



Blog Writing 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 11 am - 12 pm	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)
- ✓ Must have the ability to write clear and concise stories that coincide with the mission of IDEAS For Us.
- ✓ Manage the blog on the IDEAS / Fleet Farming website making sure the content is sourced and that it is added into the website but only publish it once it is officially emailed / approved by Lee or Caroline. Please keep your work clearly sourced in the Google INTERNSHIP Team drive.
- ✓ Prepare monthly blog updates in advance and develop new creative content with matching pictures or video.
- ✓ Communicate with potential interviewees and coordinate new content with the Branch Manager or Fleet Farming Director.
- ✓ Ensure that all content remains property of IDEAS For Us and cannot be shared outside of the organization without approval.
- ✓ Communicate weekly with COO and CAO in case you cannot make your weekly schedule.
- ✓ Help to make sure the office is clean and that your workspace is tidy.
- ✓ Additional tasks that may arise to carry out the success of the program.

SPECIFIC DUTIES:

1. Each week, you must report your updates in weekly meetings and show your progress.
2. Write blogs and take video/ photos to match the topic of each monthly blog or coordinate media with Media Manager. We will ask you to schedule social media posts to match with each of your blogs in order to bring traction to your won blogs through the online platforms.
3. Coordinate blogs with the research interns to help develop stories connected to our mission.
4. Potentially attend the bi-weekly SWARM volunteer rides twice per month.
5. Do Facebook blog posts- make sure to connect with Ernest Calderon the Communications Officer, to do consistent posts linked to website.
6. Periodically updating social media with images regarding the considered blog.
7. Report to the Program 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.

