



Florida School of Holistic Living

Spring 2010 Internships

Enrich your life experience and contribute to our dynamic Central Florida non-profit organization, committed to cultivating sustainable community through hands-on education in natural health and sustainable living. Internships are unpaid. College credit is available. Work-study tuition credits for FSHL classes are available for select internships.

- + Organizational Management (2 openings)
- + Recycling Development (2 openings)
- + Video Production (2 openings)
- + Garden Coordinator (1 opening)
- + New Media Intern (1 opening)
- + Outreach Intern (2 openings)
- + Special Events Intern {Drum Circles, Film Screenings} (2 openings)
- + Graphic Design (2 openings)
- + Grant Writing and Management (2 openings)

To apply, please submit a cover letter, resume, and three references electronically to info@holisticlivingschool.org or by mail to 622 North Thornton Avenue, Suite A, Orlando, FL 32803.

These internships are competitive positions and fill up quickly; we encourage you to submit your application as soon as possible.

Organizational Management Intern

The Florida School of Holistic Living is currently seeking two enthusiastic and capable candidates for a competitive internship position in the area of organizational management. We are seeking candidates that are passionate about our mission and have excellent skills and experience in the appropriate areas of organizational management.

This is a great opportunity for a detail-oriented, independent person to work and assist in innovating new ideas for a dynamic non-profit on natural health and sustainable living.

Responsibilities include:

- Greet visitors and answer phone calls
- File and retrieve organization's documents, records, and reports
- Perform general office duties such as ordering supplies, maintaining records management system, and performing various administrative tasks
- Fax, mail, and create packages to be mailed out
- Maintain contact database

Preferred Qualifications

- Ability to work independently/ as a self-starter, as well as a team member.
 - Strong communication skills in written and verbal form
 - Attention to detail and strong planning, administrative, and organizational skills.
 - Individual should be competent in word processing, spreadsheets, and internet research.
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- A strong work ethic, a good sense of humor, an outgoing personality and a zeal for learning are all considered a plus for this position.
 - A commitment to natural health, sustainable living, and positive change preferred.

Recycling Development Intern

The Florida School of Holistic Living is currently seeking two enthusiastic and capable candidates for a competitive internship position coordinating our Recycling Project. We are seeking candidates that are passionate about our mission and have excellent skills and experience in the appropriate areas of organization and development. Our Recycling Project collects used cell phones and printer cartridges from local businesses, schools, and organizations and recycles them into new materials to be provided to lower income families.

This is a great opportunity for a detail-oriented, independent person to work and assist in innovating new ideas for a dynamic non-profit on natural health and sustainable living.

Responsibilities include:

- Create a strategic plan to implement for 2010 Recycling Project
- Contact local businesses, organizations, and schools to participate
- Coordinate promotional materials for all participating organizations
- File and retrieve organization's documents, records, and reports
- Maintain thank-you cards and appreciate events
- Nurture and develop existing partnerships with Central Florida organizations
- Develop new partnerships with key organizations

Preferred Qualifications

- Ability to work independently/as a self-starter, as well as a team member.
- Strong communication skills in written and verbal form
- Attention to detail and strong planning, administrative, and organizational skills.
- Individual should be competent in word processing, spreadsheets, and internet research.
- A strong work ethic, a good sense of humor, an outgoing personality and a zeal for learning are all considered a plus for this position.
- A commitment to natural health, sustainable living, and positive change preferred.

Video Production Intern

The Florida School of Holistic Living is currently seeking a video intern to assist with coverage of events. Intern responsibilities include:

- Attending and recording FSHL events and classes
- Editing and publishing video content on a variety of platforms
- Assisting with special on and off-line video projects

Qualifications include:

- College students and recent grads are welcome to apply
- Must be Central Florida based
- Ability to work in FSHL office for team meetings and film 20 events (mostly evenings and weekends)
- Familiarity with basic digital video recording, preferably high-definition cameras
- Proficiency with video editing software
- Familiarity with Web video publishing tools and specifications
- General understanding of and interest in natural health and sustainable living
- Ability to work independently

Those with enthusiasm and interest in this internship that do not meet each qualification are still welcome to apply.

Garden Coordinator

The Florida School of Holistic Living is currently seeking an enthusiastic and capable candidate for a competitive internship position as our Community Education Garden Coordinator. Through this unique position, the intern will help FSHL maintain its Community Education Garden as a facility for the community to learn and enjoy.

Primary Responsibilities

- Manage the weekly maintenance of the Community Education Garden
- Enhance the Garden's educational offerings through the development on-site and online supporting educational materials
- Manage Garden volunteers and workdays
- Assist in coordinating field trip groups and activities in the Garden

Preferred Qualifications

- Ability to work independently/as a self-starter, as well as a team member.
- Basic knowledge of organic gardening
- A strong work ethic, a good sense of humor, a friendly personality and a zeal for learning are all considered a plus for this position.
- A commitment to natural health, sustainable living, and positive change preferred.

New Media Intern

The Florida School of Holistic Living is currently seeking an enthusiastic and technologically capable candidate for a competitive internship position in the area of innovative new media, online communication and social networking. Through this unique position, FSHL hopes to capitalize on the growing ability for new media and technology to enhance our advocacy and outreach efforts. We are seeking candidates that are creative and have excellent skills and experience in the appropriate areas of technology.

