



## Blog Writing Internship

Start Date: Intern Onboarding - August 28th at 4 pm

### REPORTS TO:

- Lee Perry - Chief Operations Officer of IDEAS for Us: [Lee.Perry@IDEASforUs.org](mailto:Lee.Perry@IDEASforUs.org)
- Caroline Chomanics - Chief Administrative Officer: [Caroline.Chomanics@IDEASForUs.org](mailto:Caroline.Chomanics@IDEASForUs.org)

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

Hourly Requirements: Must fulfill an 8-hour weekly schedule

**\*Must Attend Mandatory Intern Onboarding Day (VIRTUAL) \***

**\*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. Hours will be fulfilled virtually and each week, projects will be due in a timely manner.

### REQUIREMENTS:

- IDEAS For Us interns must be strong communicators and decision-makers with the mission of the organization consistently in mind.
- IDEAS For Us interns need substantial knowledge and interest in 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 aligns 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):

- ✓ 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 sorted 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 the 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 own blogs through online platforms.
3. Coordinate blogs with the research interns to help develop stories connected to our mission.
4. Add all of your social media to Airtable and keep records of your blog in the Google Team drive for internships.
5. Do Facebook blog posts- make sure to connect with Ernest Calderon the Communications Officer, to do consistent posts linked-to the website.
6. Periodically updating social media with images regarding the considered blog.
7. Report to the Program Manager with a bi-weekly timesheet in Airtable.

Health & Wellness Agreement

IDEAS For Us is dedicated to protecting the health and well being of our interns. We do not permit any full time or part-time interns to come to work sick or attend any IDEAS community events if they are ill. We may ask interns to submit to a temperature check at our will and reserve the right to send any interns home w/o pay (if their sick days have been used up) and they have deemed a threat to infecting healthy staff.

REMOTE WORKING PROTOCOL:

- Cameras on, mics off at all times (in the same virtual room)
- Checking in often to ensure tasks are completed in a timely manner
- Fulfilling weekly required timelines
- Answering phones, emails, texts, and all other forms of communication in a timely manner.
- Tracking all hourly time in Airtable and communicating to the team right away when sick away on leave.

IN-PERSON WORKING PROTOCOL:

- Masks must be worn at all times.
- Handwashing intermittently between tasks to ensure the utmost hygienic processes to prioritize the resistance of spreading COVID 19.
- Answering phones, emails, texts, and all other forms of communication in a timely manner.
- Tracking all hourly time in Airtable and communicating to the team right away when sick away on leave.

Acknowledgment:

- ★ Must work a minimum of 8 hours per week and turn in a monthly timesheet. I have read and understood the position described 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 photos found online must be credited to the source unless found from a free image platform.
- ★ 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 the signature page and email prior to onboarding day (Aug 28th ) with your waiver and nondisclosure.