



# Intern Position

(Part-Time)  
Job Description

## ABOUT RANDOM ACTS OF FLOWERS

Random Acts of Flowers Central Texas (RAF-CTX), 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

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. The RAF-Affiliate Program Intern will help launch marketing campaigns to entice people to learn more about starting their own nonprofit organization, using RAF's model, logo, and branding. Additionally, they will work in combination with the Director of Affiliate Programs and the RAF Central Texas team to optimize program planning.

## THE IDEAL CANDIDATE WILL BE:

- High energy with a positive, purposeful demeanor.
- 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.
- Enthusiasm for programming, environmental sustainability, and spreading moments of kindness.
- Skills in creating content, posts, and campaigns for Facebook, Instagram, Google, and LinkedIn.
- Assistance in managing content on websites, finding opportunities to enhance our web presence.
- Ability to analyze the efficiency of ads.
- Willingness to generate new photo and video content on-site at one of our affiliate locations.
- Strong people, collaboration, and time management skills.
- Excellent verbal and written communication skills.
- Adept at operating both within a team and independently, being open to feedback.

## PHYSICAL DEMANDS

- All RAF team members and interns may need to lift, push, etc. various items to assist in deliveries or special events.

## **SCHEDULE / EXPECTED HOURS OF WORK**

- The schedule will be set in combination with the Director of Affiliate Programs and RAF Central Texas team. Remote work is expected. Occasionally, this position may have night, weekend, special event, and holiday opportunities to support the mission.

## **TRAVEL**

- Not anticipated

## **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 for this role.

## **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 Steffani Zavala, Director of Affiliate Programs at [affiliates@randomactsofflowers.org](mailto:affiliates@randomactsofflowers.org).
- Candidates selected for an interview will be contacted via email.