Primary Responsibilities

- Manage the organization's website's design and content; Update content on a weekly basis with upcoming events, recent media appearances, and pertinent data.
- Enhance FSHL's current Facebook, MySpace, and YouTube pages to engage and educate the community on the issues surrounding the environment, health, and self-sustainability, as well as to promote special events
- Develop an outreach plan to expand the network of followers for FSHL's social networking sites.
- Other strategies, projects and ideas as developed by our selected intern to fit her/her talents.

Preferred Qualifications

- Ability to work independently/as a self-starter, as well as a team member.
- Strong communication skills for both internal and external audiences.
- Attention to detail and strong organizational skills.
- A strong work ethic, a good sense of humor, an outgoing personality and a zeal for learning are all considered a plus for this position.
- A commitment to natural health, sustainable living, and positive change preferred.

Outreach Intern

The Florida School of Holistic Living is currently seeking two enthusiastic and capable candidates for a competitive internship position in the area of outreach and promotion. Through this unique position, FSHL hopes to capitalize on the growing ability for personal networking and community engagement to enhance our advocacy and outreach efforts. We are seeking candidates that are creative and have excellent skills and experience in the appropriate areas of outreach.

Primary Responsibilities

- Place outreach materials (flyers, posters, post cards, program guides) through the city and region to promote our programs, attract attendees, and recruit volunteers
- Identify and attend outreach events, make phone calls, send e-mails, and visit universities, groups, and other non-profit organizations as part of your outreach efforts.
- Assist with thank you letters after events
- Finalize work, organize files and emails, and prepare information for next year

Required Skill, Experience and Knowledge:

Grassroots outreach and volunteer recruitment experience in the Central Florida area is preferred

Connectivity within the community and a working knowledge of valuable outreach and recruiting methods; willingness to distribute flyers throughout the city and surrounding region

Willingness to attend recruiting and outreach events; ability to work independently with little supervision

Willingness to work cooperatively with Director and Volunteer Director outreach efforts and in securing volunteers.

A strong work ethic, a good sense of humor, an outgoing personality and a zeal for learning are all considered a plus for this position.

A commitment to natural health, sustainable living, and positive change preferred.

Special Events Intern

The Florida School of Holistic Living is currently seeking two enthusiastic and capable candidates for a competitive internship position in the area of event planning. Through this unique position, FSHL hopes to enhance our ability to serve the community through engaging events. We are seeking candidates that are creative and have excellent skills and experience in the appropriate areas of event planning.

Primary Responsibilities

- Develop 2010 Strategic Plan for Special Events, which include Herb Day, Drum Circles, Film Screenings, Moon Circles, and additional community events
- Coordinate key event details and work as part of dynamic team to execute these events
- Support marketing of these events by placing outreach materials (flyers, posters, post cards, program guides) through the city and region to promote our programs, attract attendees, and recruit volunteers
- Identify stakeholder collaborations and sponsors
- Assist with thank you letters after events
- Finalize work, organize files and emails, and prepare information for next year

Required Skill, Experience and Knowledge:

Grassroots outreach and volunteer recruitment experience in the Central Florida area is preferred

Connectivity within the community and a working knowledge of valuable outreach and recruiting methods; willingness to distribute flyers throughout the city and surrounding region

Organized, detail-oriented, self-motivated individuals are encouraged to apply

Ability to attend events and manage volunteers

Ability to work independently with little supervision

Willingness to work cooperatively with Director and Volunteer Director and in securing volunteers.

A strong work ethic, a good sense of humor, an outgoing personality and a zeal for learning are all considered a plus for this position.

A commitment to natural health, sustainable living, and positive change preferred.

Graphic Design Intern

The Florida School of Holistic Living is currently seeking two enthusiastic and capable candidates for a competitive internship position in the area of graphic design. Through this unique position, FSHL hopes to distribute a clear and powerful message to the community. We are seeking candidates that are creative and have excellent skills and experience in the appropriate areas of graphic design.

Primary Responsibilities

- Work with team of instructors and staff to develop graphic design protocol and goals
- Create graphic media for print and online use
- Finalize work, organize files and emails, and prepare information for next year

Required Skill, Experience and Knowledge:

Proficiency in graphic design programs

Organized, detail-oriented, self-motivated individuals are encouraged to apply

Ability to work independently with little supervision

Willingness to work cooperatively with Director and instructors

A strong work ethic, a good sense of humor, a friendly personality and a zeal for learning are all considered a plus for this position.

A commitment to natural health, sustainable living, and positive change preferred.

Grant Writing and Management Intern

The Florida School of Holistic Living is currently seeking two enthusiastic and capable candidates for a competitive internship position in the area of grant writing and management. Through this unique position, FSHL hopes to enhance our ability to serve the community and support funding for our outreach projects into underserved communities and public schools. We are seeking candidates that are creative and have excellent skills and experience to support this position.

Primary Responsibilities

- Develop 2010 Strategic Plan for Grant Research, Writing, and Management
- Work with instructors and staff to research, write, and implement grants
- Identify stakeholder collaborations and sponsors
- Assist with thank you letters after events
- Finalize work, organize files and emails, and prepare information for next year

Required Skill, Experience and Knowledge:

Solid research and writing skills are a must

Organized, detail-oriented, self-motivated individuals are encouraged to apply

Ability to work independently with little supervision

Willingness to work cooperatively with Director and instructors

A strong work ethic, a good sense of humor, a friendly personality and a zeal for learning are all considered a plus for this position.

A commitment to natural health, sustainable living, and positive change preferred.