



343 Oakland Avenue  
Tallahassee, FL 32303

Grow Tallahassee  
Communications & Governmental Affairs Intern  
[www.growtallahassee.com](http://www.growtallahassee.com)  
Location: Tallahassee, Florida

### **Overview**

Grow Tallahassee is a local non-profit organization aiming to promote economic development and growth within the greater Tallahassee – Leon County region. Our goal is to support the local business community, promote investments, entrepreneurship, and workforce development programs.

The intern will benefit from hands-on experience in the communications, and governmental relations fields. The main goal of the intern will be to support the implementation of messaging strategies and increase public relations through print and digital media platforms. An important component of this opportunity will include gaining experience in executing specific tasks to establish and nurture partnerships and collaboration with community leaders, business owners, and non-profit organizations on behalf of the Board of Directors to fulfill the organization's public relations goals.

### **Main Duties and Responsibilities:**

- Analyze public opinion on designated issues
- Produce decks and editorial articles that focus on local government, the political process, electoral campaigns, and candidates,
- Aid in tracking the existence and movement of public policy and laws pertaining to economic parameters of the greater Tallahassee – Leon County region,
- Attend strategy and staff meetings
- Assist in meeting coordination/scheduling, documenting meeting minutes, and file organization as directed.
- Produce and edit content including brochures, news releases, social media posts, and other external communications

### **Education and Experience Requirements:**

- Graduate-level student pursuing a degree in Political Science, Public Policy and/or Administration, IMC, Communications, Business, or related field.
- Strong quantitative and MS Excel, Word, PowerPoint, and Project skills.
- Complex thinker and demonstrates strong intellectual curiosity.



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- Keen attention to detail
- Must be a team player, but also a self-starter that can perform with limited direction.
- Excellent written and verbal and communication skills.

**Travel Requirements:**

Regular travel may be required to attend strategy meetings or events to fulfill the responsibilities of this position.

**This is a hybrid position with a flexible schedule.**

**Availability & Pay**

- Minimum 15 hours a week on a set and agreed schedule.
- \$15 per hour