



IDEAS
— For Us —

International Affairs Internship

REPORTS TO:

- Kristin Anderson- Chief Branch Officer of IDEAS for Us: Kristin.Anderson@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 Intern On-Boarding event (linked on www.ideasfors.org).

IMPORTANT: We require an hour meeting each week to review assignments and delegate tasks for on-going projects.

Details	Day of the week / Time	Location
Mandatory Weekly Meeting	Wednesdays 11 am - 12 pm	Via Google Hangouts

*The rest of the 8 hrs required will be completely independently by the intern confirmed by their hours marked in Airtable

IMPORTANT: We require an hour meeting each week on Wednesdays from 11am-12pm 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):

- ✓ Period of internship: *Listed at www.ideasforus.org/internships
- ✓ 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 outreach emails and 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. Consistently update social media with impact images, information about the country, and other content as directed by the Branch Manage.
5. Write blogs about your branch and current affairs in the country.
6. Help fundraise for the branches projects.
7. Attend weekly international affairs meetings.

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 with your waiver and non disclosure.