Video Editing & Videography 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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<th>Details</th>
<th>Day of the week/Time</th>
<th>Location</th>
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<tr>
<td>Mandatory Weekly Meeting</td>
<td>Tuesdays 1 pm - 2 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 and videography strategies to promote global sustainability in our 5 focus areas of energy, water, food, waste, and ecology
- Taking quality video content for the purpose of social media, YouTube, and our IDEAS For Us and Fleet Farming websites
- Using videography tools to create and maintain the company's brand
- Working with video editing professionals to develop media campaigns
- Analyzing the company's digital marketing plan and social media strategy and identifying strategic weaknesses and making recommendations for improvements
- Organizing content, information, and more in our google drive & Airtable system
- 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.