



IDEAS For Us is a 501(c)(3) non-profit
 1030 W Kaley Avenue, Orlando, Florida 32805
 admin@IDEASForUs.org | (442) 324 - 3327

Eco-Action Organizer Tampa Bay 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.

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.

Details	Day of the week/Time	Location
Mandatory Weekly Meeting	Wednesdays 10 am - 11 am (1 hr) *flexible to change :)	*Online via Google Hangouts

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.