

ABOUT RANDOM ACTS OF FLOWERS

Random Acts of Flowers (RAF), is a 501(c)(3) that improves the emotional health and wellbeing of individuals in healthcare facilities by delivering recycled flowers, encouragement, and personal moments of kindness. Our vision is to inspire and nurture a culture of care and compassion. As a sustainable organization, RAF is committed to supporting the health of the environment, individuals, and the community.

GOAL DATES

December 1 – May 1; Open to flexibility

POSITION SUMMARY

Random Acts of Flowers (RAF) is seeking a highly motivated, self-starting intern to assist with expanding the brand of RAF, nationwide. Playing a critical intermediary role between RAF and potential affiliate site candidates, the RAF-Affiliate Program Intern will field inquiries from across the nation, sharing what the Affiliate Program offers, and assessing how they may fit into the criteria outlined for a successful affiliate site “champion.” This individual will provide support to the inquiries and RAF-Knoxville staff, collaborating to optimize successful partnership vetting.

THE IDEAL CANDIDATE WILL BE:

- High energy with a positive, purposeful countenance.
- Self-motivated, resourceful, and driven to meet or exceed goals.
- Highly organized and detail-oriented with the ability to multi-task while managing time effectively.

EDUCATION & EXPERIENCE

- Must have completed at least one semester of college coursework.

QUALIFICATIONS & SKILLS

- Passion for the RAF mission and demonstration of our core values of fun, passion, accountability, and excellence.
- Ability to manage detailed data and processes.
- Capacity to work in a fast-paced environment and prioritize multiple workstreams.
- Enthusiasm for mission programming, environmental sustainability, and spreading moments of kindness.
- Strong people and time management skills.
- Excellent verbal and written communication skills.
- Adept at operating both in a team and independently to accomplish objectives and goals.

PHYSICAL DEMANDS

- While a standard business environment is the norm, at times all RAF staff and interns may need to lift, push, etc. various items to assist in deliveries or special events.

SCHEDULE / EXPECTED HOURS OF WORK

- Random Acts of Flowers operates during normal business days/hours. However, this position occasionally requires night, weekend, and holiday work to support the mission or participate in special events.

TRAVEL

- N/A

OTHER DUTIES

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

TIMELINE

- It is our intention to fill the position as soon as we find the most qualified candidate.

APPLICATION PROCESS

To apply for this position, please complete the following:

- Submit a letter of interest and resume, addressed to affiliates@randomactsofflowers.org by **Friday, October 28, 2022**.
- Candidates selected for an interview will be contacted via email.
- Interviews will be conducted in **early November 2022**.