

Staff Title	Public Policy 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.
Work Location	TBA
Staff Impact	The Public Policy Intern will be deal directly with matters of public policy and legislation relevant to Equality Florida’s mission and goals. This will include logistical support for EQFL Coalition infrastructures, legislative tracking, and materials development.
Staff Benefit	The Public Policy Intern will be an agent of positive change for social justice and will gain skills in interpersonal communication, coalition building, team building, legislative tracking and analysis, and event planning
Qualifications	<ol style="list-style-type: none"> 1. Demonstrated passion for social justice and GLBT issues 2. Demonstrated record of successful coalition-building 3. Ability to travel extensively throughout the region 4. Highly organized, detail-oriented, and able to handle multiple projects simultaneously in a fast-paced environment 5. Excellent writing skills, computer and Internet proficiency, and strong verbal communication skills 6. Demonstrated commitment to Equality Florida and to advancing Equality Florida’s goals and objectives
Commitment Required	20 hours per week (based on a 12 week semester) Occasional weekends and evenings.
Training	One week training with the Student Coordinator or Senior Staff in the St. Petersburg, Orlando, or Miami office
Staff Supervisor	Public Policy Director
Responsibilities & Duties	<ol style="list-style-type: none"> 1. Legislative monitoring with an emphasis on bill, sponsor, and vote tracking. 2. Communication and cooperation with Field Staff to assist in strategic targeting of decision makers, setting of legislative appointments, and coordination of public education campaigns in support of legislation. 3. Cooperation with Field Staff and Communications Director to coordinate rapid response mobilization (emails, phone calls, letter to the editor, media) 4. Monitor media coverage of public policy issues. 5. Manage Strategic Plan timeline for local and state coalition work that is coordinated by EQFL. 6. Provide logistics support to Coalition infrastructures (i.e. meeting reminders, distribution of agenda’s and minutes, listserv updates, etc.) 7. Organizing and planning for major events (i.e. Lobby Day/s, Safe School and

Adoption Summit, Town Hall Meetings, etc.)

8. Assist in the development of materials.