

The Foundation

Established in 1967, The Miami Foundation uses civic leadership, community investment and philanthropy to improve the quality of life for everyone who calls Greater Miami home. We've partnered with individuals, families and corporations who have created more than 1,000 personalized, philanthropic Funds. Thanks to them, we've awarded over \$300 million in grants and currently manage more than \$360 million in assets to build a greater Miami.

The Position

The Public Affairs Intern works closely with the Director of Public Affairs to assist with a variety of efforts to advance public policy on transportation, resilience and public space challenges in our community. This person will primarily be assisting with research policy issues related to The Miami Foundation's Civic Leadership agenda, prepare memos and briefs, organizing information and coordinating communications with partners across the public and private sector.

The position will report to the Director of Public Affairs.

Responsibilities

- Provide legislative information and advocacy resources including comments, responses and position statements as necessary and distribute to members, partners and community leaders.
- Help with preparations for meetings with policy makers including development of fact sheets.
- Monitor, attend and participate in public meetings when necessary.
- Contribute to press releases, social media, newsletter and blog content.
- Coordinate and support community partners with technical and logistical campaign engagements.
- Create public affairs database.

Position Requirements

- Excellent skills in the areas of organization, attention to detail, time management, ability to manage multiple tasks, define and set priorities and problem solve.
- Strong written and oral communication skills.
- Pursuing an undergraduate or graduate degree with an interest in the nonprofit sector.
- Prior internships/work in development functions and/or the nonprofit sector a plus.
- Ability to research topics, gather information from multiple sources.
- Experience and/or interest in learning about community issues, organizations and programs.
- Excellent skills and experience with Microsoft Word, Excel and Outlook, internet research. Ability to learn new software skills quickly and adeptly (the intern will receive training in Blackbaud's Raiser's Edge software).
- Ability to multitask in a fast-paced, deadline-driven environment.
- Capable of working independently, with ability to take initiative, as well as being part of a team.

This list of essential responsibilities and requirements is not intended to be exhaustive.

Please submit resume to Debbie LaRocca at dlarocca@miamifoundation.org.