**CHILDREN AT RISK – Houston**

**Spring and Summer 2020 Special Events Internship**

CHILDREN AT RISK is currently seeking candidates to fill Spring 2020 and Summer 2020 internship positions working on special programmatic events. The selected candidates will have the opportunity to learn from a dedicated and creative group of collaborative experts, and learn to navigate among CHILDREN AT RISK’S 30 years of experience hearing and representing the voice of the community.

Founded in 1989, CHILDREN AT RISK is a research and advocacy group dedicated to improving the quality of life of Texas' children in the areas of physical and mental health, education, human trafficking, basic needs and juvenile justice reform. We are a leading source of information on children's issues and an advocate and catalyst for change concerning the needs of all children in Texas.

**Responsibilities:**

Specific responsibilities will be dependent upon each candidate's skills, career goals, interests and CHILDREN AT RISK's priorities. CHILDREN AT RISK will share this position with Doctors for Change and expects that this internship will be used as a career development tool for the selected candidates and hopes to maximize the selected individual's internship experience.

We are seeking dedicated and focused candidates that possess excellent organizational skills, be proactive and be willing to learn how to craft effective events that are both informative and attractive to specific audiences. This person’s efforts will assist in advocacy efforts across our issue areas, with a special emphasis on multiple respected programmatic events.

**Potential projects include:**

* **North Texas Education Summit**
* **C@R/USDA Statewide Children’s Health Summit**
* **Statewide CEASE Anti-trafficking Summit**
* **Various Press Conferences**
* **Texas Family Leadership Council Meetings**

**Preferred qualifications**

We are in search of dedicated individuals to be key members of our team. Demonstrated interest in event planning and experience with public and media events are strongly preferred, as well as a working knowledge of Excel, Monday.com and other Office tools. A sense of humor and a passion for social justice issues, along with the belief that education and advocacy on children’s issues are essential for societal improvement are strong plusses.

All candidates must be professional, with good written and verbal communication skills. Candidates should have a strong work ethic, positive attitude, and work well individually and in a team-oriented environment.

Benefits include a fun and engaging office atmosphere, recognition for tangible products that will benefit the organization beyond the internship, and the ability to have an impact on Texas children.

**Application Instructions:** Our positions are competitive and fill quickly. Interested candidates should submit a resume, a brief letter of interest, and a writing sample to Anna Hardway at [ahardway@childrenatrisk.org](mailto:ahardway@childrenatrisk.org) . The deadline to submit applications for Spring is January 6, 2020; and for Summer is April 24, 2020. Applications will be reviewed on a rolling basis. For information on CHILDREN AT RISK and our events please visit [www.childrenatrisk.org](http://www.childrenatrisk.org).

CHILDREN AT RISK is an equal opportunity employer and does not discriminate against individuals on the basis of sex, gender identity, sexual orientation, age, disability, veteran status, religion, ancestry, color, race, ethnicity or creed.