



IDEAS For Us Media Internship

REPORTS TO: Fleet Farming Communications Manager - Ernest Calderon: Media@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 - 5 pm	1030 West Kaley Ave Orlando 32805
Tuesday 9 am - 5 pm	1030 West Kaley Ave Orlando 32805
Wednesday 9 am - 5 pm	1030 West Kaley Ave Orlando 32805
Friday 9 am - 5 pm	1030 West Kaley Ave Orlando 32805
Saturday 9 am - 5 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. (Thursday is off)**

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:

- ✓ **Period of Internship:** January 2019 - May 2019.
- ✓ Develops reports on updated progress and analytics for the CCO on a regular basis.
- ✓ Share information with the Chief Operations Manager so she can develop monthly reports for the Advisory Committee, including operational challenges, achievements, and general advice.
- ✓ Edit media content with a quick turnaround time in order to make all deadlines.
- ✓ Communicate the style and technique of each video or photo with the Media Manager.
- ✓ Ensure all content remains property of Fleet Farming- You must ask for permission to use in your personal portfolio.
- ✓ Communicate weekly with Fleet Farming Media Manager in case you cannot make your weekly schedule and Attend Monday mandatory check in meeting even if it is via conference phone call.
- ✓ Keep a detailed inventory of equipment and make sure the media room/ equipment storage area remains tidy.
- ✓ Additional tasks that may arise to carry out the success of the program

SPECIFIC DUTIES:

1. Collect weekly content for IDEAS for Us/Fleet Farming’s social media and/or blogs/videos.
2. Stay on top of assigned projects and have a timely turnaround time needed to make deadlines.
3. Check in and give adequate updates on your assigned projects during mandatory Monday meetings.
4. Possibly attend bi-weekly SWARM volunteer rides twice per month to help to develop content for LMS and for Fleet’s needs.
5. Edit videos and pictures using compatible software which can be obtained by the Fleet Farming staff for Newsletter, blogs etc.
6. Periodically updating social media with FLEET FARMING/IDEAS for Us images (send to Media@FleetFarming.org).
7. Report to the Media Manager with a bi-weekly timesheet.Keep your hours within your schedule and utilize time efficiently. Track hours spent working on IDEAS For Us related tasks on a daily basis and report the hours through a time sheet format.
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:

An IDEAS for Us Media 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 _____

Fleet Farming Program Director _____