



Administrative & Grant Research Intern Position Description

The Florida Springs Institute (FSI) is looking for a dedicated and responsible individual to fill the position of “Administrative & Grant Research Intern” from March 22nd through June 18th, 2021. During this time period, interns are expected to provide 15-20 hours (approximately 2-3 days) per week of assistance to FSI staff from home and at our office located in High Springs. This position is unpaid.

As an Administrative & Grant Research Intern, you may be asked to complete the following tasks and objectives:

- Assistance with inventory and data input into Microsoft Excel
- Researching and suggesting fundraising and grants for FSI
- Editing and formatting grants for FSI
- Assistance with grant writing
- Research and writing about FSI programs, science and outreach
- Assistance with the creation of program and educational materials

These tasks will be completed under the direct supervision of FSI staff. Upon successful completion of the internship, as determined by your supervisor, you will receive a recommendation letter from the Florida Springs Institute (upon request).

An ideal candidate will:

- Have completed some college coursework in environmental science, English/writing, and/or business
- Have experience in grant research and QuickBooks online
- Have a passion for springs and their protection and restoration.

All candidates **MUST**:

- Provide their own transportation to the FSI office in High Springs
- Be proficient in Microsoft Excel and search engine use
- Have access to a laptop that can be used throughout the internship period while working at the FSI office and from home

Interested candidates should email a cover letter that addresses why they are interested in this position and why they would be a good addition to the FSI Team, as well as a copy of their resume, to FSI Office Manager, Zoë, at zhammis@FloridaSpringsInstitute.org.

Applications will be accepted for this position until the position is filled or through February 26th. Applicants may be asked to attend an interview during or following the application period, and decisions will be made no later than March 8th.

If you have any questions about this position or another internship position available with FSI, please contact us at (386) 454-9369.