



Administrative & Outreach Intern Position Description

The Florida Springs Institute (FSI) is looking for a dedicated and responsible individual to fill the position of “Administrative & Outreach Intern” from September 13th, 2021 through January 14th, 2022. During this time period, interns are expected to provide approximately 15 hours per week of assistance to FSI staff at our office located in High Springs and from home. This position is unpaid.

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

- Assisting with donor relations, including writing thank you cards and updating donor databases
- Fulfilling store and membership orders
- Assistance with inventory and data input into Microsoft Excel
- Researching and suggesting fundraising and grants for FSI
- Editing/formatting written materials and grant applications for FSI
- Assistance with the creation of program and educational materials
- Event preparation and support
- Interact with visitors of the North Florida Springs Environmental Center

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, public relations, and/or business
- Have experience in grant research
- Have experience with outreach and fundraising
- 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 August 27th. Applicants may be asked to attend an interview during or following the application period, and decisions will be made no later than September 3rd.

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