



**Meeting Management Intern  
Florida House on Capitol Hill, Spring, 2023**

Florida House on Capitol Hill is looking for an intern based in the Sarasota area to work remotely with the Deputy Executive Director and Manager of Events and Operations to produce the Florida House Spring Trustees Meeting, scheduled for April 19 - 21, 2023 at the Ritz Carlton Hotel in Sarasota, Florida. This is an eight-week part-time position (20 hours a week) beginning March 6 and ending May 5, 2023 and pays a stipend of \$1,000.00.

The successful candidate must be available during normal business hours – 8:30 am – 5 pm, and can work with the Florida House team to determine a schedule.

**Duties:**

- Attend the Spring Trustee Meeting, including the afternoon of April 18, and the day and evening hours on April 19 and 20, and through 2 pm on April 21 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
- Conduct site visits as needed
- Work with staff to secure vendors for the program, including transportation and decor
- Track registrations for the Spring Trustee Meeting
- Coordinate and produce pre-meeting electronic communications for attendees & speakers
- Work within a budget to ensure costs are managed
- Prepare on-site materials including PowerPoint presentations and Committee Reports
- Follow up on invoices, thank you notes and logistics after the meeting
- Communicate with the Florida House trustees regarding their internship experience
- Complete administrative and other duties as assigned

**Qualifications:**

- Currently resides in the greater Sarasota area
- Enrollment at a University or College, with preference given to current Juniors (class of 2024) or Seniors (class of 2023). Younger candidates may be considered with a high level of professional experience
- 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
- 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
- A reliable plan for transportation

**Application Process**

Applications are due by 5pm on January 17, 2023. 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** – no submissions will be considered without all three documents. Virtual interviews will be conducted with qualified candidates starting on January 17 and will continue as applications are received. Select candidates may be asked for a second interview with the Florida House Executive Director, and may be asked for additional materials, including professional or academic references. Successful candidates will be notified on January 27, 2023. 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 channels 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 \$1,000. Their participation in the Trustee Meeting, including meals during the event, will also be covered. They may also be reimbursed for any transportation done at the explicit direction of their supervisor.

**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.