



Social 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 hours 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 - 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.
- ✓ Meet monthly goals and oversee all social media platforms while scheduling consistent posts for the entire end of the year,
- ✓ Maintain consistent communication with the organization’s Chief Operating Officer on a daily basis.
- ✓ Contribute comments to facilitate the grand vision of the social media strategy and help to implement tactics to cultivate audience.
- ✓ Building strong relationships with online influencers to help promote the social media platforms overseen by IDEAS For Us.
- ✓ Develop campaign strategies to help elevate the awareness of the programs and reach.
- ✓ Remember to promote all donors, sponsors, and share content on all operations events consistently.
- ✓ Develop posts that help educate the audience on environmental determinants and spread awareness on statistics via social media that are linked to the IDEAS For US mission.

SPECIFIC DUTIES:

1. Oversee all social media platforms of the domestic branches of IDEAS For Us.
2. Keep records of the analytics to observe the audience for this next month and create an overview of which strategies heightened the social media presence of IDEAS For Us.
3. Schedule posts that share awareness of the IDEAS For US brand, activities, projects, statistics, and donorship spotlights.
4. Develop a plan for implementing tactics to develop online fundraising efforts to meet the projected revenue goals.
5. Keep your hours within your schedule and utilize time efficiently.
6. Track hours spent working on IDEAS For Us related tasks on a daily basis and report the hours through a time sheet format.
7. Must have a reliable means of transportation to and from the office.
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: by signing below, I officially accept the role of the Social Media Intern and must work a minimum of 8 hours per week / 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 _____

