Admin Assistant Internship with IDEAS For Us!

Reports To:
Chief Operations Officer of IDEAS for Us: Admin@ideasforus.org

Details: Unpaid Internship - Minimum requirement 8 hours per week.

*Must Attend Mandatory Intern On-boarding Day* *Check your college's deadline if registering for credit*

IMPORTANT: We require an hour meeting each week to review assignments and delegate tasks for on-going projects. The rest of your hours will be working independently. 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.

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<tr>
<th>Details</th>
<th>Day of the week/Time</th>
<th>Location</th>
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<tr>
<td>Mandatory Weekly Meeting</td>
<td>Monday 12 pm - 1 pm (1 hr)</td>
<td>*Online via Google Hangouts</td>
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Requirements:
- Must have an interest in sustainability initiatives.
- Must have a computer & reliable internet.
- Must have 8 hours per week to volunteer for IDEAS For Us.
- Must practice a professional, constructive, and positive work attitude to ensure high morale and productivity.

Responsibilities:
✓ Researching environmental topics
✓ Organizing content, information, and more in our google drive & CRM system
✓ Communicating with contacts through email and phone
✓ Communicate with the department lead to prioritize needs for the week.
✓ 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 assistant's strengths.

ACKNOWLEDGEMENT:
★ 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.

Sign up today at www.ideasforus.org/internships in the bottom form.