



## **About this Job**

### **Program Details**

Florida House is currently seeking four 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 with 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 achieves 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 have included developing social media strategies for specific campaigns, creating new marketing materials aimed at major stakeholders, creating an educational program supported by videos, and designing new interactive panels for the fine art collection. 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 6. The ISS is a weekly gathering of students from Florida interning in Washington, D.C. and features different members of the Florida Congressional Delegation, as well as other D.C. professionals, as speakers. Other intern duties include welcoming guests, giving tours of Florida House, and administrative work as needed.

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. 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 28 until July 19, 2024 and the second from June 3 until July 26, 2024. Students may request either term. Interns are expected to work eight hours per day while at Florida House, with additional hours on Thursdays to accommodate the Intern Seminar Series. Days are typically eight hours at the Congressional sites as well, although interns may be asked to stay later depending on the schedule. The successful candidates must be available during normal business hours for both sites – 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 and other related programs
- 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, with preference given to those currently in their Junior (class of 2025) or Senior (class of 2024) year. Younger candidates will be considered with a high level of professional experience
- 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

Candidates either from Florida or attending a college or university in Florida will be prioritized; exceptional candidates without ties might be considered based on the strength of their application as long as they display a high level of enthusiasm for promoting all things Florida.

### **You will need**

- A laptop computer
- A mobile phone
- To be professionally dressed, and have a professional attitude, while at work

### **Application Process**

Applications are due by 5pm on February 20<sup>th</sup>, 2024. 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 February 6 and will continue as applications are received. A second round of interviews for select candidates will take place beginning on February 19, and candidates invited to participate in this round may be asked for additional materials, including professional or academic references. Successful candidates will be notified by March 15, 2024. 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 in the range of \$3,000-\$4,000 (depending on number hired) to help defray expenses, to be paid in two disbursements. Florida House does not provide housing for interns, but can recommend options for interns to research. 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 140 trustees from throughout the state of Florida, many of whom have graciously sponsored student interns. The intern program is also supported by two foundations: The Mosaic Company and the JM Rubin Foundation.

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.