

**CHILDREN AT RISK – Remote Intern
Fall 2020 Texas Family Leadership Council Internship**

CHILDREN AT RISK is currently seeking candidates to fill Fall 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 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 and compelling meetings that are both informative and responsive to specific audiences. This person's efforts will assist in advocacy efforts across our issue areas, with a special emphasis on the statewide group of 70+ and growing nonprofit and community leaders. CHILDREN AT RISK staff are currently working remotely due to COVID-19; Interns will collaborate with the CHILDREN AT RISK team via Microsoft Teams, Zoom email and telephone calls.

Project conditions include:

- **Prompt and clear communication with various groups, organizations, corporations and community stakeholders statewide**
- **General event management**
- **Participation in regular reflection and evaluation of the projects**
- **Initiative to gain an in-depth understanding of advocacy efforts**
- **Coordinate between various team members in all issue areas at CHILDREN AT RISK**
- **Ensure Senior Staff are prepared for meetings and press events and kept abreast of development of the group**

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, Teams 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. The deadline to submit

applications for Spring is January 6, 2020; and for Summer is September 14, 2020. Applications will be reviewed on a rolling basis. For information on CHILDREN AT RISK and the TXFLC please visit 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.