



## Public Relations Internship Description

**REPORTS TO:** IDEAS For Us Chief Operations Officer - Ernest Calderon: [Ernest.Calderon@IDEASforUs.org](mailto:Ernest.Calderon@IDEASforUs.org)

**STIPEND:** Unpaid Internship - Minimum requirement 8 hours per week.

**Hourly Requirements:** Must fulfill an 8 hour weekly schedule during the selected times below.

**Mandatory On-boarding day: (May 11th from 4 pm - 6 pm- at the Kaley Square Community Center - 1030 West Kaley Ave Orlando Florida 32805 - \*looks like a church\*) after you fill out the online application with your full availability.**

**\*Deadline to sign up for credit at your university/college - May 1st 2019\***

**IMPORTANT:** We require an hour meeting each week to review assignments and delegate tasks for on-going projects. If your other in office hours need to change, please bring up your schedule at the mandatory internship onboarding day. Mandatory meetings cannot be shifted but other office hours can throughout the week.

In Office Hours:	Address:
Monday 10 am - 2 pm	1030 West Kaley Ave Orlando 32805
Wednesday 10 am - 2 pm	1030 West Kaley Ave Orlando 32805
Mandatory Meeting - Wednesdays 10 am - 11 am	1030 West Kaley Ave Orlando 32805

### REQUIREMENTS:

- IDEAS For Us interns must be a strong communicator and decision maker with the mission of the organization consistently in mind.
- IDEAS For Us interns need substantial knowledge and interest of local/ international environmental challenges and have an interest in sustainability initiatives.
- IDEAS For Us interns must work towards the key goals and objectives that best suit the overall needs of the organization which align with its core values towards developing a healthier, more sustainable future for the planet.
- IDEAS For Us interns must give notice before resignation or lengthy vacation periods.
- IDEAS For Us interns must practice a professional, constructive, and positive work attitude to ensure high morale and productivity.
- IDEAS for Us interns must have a reliable means of transportation.

### RESPONSIBILITIES (with Branch Manager's assistance):

- ✓ **Period of internship:** May 11th - August 3rd (Intern Appreciation Day / Potluck)
- ✓ Must report to the Marketing Manager- Ernest Calderon each week and stay on top of weekly assignments.

- ✓ Post media content with a quick turnaround time in order to make all deadlines.
- ✓ Communicate with the Chief Communications Officer to coordinate weekly marketing needs of the organization.
- ✓ Ensure all content remains property of IDEAS Fleet Farming- You must ask for permission to use in your personal portfolio.
- ✓ Communicate weekly with IDEAS / Fleet Farming Chief Communications Officer in case you cannot make your weekly schedule and attend the mandatory check in meeting even if it is via conference phone call.
- ✓ Keep a detailed inventory of equipment and make sure the media room/ equipment storage area remains tidy.
- ✓ Additional tasks that may arise to carry out the success of the program.

SPECIFIC DUTIES:

1. Collect weekly reports from your work which will be assigned each week during your mandatory meetings. The goal of this internship is to reach out to local and international publications with a strategy of sharing information about the IDEAS mission out to a communications audience outside of what we have in the past. Each week, IDEAS team members will strategize on who to connect with and will develop goals of performance indicators to see the impact of our messaging.
2. Stay on top of assigned projects and have a timely turnaround time needed to make deadlines.
3. Check in and give adequate updates on your assigned projects during mandatory weekly meetings.
4. Possibly attend bi-weekly SWARM volunteer rides twice per month to help to develop content for LMS and for Fleet's needs.
5. Construct reports to show weekly analytics of the program's post and keep track of developing audience.
6. Periodically updating social media with IDEAS FLEET FARMING images/ content (to be scheduled on a platform or send to Media@FleetFarming.org).
7. Report to the Marketing Manager with a bi-weekly timesheet.

ACKNOWLEDGEMENT:

- ★ Must work a minimum of 8 hours per week and turn in a monthly timesheet. I have read and understand the position description above and can perform this duty.
- ★ All photos / video and intellectual property is owned by IDEAS For Us. You are welcome to take pictures and send them to our Communications Department for social media but the content is not to be used without our permission and is legally owned by IDEAS For Us.
- ★ Any injuries that take place during your time as an intern will not be the responsibility of IDEAS For Us and must be covered by said intern.
- ★ Must reference the operating manual and read through the policies and procedures manual to ensure the proper safety protocols are implemented.

Print Name\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

Department Leader\_\_\_\_\_

\*Please print signature page and bring to Onboarding day with your waiver and non disclosure.