



Content Creation & Graphic Design

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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.

Mandatory On-boarding day: (January 16th from 11am - 2pm- at the Kaley Square Community Center - 1030 West Kaley Ave Orlando Florida 32805 - *looks like a church*) after you fill out the online application with your full availability.

To sign up for credit at your university/college, please contact your administrator for the deadline

IMPORTANT: We require an hour meeting each week to review assignments and delegate tasks for on-going projects. 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 but other office hours can throughout the week.

Mandatory Meeting	Location:
Tuesday 1 pm	Virtual

REQUIREMENTS:

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

- ✓ **Period of internship:** January 16th - May 11th (Intern Appreciation Day / Potluck)
- ✓ Leading content creation and graphic design for social media and event planning purposes

- ✓ 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. & Fleet Farming
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. Light photography may be requested
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 signature page and bring to on-boarding day with your waiver and non disclosure.