



REPORTS TO:

- Kristin Anderson - UCF@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 to other office hours can throughout the week.

Weekly Meeting:	Location:
Tuesday 9 am - 1 pm	Google Hangouts
Thursday 9 am - 1 pm	Google Hangouts

***Note:** There will be a meeting required once a week and you must communicate with Kristin to attend your office hours. We will also expect the rest of your hours to be completed at home for all clerical tasks delegated during each weekly meeting.

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.

RESPONSIBILITIES (with Branch Manager's assistance):

- ✓ Be an assistant to the IDEAS For Us: UCF- Branch Manager and help event planning for eco action projects as well as tabling events and the once per month IDEAS Hive meetings (every 1st Thursday of the Month).
- ✓ **Period of internship:** January 16th - May 11th (Intern Appreciation Day / Potluck)
- ✓ Help with promoting the IDEAS Hive on social media and helping to email interested partners in order to have the ability to invite them to learn about IDEAS.
- ✓ Help in organizing and planning eco-action projects in Orlando by contacting venues, sponsors and other partners for implementation.
- ✓ Create templates and keep track of inventory / material needs for action projects.

SPECIFIC DUTIES:

1. Make phone calls/ email out as needed to help promote the event or find sponsorships
2. Be a representative of IDEAS For Us during tabling events, The IDEAS Hive and other opportunities during the Semester.
3. Occasionally help with the farmers markets or tabling events (setup, selling, and take down of the market set-up) as well as processing.
4. Help to promote merchandise and sell it for a donation.
5. Help promote IDEAS through scheduling social media posts and creating flyers or informational posts to help educate our audience on the ecological theme of each month.

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 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 Onboarding day with your waiver and non disclosure.