading tours
- Participate in weekly staff meetings and task force conference calls
- Assist in the promotion of Florida House by ensuring that Congressional offices and Capitol Hill businesses are supplied with marketing materials
- Communicate with the Florida House trustees regarding their internship experience
- Complete administrative and other duties as assigned

Qualifications

- Must be currently enrolled at a college or university as a sophomore, junior, or senior. Preference is given to students at a Florida institution or Floridians attending an institution outside of Florida.
- Must demonstrate outstanding written and oral communications skills

- Must demonstrate a high level of organization and self-motivation
- Must be able to be non-partisan in all of your dealings at Florida House

Florida residency is not a requirement, but candidates must show an enthusiasm for promoting all things Florida.

Application Process

Applications are due by 5pm on February 16.

Students are required to submit a cover letter and resume in addition to completing the online application. Virtual interviews will be conducted with qualified candidates starting on February 1 and will continue as applications are received. A final virtual interview with the Florida House Executive Director will be required. Florida House does not and shall not discriminate on the basis of race, color, age, sex, religion, ethnicity, sexual orientation, national origin or disability. We encourage you to review our website before applying to familiarize yourself with the work of Florida House and determine your interest in submitting an application. Students from various educational paths and majors are encouraged to apply.

Benefits

Interns receive a stipend of \$1,500 to help defray expenses. Housing is not provided but Florida House can assist in finding accommodations. Florida House will also arrange for various opportunities throughout the term to explore Washington, D.C. from a cultural perspective.

Application link

<https://floridahousedc.org/become-a-florida-house-intern/>

About Florida House

Florida House is our state embassy on Capitol Hill that connects, celebrates, and champions Florida to the world. We welcome more than 10,000 visitors to Washington, D.C. each year, whether on vacation or conducting business. Founded by Rhea Chiles in 1973, Florida House is owned by the people of Florida. As a 501(c)3 non-profit, non-partisan organization, Florida's embassy does not accept federal or state tax dollars and is supported by Floridians and Floridian-at-Heart.

Florida House is grateful for the support of over 100 trustees from throughout the state of Florida, many of whom have graciously sponsored student interns.

Florida House is **UNIQUE**: We are proud to serve as Florida's embassy in Washington, D.C. and are the only state to have an embassy. As a non-partisan non-profit organization, we are funded solely through private donations and provide a welcoming space for all Floridians. Florida House is **ENGAGING**: We work to connect Floridians to Washington, D.C. and vice versa through educational, cultural, economic, and social resources that engage students, visitors, guests, our Congressional Delegation, Floridians and Floridians-at-Heart. Florida House is a **DESTINATION**: We are a place for Floridians living in and visiting our nation's capital providing a taste of home and a sense of belonging and pride.