Eco-Action Organizer Internship with IDEAS For Us!

Reports To:
Chief Branch Officer of IDEAS for Us: kristin.anderson@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>Wednesdays 2 pm - 3 pm (1 hr)</td>
<td>*Online via Google Hangouts</td>
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*Meeting times for UCF & Tampa Bay Teams may vary. Reach out to the Chief Branch Officer to confirm day and time.

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
✓ Environmental event planning such as: IDEAS Hive Events, Eco-Action Projects, and program workshops related to energy, water, food, waste, & ecology
✓ Outreach to environmental groups for donations, partnerships, engagement, and more
✓ Hands-on eco-action project help to install local gardens, native landscape, clean water ways, and more
✓ 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.