



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.

***Must Attend Mandatory Intern On-boarding Day*-**

Check your University’s deadline for registering for credit

IMPORTANT: We require an hour meeting each week to review assignments and delegate tasks for on-going projects. The rest of your hours must be in-office, working independently. 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.

Details	Day of the week/Time	Location
In Office Work	Monday 1 pm - 5 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 3 pm - 4 pm	1030 West Kaley ave Orlando Florida 32805

REQUIREMENTS:

- IDEAS For Us interns must be a strong communicator and decision makers 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):

- ✓ Work with the Program Manager planning the next year's fundraising / special events.
- ✓ Communicate daily with the Program Manager to prioritize needs for the week and stay on top of completing weekly tasks to meet deadlines effectively.
- ✓ Help research venues to support future events and create a portfolio of possible places to host meetings/fundraising events.
- ✓ Communicate weekly with IDEAS/Fleet Farming Program Manager ahead of time in case you cannot make your weekly schedule.
- ✓ Help organize details based on set goals for each event and draft budgets for the materials and items needed.
- ✓ Additional tasks that may arise to carry out the success of the program. Each week, we will be 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 building strategic plans for the IDEAS For Us events, included a sponsorship packet, online marketing needs and eventbrite pages/website development for ticket sales.
3. Research in-kind services and sponsorships to support the upcoming events scheduled for the upcoming year.
4. May be asked to help on cleaning days and community outreach planning efforts domestically.
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. Must utilize content of IDEAS/Fleet or free for public use images.
6. Report to the 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/videos 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.