



Florida Council of 100

2025 Robert L. Ward Fellowship Program

Position Description

The Florida Council of 100 (fc100.org) is a private, nonprofit, nonpartisan organization of business leaders committed to promoting economic growth and improving the quality of life for the people of our state. Representing 150 businesses that employ over 1.3 million people, our member companies have achieved remarkable success and recognition in their industries and demonstrated interest and involvement in public policy issues. The Council works closely with the Governor and state agencies, the Legislature, the Court, and other private organizations, to effect positive changes in the state and improve the quality of life for Floridians.

Through our reports, position statements, policy letters, issue advocacy, and public relations, we keep state leaders and policy makers apprised of key topics relevant to today's Florida and make recommendations for enhancing state policies and programs in ways beneficial to all Floridians. The Fellow will further these endeavors by conducting public policy research, drafting publications, and assisting in other substantive tasks, as assigned.

Duties & Responsibilities

- Perform research and writing activities in support of the Council of 100's policy work

Skills and Qualifications

- Candidates should have a demonstrated interest and experience in researching state-level policy issues, including, but not limited to, economic competitiveness, affordable housing, water policy, transportation, resiliency, etc.
- Excellent oral and written communication skills
- Strong computer skills, including proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook)
- Must be able to devote 40 hours per week for a term of approximately 10 weeks (June–August)
- Education: Undergraduate degree minimum (including graduating seniors)

Compensation

This is a paid position. The stipend amount is \$30 per hour.

Location

This is a hybrid position. A majority of the work will be conducted remotely, but the fellow must be able to travel to Tampa, Florida, to attend occasional in-office days.

Required Application Materials

- Cover letter
- Resume or CV
- Three relevant writing samples
- Undergraduate and graduate transcripts (unofficial transcripts are acceptable)

Apply to Steven Birnholz, sbirnholz@fc100.org, by March 7, 2025.