



FLORIDA HOUSE
On Capitol Hill

**Meeting Management Intern
Florida House on Capitol Hill, Fall, 2021**

Florida House on Capitol Hill is looking for an intern(s) to work with the Deputy Executive Director and Manager of Events and Operations to produce the Florida House Fall Board of Trustees meeting, scheduled for October 19 - 21, 2021 at the Willard Intercontinental Hotel in Washington, DC. Other duties include assisting with onsite events at Florida House. This is an eight-week part-time position (20 hours a week) beginning September 13 and ending November 5, 2021 and pays a stipend of \$1,000.00. Florida House follows all CDC, District of Columbia and State of Florida guidelines regarding the coronavirus. The successful candidate(s) must be available during normal business hours – 8:30 am – 5 pm and occasionally after hours, depending on the event schedule.

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 Tallahassee to Miami. Each year the Board meets in the spring in Florida and in the fall in the nation's capital to discuss the operation, management and programs of Florida House.

Intern Responsibilities include:

- Attending the Fall Board Meeting, including day and evening hours on October 20 and 21, and through 2 pm on October 22, to assist the staff with logistics including meeting room set-up, onsite and offsite event preparation, audio visual coordination, and implementing the meeting itinerary and agenda
- Tracking registrations for the Fall Board of Trustees Meeting
- Coordinating and producing pre-meeting electronic communications for attendees & speakers
- Working within a budget to ensure costs are managed
- Preparing on-site materials including PowerPoint presentations and Committee Reports
- Following up on invoices, thank yous and logistics after the meeting
- Database management

- Serve as an ambassador for Florida House on Capitol Hill by welcoming guests and leading tours
- Communicate with the Florida House trustees regarding their internship experience
- Complete administrative and other duties as assigned

Qualifications:

- A junior or senior at a college or university
- Excellent organizational, management, writing and communication skills
- Ability to manage projects and time while working remotely
- Proficiency with Microsoft Word, Powerpoint, Excel, Canva 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
- Meeting or event planning experience is helpful
- Photography/Video/Social Media/Constant Contact experience helpful
- A passion to connect, celebrate and champion Florida in all duties and tasks
- Be non-partisan in all your dealings at Florida House

You will need:

- A laptop computer
- A mobile phone

How to apply:

- You are being invited to apply based on your previous application and interviews with Florida House. Please indicate your interest in the position no later than Friday, August 6. Please note the position(s) may be filled before August 6.
- Interest in the position does not mean acceptance into the intern program. You will be contacted for a subsequent interview once we receive an email indicating your interest. A final decision will be made no later than August 13.
- We encourage you to review our website and social media channels before applying and interviewing to familiarize yourself with the work and operations of Florida House.

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).