

The Children's Movement of Florida



Spring 2018 Internship

Description:

The Children's Movement of Florida is looking for a student to serve as an intern this fall. They will be based at the headquarters in Miami, Florida and report to the Chief of Staff. They will assist in daily activities and, with guidance from staff, support in various projects during their time at the Children's Movement of Florida.

Responsibilities:

- Conduct research on early childhood policy, advocacy, and related issues
- Attend and report on Advisory Board meetings across the state, as well as community meetings and events
- Assist in planning and executing outreach events
- Provide administrative support in the office as needed and help maintain database
- Attend legislative engagement meetings and events
- Special projects by the Outreach and Engagement, Development, and Communications Departments

Requirements:

- Demonstrated interest in early childhood policy and advocacy in the state of Florida
- Strong interpersonal skills, willingness to learn, and ability to work within a team
- Strong writing skills
- Must be enrolled in a relevant undergraduate, graduate or post-graduate academic program
- Proficient in Microsoft Office
- Ability to travel to attend meetings, presentations, and events outside of the office
- Bilingual is a plus
- Experience with Photoshop/Illustrator/WordPress is also a plus

Classification:

Minimum 20 - 25 hours a week and a 3-month commitment. The Children's Movement does NOT provide housing or transportation. Academic credit or a modest stipend will be offered.

How to Apply:

Applications will be considered on a rolling basis until position is filled. Interested candidates should submit a resume and a cover letter to Krsha Sendón at Krsha.Sendon@childrensmovementflorida.org with the subject line: "Spring Internship 2018."