



# FAVACA

## **FAVACA Legislative Intern**

The Florida Association for Volunteer Action in the Caribbean and the Americas (FAVACA) is a private, non-profit organization established in 1982. The organization's mission is the improvement of social and economic conditions in the region. Through a diverse combination of federal, private and State of Florida funding sources, FAVACA provides technical assistance and training through volunteers originating from Florida.

*The Legislative Intern will be involved in the following initiatives:*

- Continuously update the Legislative Binder.
- Maintain legislative meeting calendar for the Senate and House of Representatives.
- Attend legislative meetings at the Capitol.
- Prepare one pagers to distribute to legislators explaining FAVACA's programs and budget.
- Arrange meetings between legislators, FAVACA staff, and FAVACA volunteers/constituents.
- Contact information for key individuals in Diaspora communities.
- Maintain databases and Legislative Binder with accurate and complete information concerning pertinent legislation, volunteers, and legislators.
- Research of various subject areas as they relate to Florida, the Caribbean & Latin America, and FAVACA: demographics, funding, and development topics.

Intern candidates should have knowledge of State government procedures and previous familiarity working in an office setting; familiarity with another culture and additional language skills is a plus; be able to follow through on assignments, and review their work for accuracy. They need to be thorough with their work and comfortable with multiple assignments.

The Legislative internship position is only available during the spring semester to upper level undergraduate and graduate students. The student needs to be able to work in a professional office environment and commit to a minimum of 20 hours a week and be able to specify the days and hours to which he/she can commit. Student must make FAVACA aware of any documentation needed for the student to receive academic credit.