

About this Job

Program Details

Florida House is currently seeking up to five 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 and a focus in business, event management, hospitality, education, marketing, communications and social media, technology, and government are encouraged to apply. Please note this internship experience is in-person in Washington, D.C.

Interns will be assigned a term-long project that fulfills the goals of the Florida House mission to connect, celebrate and champion Florida to the world. Interns are matched to their project based on their skills, interests, and goals, as well as the needs of Florida House. Previous projects having included developing curriculum for visiting school groups, creating marketing outreach to potential supporters, and recording and editing video interviews for interactive fine art museum panels. Each project can benefit the intern by developing critical professional skills needed for future career goals, as well as filling a mission-critical need for Florida House.

Florida House interns also work as a team to coordinate and produce the Intern Seminar Series (ISS), scheduled to start on Thursday, June 9. The ISS is a weekly gathering of your peers from around Washington, D.C., and features different members of the Florida Congressional Delegation and other D.C. professionals as speakers. Other intern duties include welcoming guests, giving tours of Florida House, administrative work, and assistance in organizing meetings and events, both in person and virtual.

The internship program at Florida House is unique in that students are given the opportunity to spend two-days a week working in the office of a member of Florida's Congressional Delegation. Coordinated by the Florida House team, the interests and preferences of the selected interns will be considered in assigning off-site internships. Although not all offices have re-opened to on-site interns, we expect them to be open by June, 2022. This placement will require acceptance by the Congressional office and may require a second interview. Please note that interns are not guaranteed their first-choice placement, although Florida House will make every effort to match the intern with an office that meets their interests and political affiliation.

Two terms are offered, the first from May 31 until July 22, 2022 and the second from June 6 until July 29, 2022. Students 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. The successful candidates must be available during normal business hours: 8:30 am – 5 pm and occasionally after hours, depending on the event schedule. Please consider this before you apply in case you are planning to take classes over the summer.

Duties

- Successfully complete an assigned term-long project at Florida House with deliverables and deadlines
- Complete assigned projects at an off-site location two days a week
- Work with the other interns to produce the weekly Intern Seminar Series and other virtual events

- Serve as an ambassador for Florida House on Capitol Hill by welcoming guests and leading tours
- Actively participate in weekly meetings
- 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 Junior (class of 2023), Senior (class of 2022), or in graduate school.
- A passion to connect, celebrate and champion Florida in all duties and tasks
- Must demonstrate outstanding written and oral communications skills
- Must demonstrate a high level of organization and self-motivation
- Photography/Video/Social Media/Constant Contact experience helpful
- Must be able to be non-partisan in all of your dealings at Florida House

You will need

- A laptop computer
- A mobile phone

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 22. No applications will be considered after that time.

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 7 and will continue as applications are received. A final virtual interview with the Florida House Executive Director will be required for select candidates. Successful candidates will be notified on March 11, 2022. 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 recommend options for accommodations. Florida House will also arrange for various opportunities throughout the term to explore Washington, D.C. from a cultural perspective. No other benefits will be provided.

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 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.