



Florida School of Holistic Living

Spring 2012 Internships

Enrich your life experience and contribute to the mission of our Central Florida nonprofit organization, committed to cultivating sustainable community through hands-on education in natural health and sustainable living. Learn practical skills through real-life training at a 501c3 non-profit, as part of a dynamic team working together to ***cultivate sustainable community***.

Internships are unpaid. Academic credit is available in partnership with applicant's educational institution. Tuition credits for FSHL classes are available.

Now Accepting Applications for Spring 2012

- + **Video Production**
- + **New Media Intern**
- + **Newsletter Editor Intern**
- + **Outreach Intern** (2 openings)
- + **Special Events Intern** (3 openings *in area of concentration*)
 - *Florida Herbal Conference*
 - *Moon Circles*
 - *Weekly Community Workshop*
- + **Graphic Design**
- + **Website Development**
- + **Grant Writing and Management**
- + **Gardening and Education**

These internships are competitive positions and are placed early; we encourage you to submit your application as soon as possible.

To apply, please submit a cover letter, resume, and three references electronically to info@holisticlivingschool.org or by mail to 1109 E Concord St, Orlando, FL 32803.

Video Production Intern

The Florida School of Holistic Living is currently seeking a video intern to assist with production of our filmed classes for distance learning. 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 offline 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 filmings (mostly evenings and weekends)
- Familiarity with basic digital video recording, preferably highdefinition 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.

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Gardening and Education Intern

The Florida School of Holistic Living is currently seeking an enthusiastic and capable candidate for an 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 onsite 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 selfstarter, 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.

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Newsletter Editor Intern

The Florida School of Holistic Living is currently seeking an enthusiastic and technologically capable candidate for an internship position to serve as our electronic Newsletter Editor. Through this unique position, the intern will reach thousands of individuals and help educate, build community, and promote FSHL programs and advocacy while learning layout, publishing deadlines, and natural health education. 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 newsletter. Create and maintain newsletter calendar.
- Create original content for newsletter.
- Layout each week's edition with graphic and text content
- Other strategies, projects and ideas as developed by our selected intern to fit her/her talents.

Preferred Qualifications

- Experience with html or WYSIWYG editors is preferred but not required. We can train interns in basic programs used for layout.
- Ability to work independently/as a selfstarter, 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.

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New Media Intern

The Florida School of Holistic Living is currently seeking an enthusiastic and technologically capable candidate for an internship position in the area of innovative new media, online communication and social networking. Through this unique position, FSHL hopes to grow our base using 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 new media-related design and content; Update content on a weekly basis with upcoming events, recent media appearances, and pertinent data for Search Engine Optimization.
- 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 selfstarter, 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.

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Marketing and Outreach Intern

The Florida School of Holistic Living is currently seeking two enthusiastic and capable candidates for an 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 emails, and visit universities, groups, and other nonprofit 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.

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Special Events Intern

The Florida School of Holistic Living is currently seeking enthusiastic and capable candidates for a three internship positions in the area of event planning and management. 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.

This internship has three areas of concentration; upon one of which each intern will focus. **Florida Herbal Conference + Moon Circles + To Your Health Thursdays**

Primary Responsibilities

- Develop 2011 Strategic Plan for Special Events in area of concentration
- 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, detailoriented, selfmotivated 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.

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Graphic Design Intern

The Florida School of Holistic Living is currently seeking enthusiastic and capable candidates for an 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, detailoriented, selfmotivated 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.

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Website Development Intern

The Florida School of Holistic Living is currently seeking enthusiastic and capable candidates for an 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 redevelop website and improve accessibility to program and resource information
- Will include SEO, Blog, Calendar, CMS using Joomla template

Required Skill, Experience and Knowledge:

Proficiency in website design/development programs, especially in Joomla, is preferred

Organized, detailoriented, selfmotivated 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.

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Grant Writing and Management Intern

The Florida School of Holistic Living is currently seeking enthusiastic and capable candidates for an 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 2011 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, detailoriented, selfmotivated 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.

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