

Florida Community Engagement Intern Job Description

Organizational Description: Founded in 1994, the National Latina Institute for Reproductive Justice (Latina Institute) builds Latina/x power to fight for the fundamental human right to reproductive health, dignity, and justice. We center and elevate Latina/x voices, mobilize our communities, transform the cultural narrative, and drive policy change. We amplify the grassroots power and thought leadership of Latinas/xs across the country to fuel a larger reproductive justice movement.

Position Description: Latina Institute Florida seeks an intern to support our Community Mobilization's Florida team in its day-to-day community engagement activities. This includes supporting the base building strategies of the Florida team and maintaining our state social media presence in Florida. Over the course of 20 hours a week, the intern will assist our Florida team in various tasks such as administrative, digital engagement, and civic engagement activities.

Reporting to the Florida State Manager, the ideal candidate works well in teams, is passionate about organizing to elevate Latina/x power in the state and is tech-savvy.

Location: Miami, Florida (Hybrid/Remote)

Employee Status: Temporary/Part-Time, Non-Exempt, 20 hours per week
Flexible schedule of Monday - Friday

Responsibilities include (but are not limited to):

- Preparing and collecting meeting and event materials.
- Entering meeting and event data into Every Action.
- Outreach and organizing activities to include:
 - Talking to community members about reproductive justice issues.
 - Promoting engagement with the Latina Institute Florida through volunteerism and civic participation.
- Assist FL Field organizer with volunteer and activist recruitment and follow-up for campaign and outreach efforts as well as events more broadly.
- Participate in and support GOTV (Get Out the Vote) activities.
- Work with Florida team to create online content for social media, newsletters.
- Assist with other duties as assigned.

What You Will Need to Be Successful:

- Well-organized, detail-oriented, and self-motivated
- Strong written and interpersonal, communication, and relationship-building skills.

- Commitment to reproductive justice and other intersecting social justice issues;
- Cultural competency and experience working with Latina/x communities;
- Knowledgeable about social media platforms (especially Facebook and Twitter);
- Must be comfortable communicating directly with voters.
- Ability to work independently and as part of a team.
- Experience managing volunteers is a plus.
- Written and oral communication skills in English and Spanish

Salary: \$20 per hour

Benefits: This role is not eligible to participate in benefits, including but not limited to health/vision/dental insurance, 401(k) benefits, PTO and unemployment insurance.

Application Procedure: Please send your resume and cover letter via e-mail to humanresources@latinainstitute.org. Please include in the subject line: **Applicant – Florida Community Engagement Intern**

National Latina Institute for Reproductive Justice is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices on the basis of actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability or any other characteristic protected by law. Women, people of color, including bilingual and bicultural individuals, LGBTQ+ persons, and people with disabilities are encouraged to apply.