



IDEAS
— For Us —

International Affairs Internship

REPORTS TO:

- Lee Perry - Chief Operations Officer of IDEAS For Us: Lee.Perry@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):

- ✓ Work with the international branches researching environmental/ international challenges facing the climate and help advocate online through social media/campaigns.
- ✓ 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 write blogs and conduct research projects to plan fundraising efforts in advance.
- ✓ Communicate weekly with IDEAS/ Fleet Farming Program Manager ahead of time in case you cannot make your weekly schedule.
- ✓ Help organize quarterly newsletters for the international branches and commit to finding high level contacts for outreach.
- ✓ 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 international branches including proposals and budget to support fundraising efforts for the international projects.
3. Research grants and sponsorships to support environmental action projects throughout the branches of IDEAS.
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 email prior to onboarding day (Aug 28th) 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.