



REPORTS TO:

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

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):

- ✓ Consistently research grant opportunities and put them on a schedule via Google Calendar.
- ✓ Set weekly goals of the number of grants to write through the semester and implement writing one each week with the help of the grants team.
- ✓ Communicate with the Program Manager your set lists of goals and report your activities on a weekly basis.
- ✓ Ensure the language used for all developing letters of intent and grants follow the mission statement and 2 pager of Fleet and IDEAS.
- ✓ Reach out to potential donors and sponsors with personalized emailing templates.
- ✓ Keep a detailed inventory of all outreach made for future semesters with a list of contacts so we can send thank you letters to all grantors, donors, and sponsors.
- ✓ Additional tasks that may arise to carry out the success of the program.

SPECIFIC DUTIES:

1. Reach out to donors for needed supplies/tools and equipment needed around the office and for branches.
2. Connect with organizations regarding potential sponsorships or co-branding opportunities to share marketing.
3. Set a goal of grants to apply for each week and submit them.
4. Possibly attend and coordinate bi-weekly SWARM volunteer rides twice per month - helping volunteers stay engaged.
5. Keep a detailed list of all grants submitted and set a follow up in the Grants@FleetFarming.org calendar.

6. Write thank you letters to all donors, sponsors, or past grantors that have given IDEAS/ Fleet Farming funding.
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/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 on Onboarding day with your waiver and non disclosure.

Health & Wellness Agreement

IDEAS For Us is dedicated to protecting the health and well being of our staff/ volunteers/ interns. We do not permit any full time or part-time staff to come to work sick or attend any IDEAS community events if they are ill. We may ask staff to submit to a temperature check at our will and reserve the right to send any staff home w/o pay (if their sick days have been used up) and they are deemed a threat to infecting healthy staff. All staff must sign the Employee Health and Wellness Agreement within 3 business days of being hired as an employee of IDEAS For Us.

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.