Blog Writing 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>Wednesday 9 am - 10 am</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:**
- Writing quality blog content on environmental topics (*Credit as Author will be given in perpetuity to all Intern Writers*)
- Researching environmental topics
- Organizing content, information, and more in our google drive & CRM system
- Learning and implementing proper SEO on our Wordpress blog accounts for both IDEAS For Us & Fleet Farming
- 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](http://www.ideasforus.org/internships) in the bottom form.