



Spring 2019 Internship  
 IDEAS for Us and The Fleet Farming Program

## Fleet Farming Grant Writing Internship Description

**REPORTS TO:** Fleet Farming Program Manager: [Caroline.Chomanics@FleetFarming.org](mailto: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 Onboarding 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):**

- ✓ Consistently research grant opportunities and put them on a schedule via Google Calendar.
- ✓ Period of internship: January 13th through May 5th 2017
- ✓ Set weekly goals of the number of grants to write through the semester.
- ✓ Communicate with the Program Manager your set lists of goals and report your activities on a weekly basis.
- ✓ Ensure the language used for all developing letters of intent and grants follow the mission statement and 2 pager of Fleet. .
- ✓ Reach out to potential donors and sponsors with personalized emailing templates.
- ✓ Keep a detailed inventory of all outreach made for future semesters with a list of contacts so we can send thank you letters to all grantors, donors, and sponsors.
- ✓ Additional tasks that may arise to carry out the success of the program

SPECIFIC DUTIES:

1. Reach out to donors for needed supplies/ tools/ and equipment needed around the office and for branches.
2. Connect with organizations regarding potential sponsorships or co-branding opportunities to share marketing.
3. Set a goal of grants to apply for each week and submit them.
4. Possibly attend and coordinate bi-weekly SWARM volunteer rides twice per month- helping volunteers stay engaged.
5. Keep a detailed list of all grants submitted and set a follow up in the [Grant@FleetFarming.org](mailto:Grant@FleetFarming.org) calendar.
6. Write thank you letters to all donors, sponsors, or past grantors that have given Fleet Farming funding.
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 Grant 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 Director \_\_\_\_\_