



FAVACA Communications and New Media / Research Internship.

The Florida Association for Volunteer Action in the Caribbean and the Americas (FAVACA) is a private, non-profit organization established in 1982. The organization's mission is the improvement of social and economic conditions in the region. Through a diverse combination of federal, private and State of Florida funding sources, FAVACA provides technical assistance and training through volunteers originating from Florida. FAVACA seeks an intern either at the senior undergraduate level or graduate students.

The Communications and New Media/ Research Intern will be involved in the following initiatives:

Communications

- Writer/Layout Design
- Assemble project content for electronic and hardcopy newsletters.
- Maintain and enhance FAVACA website
- Maintain quarterly newsletter (Clik) on the website
- Respond to requests for information

New Media

- Update and recruit on social networking sites such as Facebook, Twitter, Wikipedia, LinkedIn and respond to request for information.
- Collection of press clips, database management and administrative tasks.
- Create and maintain a new website for the FAVACA Florida-Haiti Initiative

Program Research

- Coordinate timeframe, scope of mission and travel arrangements with volunteer(s) and requestors.
- Maintain databases with accurate and complete information concerning projects, volunteers and requestors.
- Research various models of community involvement in the Caribbean.
- Identify potential experts/organizations for volunteer opportunities.
- Ensure potential project compatibility with FAVACA's mission and commitments.

Intern candidates should have some previous familiarity working in an office setting; familiarity with another culture and additional language skills is a plus; be able to follow through on assignments, and review their work for accuracy.

The Communications and New Media/Research internship position is offered during Fall, Spring, and summer semesters to upper level undergraduate and graduate students. The candidate must be able to work in a professional office environment and commit to a minimum of 20 hours a week and specify the days and hours to which he/she can commit. Student must make FAVACA aware of any documentation needed for the student to receive academic credit.