



## JOB DESCRIPTION

**Job Title:** Intern  
**Department:** External Affairs & Communications  
**Reports To:** Director, Communications; Director, Policy  
**FLSA Status:** Non-Exempt  
**Approved By:** Robert Schlotman, Chief Operating Officer  
**Approved Date:** November 2019  
**Location:** Tallahassee  
**Salary:** \$10/hour, not to exceed 25 hours/week

### ABOUT EFI

Enterprise Florida, Inc. (EFI) is a public-private partnership between Florida's business and government leaders and is the principal economic development organization for Florida. EFI's mission is to expand and diversify the state's economy through job creation.

**BASIC PURPOSE:** This internship position is responsible for assisting the External Affairs and Communications teams with drafting and editing the agency's internal and external communications, monitoring proposed and enacted state legislation that may impact the organization, business partners, and other organizations.

### ESSENTIAL ACCOUNTABILITIES or TASKS:

- Research and analyze government affairs and legislative information
- Competence with Microsoft Office applications (Excel, PowerPoint, Word)
- Assist communications team on research and content creation
- General administrative office support as needed

### MINIMUM QUALIFICATIONS REQUIRED:

- Pursuing a Bachelor's degree in public policy, political science, government affairs, public relations or a related field.
- Must be detail oriented, with project management and organizational skills
- Must be a quick learner with a positive attitude
- The ability to work with limited supervision

### PREFERRED QUALIFICATIONS:

- Knowledge of economic development and government agencies.

### SUPERVISION

Not applicable for this position

### ACCOUNTABILITY: Impact and Scope:

No financial or other measurable accountabilities have been identified for this position

Send cover letter, current transcript, and an up-to-date resume to: [hrdirector@enterpriseflorida.com](mailto:hrdirector@enterpriseflorida.com) with the subject line: **EFI External Affairs Intern – Tallahassee.**

EFI is subject to the Public Records Law and the Sunshine Law, therefore, submissions to this job announcement could be subject to public disclosure.

**Enterprise Florida is a drug and alcohol-free workplace.**

