



Graphic Design / Animation Internship

REPORTS TO: IDEAS For Us Chief Operations Officer - Ernest Calderon: Ernest.Calderon@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.

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.
- Must submit a portfolio and have some entry level experience.

RESPONSIBILITIES:

- ✓ Develops reports on updated progress and analytics for the CCO Ernest Calderon on a regular basis.
- ✓ Edit media content with a quick turnaround time in order to make all deadlines.
- ✓ Communicate the style and technique of each product with the Media Manager.
- ✓ Ensure all content remains the property of Fleet Farming and IDEAS For Us - You must ask for permission to use in your personal portfolio but any products worked on during this term are intellectual property of IDEAS.
- ✓ Communicate weekly with the IDEAS/ Fleet Farming Media Manager in case you cannot make your weekly schedule and attend mandatory check in meeting even if it is via conference phone call.
- ✓ Keep a detailed inventory of equipment and make sure the media room/ equipment storage area remains tidy.
- ✓ Additional tasks that may arise to carry out the success of the program

SPECIFIC DUTIES:

1. Create content weekly for the social media / branding of IDEA For Us.
2. Stay on top of assigned projects and have a timely turnaround time needed to make deadlines.
3. Check in and give adequate updates on your assigned projects during mandatory meetings.
4. Possibly attend bi-weekly SWARM volunteer rides twice per month to help to develop content for LMS and for Fleet's needs.
5. Will be given a list of graphics or animation projects we would like at the beginning of the semester. If you finish early in the term, you will be allowed to pitch new ideas and work on creative opportunities during office time.

6. Periodically updating social media with FLEET FARMING/IDEAS For Us images (send to Media@FleetFarming.org).
7. Report to the Media Manager with a bi-weekly timesheet. Keep your hours within your schedule and utilize time efficiently. Track hours spent working on IDEAS For Us related tasks on a daily basis and report the hours through a time sheet format.

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 content 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 the signature page and email prior to onboarding day (Aug 28th) with your waiver and nondisclosure.

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.

