



Administrative Assistant Internship Description

REPORTS TO:

- Fleet Farming Program Director - Lee Perry: Lee.Perry@FleetFarming.org
- Fleet Farming Program Manager: Caroline.Chomanics@FleetFarming.org
- Edible Landscapes Sales Manager - Greg Noonan: Greg.Noonan@FleetFarming.org

STIPEND: Unpaid Internship - Minimum requirement 8 hours per week

Hourly Requirements: Must choose an 8 hour time slot between the hours available below. All individual schedules will be officially determined on on-boarding day. **Mandatory On-Boarding Day: (January 12th from 2 pm - 5 pm - at Kaley Square Community Center - 1030 West Kaley Ave Orlando Florida 32805- *looks like a church*) after you fill out the online application with your full availability.**

Deadline to sign up for credit at your university/college - Jan 5th 2019

Please choose your 8 hour schedule from the times below and notify the team on On-Boarding Day:

In Office Hours:	Address:
Monday 9 am - 1 pm	1030 West Kaley Ave Orlando 32805
Tuesday 9 am - 1 pm	1030 West Kaley Ave Orlando 32805
Wednesday 9 am - 1 pm	1030 West Kaley Ave Orlando 32805
Friday 9 am - 1 pm	1030 West Kaley Ave Orlando 32805
Saturday 9 am - 1 pm	1030 West Kaley Ave Orlando 32805

***Note: There will be a meeting required once a week once we can assess which day / time most interns can attend. Will officially discuss on On-Boarding Day.**

REQUIREMENTS:

- IDEAS For Us interns must be a strong communicator and decision maker with the mission of the organization consistently in mind.
- IDEAS For Us interns need substantial knowledge and interest of local/ international environmental challenges and have an interest in sustainability initiatives.
- IDEAS For Us interns must work towards the key goals and objectives that best suit the overall needs of the organization which align with its core values towards developing a healthier, more sustainable future for the planet.
- IDEAS For Us interns must give notice before resignation or lengthy vacation periods.

- IDEAS For Us interns must practice a professional, constructive, and positive work attitude to ensure high morale and productivity.
- IDEAS For Us interns must have a reliable means of transportation.

RESPONSIBILITIES (with Branch Manager's assistance):

- ✓ Be an assistant to the Fleet Farming Program Manager
- ✓ Period of internship: January - May 2019
- ✓ Work on office work such as printing labels, keeping track of timesheets, helping with expense reporting etc.
- ✓ Communicate daily with the Program Manager to prioritize needs for the week.
- ✓ Ensure maintenance of the office, taking out trash and recycling each day.
- ✓ Communicate weekly with Fleet Farming Program Manager ahead of time in case you cannot make your weekly schedule.
- ✓ Stay on top of printer needs and help to add email addresses to the CRM system.
- ✓ Additional tasks that may arise to carry out the success of the program

SPECIFIC DUTIES:

1. Make phone calls as needed and represent Fleet Farming in a professional manner.
2. Help with the office inventory as well as take notes for meetings equipped with "To-Do's" that you can help remind the team of.
3. Occasionally help with the farmers markets (setup, selling, and take down of the market set-up) as well as processing.
4. Possibility to attend and coordinate bi-weekly SWARM volunteer rides twice per month- helping volunteers stay engaged.
5. Ability to commute to/from micro-farms via bicycle with bike trailer in tow.
6. Periodically updating social media calendar with FLEET FARMING images (Email them to Media@FleetFarming.org).
7. Report to Program Manager bi-weekly with timesheet.
8. All photos / video and intellectual property is owned by IDEAS For Us. You are welcome to take pictures and send them to our Communications Department for social media but the content is not to be used without our permission and is legally owned by IDEAS For Us.
9. 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.
10. Must reference the operating manual and read through the policies and procedures manual to ensure the proper safety protocols are implemented.

ACKNOWLEDGEMENT:

The Fleet Farming Administrative Assistant must work a minimum of 8 hours per week and turn in a bi-weekly timesheet. I have read and understand the position description above and can perform this duty.

Print Name

Signature

Date _____

Program Manager _____