



PURPOSE

The Training Intern/Practicum Student will assist Empower Missouri's Advocacy Director in expanding and enhancing the organization's statewide education and outreach efforts.

Interns/Practicum Students will help identify and research speaking opportunities, build contact lists, support training logistics, and, when appropriate, deliver brief presentations.

The ideal candidate will be well-organized, capable of self-direction, and comfortable communicating with diverse audiences.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Research and compile contact lists for training participants, partners, and outreach targets.
- Identify and research potential speaking opportunities, conferences, and community events across Missouri.
- Assist with scheduling, communications, and logistics for Empower Missouri trainings and presentations.
- Support the development and distribution of training and outreach materials.
- Provide general administrative and research support to the Advocacy Director as needed.

Tasks may be tailored to align with the intern's interests and strengths.

REQUIREMENTS

- Strong organizational skills and ability to manage multiple projects independently.
 - Excellent research, writing, and verbal communication skills.
 - Comfort with or interest in public speaking and facilitation.
 - Students in their 3rd or 4th year of a program in education, communications, public policy, social work, nonprofit management, or a related field will be a strong fit.
 - Commitment to social justice and [Empower Missouri's mission and values](#).
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TIME COMMITMENT

- 15 hours per week (flexible schedule).
 - Availability for some meetings between 9:00 a.m. – 5:00 p.m., Monday through Friday.
 - This is a remote position open to candidates located in Missouri. Some travel may be required to support in-person trainings or outreach events in Mid-Missouri or the state capitol.
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COMPENSATION

- \$13.50/hour
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REPORTS TO

- Advocacy Director
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HOW TO APPLY

We'd love to hear from you! Please send your resume and a brief cover letter to jobs@empowermissouri.org. Be sure to include "Training Intern/Practicum Student" in the subject line.

Applications are due by **December 5, 2025**. The internship will run from January 2026 through May 2026.