



IDEAS For Us is a 501(c)(3) non-profit
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Social Media 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	Thursdays 11 am - 12 pm (1 hr)	*Online 1 hr meeting via Google Hangouts. Other work is led in-person.

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 Social Media Trends:** Stay updated on the latest trends in social media to enhance our online presence.
- ✓ **Content Creation & Planning:** Assist in planning and creating content for IDEAS Hive Events, Eco-Action Projects, and program workshops focusing on energy, water, food, waste, and ecology.
- ✓ **Outreach & Engagement:** Reach out to environmental groups and influencers for collaborations, partnerships, and content engagement.
- ✓ **Hands-On Project Assistance:** Participate in local eco-action projects, including installing gardens, native landscaping, and waterway cleanups, to generate content.
- ✓ **Content & Data Organization:** Manage and organize digital assets, information, and social media metrics in our Google Drive & CRM system.
- ✓ **Communication:** Maintain communication with contacts through social media platforms, email, and phone.
- ✓ **Team Collaboration:** Work closely with the department lead to prioritize weekly tasks and align on social media strategies.
- ✓ **Adaptability:** Take on additional tasks as needed to support the success of our social media campaigns. Weekly tasks will be assigned based on each intern's strengths and added to a task tracker.
- ✓ 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.