



Administrative Assistant Internship Description

REPORTS TO:

- Lee Perry- Chief Operations Officer of IDEAS for Us: Lee.Perry@IDEASforUs.org
- Caroline CHomanics- Chief Administrative Officer: Caroline.Chomanics@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.

Details	Day of the week / Time	Location
In Office Work	Monday 9 am - 1 pm	1030 West Kaley ave Orlando Florida 32805
In Office Work	Wednesday 9 am - 1 pm	1030 West Kaley ave Orlando Florida 32805
Mandatory Weekly Meeting	Monday 9 am-10 am	1030 West Kaley ave Orlando Florida 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)
- ✓ Work on office work such as printing labels, keeping track of timesheets, helping with expense reporting etc.
- ✓ Communicate daily with the Program Manager to prioritize needs for the week.
- ✓ Ensure maintenance of the office, taking out trash and recycling each day.
- ✓ Communicate weekly with IDEAS/ Fleet Farming Program Manager ahead of time in case you cannot make your weekly schedule.
- ✓ Stay on top of printer needs and help to add email addresses to the CRM system. May be asked to help prepare newsletters and mailing out to audience members thank you cards or potentially enquiry mailers.
- ✓ Additional tasks that may arise to carry out the success of the program. Each week, we will adding tasks to a weekly tracker and will delegate them out based on each assistants strengths.

SPECIFIC DUTIES:

1. Make phone calls as needed and represent IDEAS Fleet Farming in a professional manner.
2. Help with the office inventory as well as take notes for meetings equipped with “To-Do’s” that you can help remind the team of.
3. Help in the development of the strategic plan and also accounting / inventory needs.
4. May be asked to help on cleaning days and community outreach strategies.
5. Periodically updating social media calendar with IDEAS / FLEET FARMING images (Email them to Media@FleetFarming.org) while helping to keep on top of flyer creation and event management.
6. Report to Program Manager bi-weekly with 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.

