



**FLORIDA HOUSE**  
On Capitol Hill

**Meeting Management Intern**  
**Florida House on Capitol Hill, Fall, 2022**

Florida House on Capitol Hill is looking for an intern to work in-person for approximately 20 hours a week with the Deputy Executive Director and Manager of Events and Operations to produce the Florida House Fall Board of Trustees meeting, scheduled for October 12 - 14, 2022 at the Willard Intercontinental Hotel in Washington, DC. Following the completion of the Board of Trustees Meeting, this intern will continue to work on marketing, programs and event management projects related to fundraising and special initiatives.

This is a twelve-week part-time position beginning September 6 and ending December 2, 2022 (with a full week off for the Thanksgiving holiday) and pays a stipend of \$1,500.00. Staff will work with the successful candidate to design their work schedule, but hours must fall within Florida House's business hours (Monday-Friday, 8:30am until 5pm).

Intern Responsibilities include:

- Attending the Fall Board Meeting, including day and evening hours on October 12 and 13, and through 2 pm on October 14, to assist the staff with logistics including meeting room set-up, registration management, materials distribution, onsite and offsite event preparation, audio visual coordination, and implementing the meeting itinerary and agenda
- Securing and coordinating with meeting vendors, including catering, event décor, and others as directed by the Deputy Executive Director
- Work with Florida House staff to create meeting materials, including committee reports and meeting presentations
- 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
- Following up on invoices, thank yous and logistics after the meeting
- 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

**Required Qualifications:**

- Currently enrolled in an undergraduate, graduate, or professional program
- Excellent organizational, management, writing and communication skills
- Ability to manage projects and time while working with a remote supervisor
- Proficiency with Microsoft Word, Powerpoint, Excel, Canva and cloud-based systems
- Ability to interact with executives and donors from across Florida coming together for a common purpose
- A passion to connect, celebrate and champion Florida in all duties and tasks
- Be non-partisan in all your dealings at Florida House
- The ability to participate in all outlined activities related to the Fall 2022 Board of Trustees Meeting
- The ability to work onsite for 20 hours per week, with occasional scheduled telework

**Preferred Qualifications**

- Experience in meeting and/or event planning
- Experience in photography and video
- Ties to Florida

**You will need**

- A laptop computer
- A mobile phone

**Application Process**

Applications are due by 5pm on August 12. 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 beginning on August 5 and will continue as applications are received. A final virtual interview with the Florida House Executive Director will be required for select candidates. 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 and social media 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.

Florida House is located at 1 2<sup>nd</sup> St. NE, Washington, D.C. 20002, across the street from the Supreme Court and one block from the U.S. Capitol. The closest Metro stops are Union Station and Capitol South.