



Fridays For Future Orlando Internship

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REPORTS TO: IDEAS FOR Us Chief Administrative Officer - Caroline Chomanics - Caroline.Chomanics@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:
Friday 3 pm - 4 pm	Via Zoom

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:

- ✓ **Period of internship:** January 16th - May 11th (Intern Appreciation Day / Potluck)
- ✓ Help to plan Fridays For Future Orlando events & social media
- ✓ 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 Fridays For Future Orlando
2. Stay on top of assigned projects and have a timely turnaround time needed to make deadlines.
3. Aid in event planning for FFF Orlando related events
4. Research environmental topics and partners in climate action
5. Work independently and check in once per week at a minimum with the C.A.O. or reporting leadership via the mandatory meeting.

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.