

## **Meeting Management Intern Florida House on Capitol Hill, Fall, 2023**

Florida House on Capitol Hill is looking for an intern(s) to work with the Chief Development Officer and the Events and Operations Manager to produce the Florida House Fall Trustee Meeting, scheduled for October 25 - 27, 2023 at the Willard Intercontinental Hotel in Washington, DC. Other duties include assisting with onsite events at Florida House. This is a twelve-week, part-time position (20 hours a week) beginning the week of September 11 and ending the week of December 4, 2023 (with one week off for the Thanksgiving Holiday). The internship pays a stipend of \$1,500.00. 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; all hours are either in-person at Florida House or on-site for the Trustee Meeting.

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. Each year we host hundreds of events, meetings, receptions and tours, showcasing the best of Florida. For almost 50 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 140 members from Tallahassee to Miami. Each year the Trustees meet 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 Trustee Meeting, including day and evening hours on October 25 and 26, and through 2 pm on October 27, 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 Trustee 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
- 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
- Ability to assist in some physical activity, like conducting tours of Florida House and setting up meeting materials
- A passion to connect, celebrate and champion Florida in all duties and tasks
- Be non-partisan in all your dealings at Florida House

Candidates with ties to Florida will be given priority consideration.

#### You will need:

- A laptop computer
- A mobile phone

#### **Application Process**

Applications are due by 5pm on August 11. 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 July 31 and will continue as applications are received.

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 \$1,500 to help defray expenses, to be paid in two disbursements. 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.