

FAVACA Internship Scopes of Work

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. Each year approximately 120 volunteer placements are conducted and in the past 25 years, more than 1,900 volunteer missions to 29 nations and territories of the region have been completed.

FAVACA seeks an intern either at the senior undergraduate level or graduate students.

Writer/Layout Design

To assemble project content for electronic and hardcopy newsletters and provide electronic layout design skills.

- Maintain and enhance FAVACA website
- Create and maintain a new website as part of our Florida-Haiti Initiative
- Update and expand content, plan improvements
- Maintain quarterly newsletter (Comuniqué) on the website
- Respond to requests for information
- Work on and improve information databases

Intern candidates should have some previous familiarity working in an office setting; familiarity with another culture and additional language skills a plus; be able to follow through on assignments, and review their work for accuracy. They need to be thorough with their work and comfortable with multiple assignments. They should also have their own wireless enabled computer to work on FAVACA's wireless system.

The internships will take place during the Fall, Spring, and Summer semesters and last for approximately one semester. The student needs to be able to 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.

FAVACA is located at 1310 N. Paul Russell Road. Please contact Chris Beyer at Chris@Favaca.org or 850-922-9854.