



**Position:** Program Assistant – Give Springs a Break

**Location:** Florida Springs Institute (High Springs, FL)

**Site Mentor and Supervisor:** Connie Brown, Associate Director

**Organization Description:**

[The Howard T. Odum Florida Springs Institute](#) (FSI) is a science and education based 501(c)(3) non-profit organization. Our mission is to document the health of Florida’s springs and provide education about the threats that face them in hopes to ensure that future generations of wildlife and humans can enjoy Florida’s springs. FSI is located in a historic building in downtown High Springs, Florida. We concurrently operate the *North Florida Springs Environmental Center*, which is open to the public.

**Position Description:**

[Give Springs a Break \(GSAB\)](#) is a multi-day event for college students and young professionals who are passionate about the future of Florida’s freshwater resources. This event combines education, exploration, and fun to provide a unique experience for attendees. Previous GSAB programs have included lessons in topics such as hydrogeology, springs ecology, and springs advocacy, as well as creative skill workshops. The Program Assistant will work alongside FSI’s Associate Director to assist in coordinating the 7<sup>th</sup> Annual GSAB, held in Summer 2020.

*Key Responsibilities:*

- Assist with planning and preparation for GSAB
- Assist with in-person and online communication related to GSAB
- Assist with public outreach efforts related to GSAB, including social media
- Assist with event coordination
- Assist with FSI’s post-event evaluation

*An ideal candidate will have:*

- Strong written and oral communication skills
- Experience with social media
- Experience with event planning
- A passion for springs and spring protection

*All candidates must:*

- Be comfortable in an outdoor setting and inclement weather conditions
- Have the ability to work independently and as a team with FSI staff
- Have excellent organization and time management skills
- Provide their own transportation to the FSI office and/or other off-site meeting locations
- Have access to a laptop that can be used throughout the internship period while working at the FSI office