CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY
JOB DESCRIPTION

Internship Opportunity (Legislative Affairs)

FLSA STATUS
Temporary Non-exempt

REPORTS TO
General Counsel and Chief of Legislative Affairs

JOB SUMMARY
Researching local and state legislators and creating communication tools (talking points, visuals, briefs) to communicate local needs to law makers.

ESSENTIAL FUNCTIONS
This description reflects the essential functions of the job. The intern is expected to perform these and other job related duties as may be required. Additions, deletions or changes may be made at any time, without prior notice.

Takes personal responsibility to demonstrate behaviors consistent with the CSC Leadership Philosophy, Organizational Values and related behaviors.

Takes ownership for assigned tasks and utilizes supervisor or mentor, whenever necessary, for support and coaching.

Ability to work collaboratively with diverse staff, often in a team setting, within a multicultural environment in a respectful and courteous manner.

Respects confidential and sensitive materials. Demonstrates professionalism and ethical conduct at all times.

KNOWLEDGE, SKILLS, AND ABILITIES
Good communication skills, political awareness, excellent writing skills, ability to synthesize information, ability to analyze information, inquisitive nature, research, problem solving abilities, positive attitude, and excellent time management skills.

WORKING CONDITIONS AND PHYSICAL/MENTAL REQUIREMENTS
Duties are performed in a general office environment requiring: Ability to communicate effectively in writing, using English language, with or without the use of auxiliary aids or services. Cognitive skills to perform essential functions.

SOFTWARE/EQUIPMENT PROFILE
Commonly used application software: Microsoft Office Program (Excel, Outlook, Word).

MINIMUM QUALIFICATIONS
Undergraduate or graduate student with a major or concentration area in political science.

To be considered, candidates must submit a cover letter and resume online at http://erecruit.cscpbc.org/Careers/ by 5:00 p.m. March 31, 2020. Internships are for the Summer of 2020.