



**Company:** Children's Defense Fund Texas  
**Job Title:** Communications & Policy Intern (20 hrs/wk)  
**Job Location:** Austin, Texas, United States  
**Internship Dates:** Spring, summer and fall internships available  
**Stipend:** \$450 summer, \$750 fall/spring if funds available.

**Deadline:** Applications are accepted and interviews are done on a rolling basis, but the deadline for:  
Fall applicants is Aug 1.  
Spring applicants is Dec 1.  
Summer applicants is Apr 15.

**Job Description:** The internship is based in Austin (remote during the COVID-19 pandemic) and provides social media and communications support for the CDF-TX Policy Department. The intern works 20 hours/week, and will contribute to social media campaigns to promote the research, reports, legislative issues and advocacy-related activities of the organization. CDF-TX organizes advocate training/recruitment, story collection, public education, legislator visits, legislative briefings, and public policy events.

**Primary Responsibilities:**

- Supports CDF's social media platforms
- Monitors blogs and social media accounts of allied groups to develop basic content knowledge about current policy issues related to health care and children's health
- With supervision, plans, prepares, and executes social media campaigns (Facebook, Twitter, Instagram) focused on current public policy issues and other subjects as needed
- Organizes weekly and monthly content calendars
- Assists in the development and execution of special projects and events
- Performs other division, department, and organization-wide special projects as needed and assigned

**Job Requirements:**

- Experience using social media for advocacy efforts, volunteer or paid
- Visual design skills, video skills a plus
- Ability to work effectively and calmly in a fast-paced, high-pressure environment and ability to multi-task
- Excellent verbal and written communication skills
- Strong organizational and execution skills
- Attention to detail
- Commitment to social advocacy and CDF's mission to be a voice for all children
- Good interpersonal skills and the ability to interact diplomatically and professionally with CDF staff and external partners/contacts
- Strong computer, Internet and research skills

**Application Instructions:** To apply, candidates should email a resume and a one-page cover letter to: Stephanie Cavalier ([scavalier@childrensdefense.org](mailto:scavalier@childrensdefense.org)) and type COMMUNICATIONS INTERN in the subject line.

**Contact:** Stephanie Cavalier, Communications Director  
**Email:** [scavalier@childrensdefense.org](mailto:scavalier@childrensdefense.org)  
**Website:** [www.cdf-texas.org](http://www.cdf-texas.org)