



Spring 2019 Internship
IDEAS for Us and The Fleet Farming Program

Blog Writing Internship Description

REPORTS TO: Fleet Farming Program Manager: Caroline.Chomanics@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 Onboarding 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
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):

- ✓ Must have the ability to write clear and concise stories that coincide with the mission of IDEAS For Us.
- ✓ Manage the blog on the Fleet Farming website.
- ✓ Prepare monthly blog updates in advance and develop new creative content with matching pictures or video.
- ✓ Communicate with potential interviewees and coordinate new content with the Branch Manager or Fleet Farming Director.
- ✓ Ensure that all content remains property of IDEAS For Us and cannot be shared outside of the organization without approval.
- ✓ Communicate weekly with Fleet Farming Program Manager in case you cannot make your weekly schedule.
- ✓ Help to make sure the office is clean and that your workspace is tidy.
- ✓ Additional tasks that may arise to carry out the success of the program.

SPECIFIC DUTIES:

1. Each week, you must report your updates in weekly meetings and show your progress.
2. Write blogs and take video/ photos to match the topic of each monthly blog or coordinate media with Media Manager.
3. Coordinate blogs with the research interns to help develop stories connected to our mission.
4. Potentially attend the bi-weekly SWARM volunteer rides twice per month.
5. Do Facebook blog posts- make sure to connect with Ernest Calderon the Communications Officer, to do consistent posts linked to website.
6. Periodically updating social media with images regarding the considered blog.
7. Report to the Program Manager with a bi-weekly 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 Blog Writing Intern 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 _____