



## Eco-Action Organizer Internship with IDEAS For Us!

### Reports To:

Chief Branch Officer of IDEAS for Us: [kristin.anderson@ideasforus.org](mailto:kristin.anderson@ideasforus.org)

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

**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.

| Details                  | Day of the week/Time             | Location                    |
|--------------------------|----------------------------------|-----------------------------|
| Mandatory Weekly Meeting | Wednesdays 2 pm - 3 pm<br>(1 hr) | *Online via Google Hangouts |

\*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.