



## *Community Agency Resource* *Local Nonprofit Agencies*

### **Government**

#### **Florida Department of Revenue - Human Resources**

[dor.myflorida.com/dor/](http://dor.myflorida.com/dor/)

The Administrative Services for the Florida Dept. of Revenue provides centralized revenue assessments and collection activities. The Human Resource Services process is responsible for all personnel activities and functions in the department. Clerical Assistant needed to do light typing, filing, and answering the phones.

#### **Florida House of Representatives (Internship Program)**

[www.myfloridahouse.gov](http://www.myfloridahouse.gov)

The Legislative Intern Program provides college graduates and graduate students with training in the legislative process and public policy making. Participants are assigned to House Councils, Committees, and, on a limited basis, leadership offices under the guidance of senior House staff. Assigned tasks may include research, bill drafting and analysis, oversight investigations, and other tasks relating to policy areas.

## **Florida PIRG**

**[www.floridapirg.org](http://www.floridapirg.org)**

Florida Public Interest Research Group is a non-profit non-partisan research and advocacy organization directed and funded by Florida's college students. FPIRG is currently working on preventing consumer rip-offs, hunger and homelessness, and beach clean-up and protection.

## **James Madison Institute**

**[www.jamesmadison.org](http://www.jamesmadison.org)**

Internships at The James Madison Institute allow college students to gain practical experience in the arena of Florida public policy. Students of all majors are encouraged to apply. JMI internships are unpaid; however, we do encourage prospective interns to contact their college or university to see if this internship may qualify for academic credit. Housing is not provided by the Institute.

## **Leon County Facilities Management**

**[www.leoncountyfl.gov/facilities/](http://www.leoncountyfl.gov/facilities/)**

The mission of the Facilities Management Division is to serve the citizens of Leon County and occupants of County facilities; through the provision of professional construction, operation and maintenance services; in order to provide clean, safe and fully-functional County facilities.

## **Leon County Minority Business Enterprise**

**[www.leoncountyfl.gov/mbe/](http://www.leoncountyfl.gov/mbe/)**

The mission of the Minority, Women & Small Business Enterprise Program is to provide businesses with the means of participating in Leon County's procurement process for the purpose of achieving economic parity among all Leon County vendors.

## **Leon County Veteran Services**

**[www.leoncountyfl.gov/ADMIN/veteran/VETS](http://www.leoncountyfl.gov/ADMIN/veteran/VETS)**

The Veteran Services Division counsels and assists veterans and their dependents with processing benefit claims entitled to them through the United States Department of Veterans' Affairs and other agencies.

## **State Board of Administration**

**[www.sbafla.com](http://www.sbafla.com)**

The State Board of Administration diligently provides exceptional investment services to members of the Florida Retirement System. Volunteering with our agency can provide valuable experience and networking opportunities.

## **State Library of Florida**

**[info.florida.gov/library](http://info.florida.gov/library)**

Houses general non-fiction materials and collections mainly concerned with topics relative to Florida and subjects of interest to Florida State Government. Volunteers are needed for database management positions and office work. All volunteer positions available from 8:00 a.m. - 5:00 p.m. Monday through Friday. Flexible hours.

## **To The Village Square, Inc.**

**<http://tothevillagesquare.org/>**

The Village Square is a non-partisan public educational forum on matters of local, state and national importance. We are dedicated to maintaining factual accuracy in civic and political debate by growing civil dialog on divisive issues, and recalling the history and principles at the foundation of our democracy.

## **Visit Tallahassee**

**[www.visittallahassee.com](http://www.visittallahassee.com)**

Help represent Tallahassee! Visit Tallahassee is seeking individuals to assist at the various visitor information booths located around Tallahassee. Responsibilities include greeting and assisting visitors, tracking visitor data, and maintaining brochures.

## **VolunteerLEON - Leon County Volunteer Center**

**[www.volunteerleon.org](http://www.volunteerleon.org)**

VolunteerLEON's role in this community is centered on our ability to: promote volunteerism; connect people with the opportunity to serve; build the capacity of local volunteer programs; and participate in strategic initiatives that mobilize volunteers from all sectors.