

Florida House on Capitol Hill Summer Internship

About Florida House on Capitol Hill:

Located in the heart of Washington, D.C. across from the Supreme Court, Florida House on Capitol Hill is America's Only State Embassy. Our mission is to connect, celebrate, and champion Florida. We are a non-profit, non-partisan organization and serve as a cultural and historical hub for Florida's residents and visitors in the nation's capital. We first opened to visitors in 1973; since then, have expanded our hospitality services to include programs such as rotating exhibits and Book Club. For more information, visit www.floridahousedc.org or check us out on Facebook, Instagram, LinkedIn, or X: @floridahousedc.

Internship Overview:

The Florida House on Capitol Hill Summer Internship is for motivated students and recent graduates looking for a unique opportunity to gain hands-on experience in both nonprofit and congressional settings. This summer internship program is available for up to four students who will be working in Washington, D.C. in June and July 2026. The internship is unique as it offers a blend of tasks for Florida House and in the offices of Florida's congressional delegation – part of the 5-day week will be spent working for Florida House and part at the Congressional Office in the Capitol complex.

While working for Florida House, the four interns will collaborate to plan and execute the Florida House Summer Intern Seminar Series. This series will bring together members of Florida's congressional delegation and interns from Florida and across Washington D.C. to discuss a range of topics, including policy issues, personal experiences, and insights into working in Washington, D.C. The Summer Intern cohort will handle coordinating outreach and promotion of the event, as well as facilitating the meetings.

Position Dates and Schedule:

- Internship Duration: June 1, 2025 - July 24, 2026
- Orientation: June 8, 2026 (All-intern orientation for Florida House)
- Work Schedule:
 - 3 days per week working for Florida House (9:00 AM – 5:00 PM)
 - 2 days per week at a congressional office of Florida's delegation (schedule TBD)

Internship Responsibilities:

- Florida House Tasks:
 - Facilitate the Summer Intern Seminar Series together as an intern cohort
 - Work on projects related to non-profit development, marketing, communications, and more.
 - Assist in program development and outreach efforts for Florida-based events and initiatives.

- Collaborate with your fellow interns in workshops related to professional and personal development.
- Congressional Office Tasks:
 - Perform administrative tasks such as managing correspondence, organizing meetings, and supporting office functions.
 - Participate in policy research and assist with ongoing legislative projects related to Florida's interests.
 - Gain exposure to public policy and legislative processes.

Skills and Knowledge Acquired:

- Exposure to advocacy, government relations, and the policy-making process.
- Experience in event planning, public relations, and community engagement.
- Hands-on experience with non-profit management and communications strategies.
- Insight into Florida's role in federal policy, particularly through congressional outreach.

Minimum Qualifications:

- Current student or recent graduate pursuing a degree in Government, Political Science, Public Policy, Communications, Nonprofit Management, or a related field.
- Strong interest in Florida politics, government relations, and/or non-profit work.
- Ability to work independently, demonstrate a self-starter attitude, and have excellent organizational skills.
- Strong written and verbal communication skills, with the ability to compose clear, concise materials.
- Experience with Microsoft Office Suite (including Outlook) and general office tasks; familiarity with social media and marketing tools is a plus.
- Experience in Canva.

Preferred Qualifications:

- Current resident of Florida/attending a Florida university, or Floridians attending Washington D.C.-based universities.
- Prior internship or volunteer experience in a government office or nonprofit organization.
- Knowledge of Florida's political landscape and/or experience with public policy issues.

Compensation:

This internship offers a total stipend of \$2,000, which will be paid in two installments:

- \$1,000 at the end of the first week of the of the internship
- \$1,000 at the halfway point (July 1, 2025)

To Apply:

Please submit your resume and a cover letter detailing your interest in the internship and any relevant experience. Applications will be accepted via email to: claire.king@floridahousedc.org

Deadline for Application: February 11th, 2026 but interviews will begin when applications are received, so positions may be filled before the deadline.