

# The Children's Movement of Florida



## Outreach and Engagement Fall 2019 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 Outreach and Engagement Coordinator. 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
- Assist in campaign development through mapping and making calls

### **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
- Reliable transportation to attend meetings, presentations, and events outside of the office
- Bilingual is a plus

### **Classification:**

Minimum 20 - 25 hours a week and a 3-month commitment, September – November/December . The Children's Movement does NOT provide housing or transportation. Academic credit or a modest stipend of \$500 a month 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](mailto:Krsha.Sendon@childrensmovementflorida.org) with the subject line: "Fall Internship".