



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 6th, 2023 through November 22nd, 2023. During this period, interns are expected to provide approximately 10-15 hours per week of assistance to FSI staff at our office located in High Springs. This position is unpaid.

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

- Assistance with the creation of program and educational social media posts on multiple platforms
- Assistance with educational programs and outreach efforts
- Fulfilling store and membership orders
- Assistance with inventory and data input into Microsoft Excel
- Fundraising research
- Editing/formatting written materials for FSI
- Interact with visitors of the Florida Springs Welcome 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, business, advertising, graphic design, or another relevant area of study
- Have experience in grant research
- Have experience with outreach and fundraising
- Have experience with Adobe Creative Suite

All candidates **MUST**:

- Provide their own transportation to the FSI office in High Springs
- Possess strong written and verbal communication skills
- Be proficient in Microsoft Word, 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
- Have a passion for springs and their protection and restoration

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 Outreach Coordinator, Carmilla, at cderringer@floridaspringsinstitute.org.

Applications will be accepted for this position until the position is filled or through August 25th. Applicants may be asked to attend an interview during or following the application period, and decisions will be made no later than September 1st.

If you have any questions about this position, please contact us at (386) 454-9369.