

Staff Title	Communications Intern
Organization	Equality Florida. Our core issues are legal recognition of our families, creating safe schools, obtaining a statewide civil rights bill and ending the ban on gay adoption. We target these issues through education, advocacy and mobilization. Visit our website at www.eqfl.org for more information.
Work Location	Tampa / St. Petersburg. Will consider an alternate base location for highly experienced candidates.
Staff Impact	The Communications Intern will provide support for Equality Florida's Communications Department. The individual will report directly to the Director of Communications and play a critical role in maintaining and expanding the organization's brand and public image. Projects will include coordinating the publication of various collateral materials critical to the success of the organization's mission, such as the quarterly newsletter. The position will also assist with the drafting and proofreading of press releases, action alerts, issue papers and fundraising pieces. This position will be responsible for keeping projects on schedule by meeting deadlines and assisting other staff in providing timely submissions.
Staff Benefit	The Communications Intern will investigate and utilize ever-changing communications tools and concepts that enhance the effectiveness of the organization's education and advocacy programs. This position will provide in-depth exposure to all aspects of a grass roots movement. The position will provide an opportunity for creative expression within practical applications and yield a portfolio of effective communication devices. This role will also provide a tremendous sense of accomplishment as you see your talents and efforts make a difference in the lives of the LGBT community.
Qualifications	<ol style="list-style-type: none"> 1. Passion for the issues of equality and social justice. 2. Excellent written communication skills. 3. Proven track record of being a well-organized self-starter. 4. Strong attention to detail. 5. Demonstrated ability to multi-task in a creative environment. 6. General knowledge of lesbian, gay, bisexual and transgender issues with an ability and desire to develop new expertise in Equality Florida's issue areas 7. Strong interpersonal skills, including an ability to cultivate relationships across Equality Florida's diverse member base. 8. Willingness to travel as needed (10 to 20 %) 9. Desire to be part of a small but dynamic team of staff and volunteers committed to these issues 10. Strong computer skills 11. Prior experience in working with Media preferred but not required
Commitment Required Training	<p>20 hours per week (based on a 12 week semester)</p> <p>Occasional weekends and evenings.</p> <p>1 week of general orientation training at our corporate office in St. Petersburg.</p>
Staff Supervisor	Director of Communications

Responsibilities & Duties

Under the direction of the Director of Communications:

1. Direct Mail Solicitations – Coordinate all aspects of producing and distributing quarterly direct mail campaigns.
2. Newsletter – Coordinate all aspects of producing
3. and distributing a quarterly newsletter, including working with graphic designers, printers, mail-houses, etc.
4. Media Management – assist with maintaining a comprehensive and accurate media contact list, as well as drafting and distributing press releases.
5. Public Policy and grass roots organizing – Assist in the creation of collateral materials that enhance the effectiveness of our education and advocacy.

Equality Florida is an Equal Opportunity Employer. Beyond the categories included in state and federal law, we do not discriminate based on sexual orientation or gender identity. Women and people of color are strongly encouraged to apply.