



Position: Advocacy Intern

We are seeking a proactive and dynamic Advocacy Intern to bolster our communications strategy in preparation for and during the 2024 Legislative Session. Working closely with our dedicated team, the intern will play a critical role in amplifying our mission and helping drive our initiatives to help save and preserve historic sites all over the state.

This role calls for an individual ready to dive into the fast-paced environment of nonprofit advocacy. The Advocacy Intern will assist the team in effectively communicating our mission to a broader audience, under our Connect strategic pillar. With a focus on grassroots advocacy and strategic communication, the intern will help to create and disseminate engaging content across various platforms, fostering engagement with our members and stakeholders during the legislative session.

Responsibilities

Legislative Session Communication (90% of time)

- Assist in the development and execution of communication strategies aligned with the advocacy objectives.
- Create engaging content, including press releases, newsletters and social media updates to highlight our advocacy efforts during the legislative session.
- Monitor legislative developments and assist in crafting timely and relevant responses.
- Collaborate closely with the Development Director to amplify our member advocacy communications and engagement efforts.

Organizational Excellence (10% of time)

- Assist in preparing reports and presentations for the Board of Directors.
- Provide logistical support for fundraising events and other organizational activities.

Position Requirements

- Currently pursuing or completed a Bachelor's Degree in Communications, Political Science or a related field.
- Excellent written and verbal communication skills.
- Demonstrated interest in advocacy, historic preservation or the nonprofit sector.
- Ability to work effectively in a fast-paced environment, managing multiple tasks with deadlines.
- Proficient with Microsoft Office; familiarity with membership platforms/donor databases and online communications tools is a plus.





Position Details

- Job type: Internship
- Duration: October-March 2024
- Schedule: Flexible, with a commitment of 15-20 hours per week
- Location: Florida Trust House, 906 E Park Ave, Tallahassee
- Stipend: \$17 per hour
- Reporting to: CEO & President

The ideal candidate

- Is keenly interested in the intersection of advocacy, communication and historic preservation.
- Is a self-starter, capable of taking initiative and working independently or as part of a team.
- Possesses excellent organizational skills with the ability to juggle multiple projects effectively.
- Has a flair for storytelling, with the ability to craft messages that inspire action.

The Florida Trust is an equal opportunity employer committed to racial justice, equity, and an inclusive workplace.

To Apply

- Interested candidates should send their applications to Dafni Kirkpatrick at dkirkpatrick@floridatrust.org. To be considered, please include:
 - Resume
 - Cover letter explaining your interest in this role and how your skills align with the position
 - Two references (applicants will be notified before references are contacted)
 - One writing sample showcasing your ability to communicate effectively on advocacy issues

We look forward to receiving your application and potentially welcoming you to our dedicated team working to preserve Florida's rich heritage.

