



FIREFIGHTER DIVERSITY

RECRUITMENT COUNCIL

NATIONAL RECRUIT DATABASE

ENTRY LEVEL WORKSHOPS

Firefighter's ABC's Social Media Intern: To assist our "DIVERSITY" outreach efforts via **F.I.T.** - **Facebook**, **Instagram** and **Twitter** and other social media for **10** hours per month.

The intern's specific tasks vary depending on the needs of FFABC's. Interns can be used throughout the calendar year depending on the needs of FFABC's. Listed are four example (4) levels of internship, based on educational levels rather than job duties. However, FFABC's will only place interns at **Level I** and **Level II** as this is a **non-paid** position the intern will receive a budget allowance of **\$150.00** per month. See budget usage example on page 2.

The following are examples of intern levels – However, FFABC's only hires **Level I** and **Level II**:

Intern - Level I:

High school students enrolled in regular high school classes

Those enrolled in an alternative vocational high school

Students working toward high school equivalency

Intern - Level II:

Freshman or sophomore year college students

Community college students

Vocational school students who have completed high school

Intern - Level III:

Junior or Senior year college students

Interns at this level must work in their chosen field of study

Intern - Level IV:

Professional and graduate school students

Interns at this level must work in their chosen field of study

Eligibility:

In order to qualify as a Social Media Intern, an Intern shall:

Be currently enrolled in the Firefighter’s ABC’s Online Internship Program

Individuals under eighteen will require written permission from their school or guardian

Be enrolled in an accredited institution or a school licensed by a state agency or have graduated from such an institution or school

Have an overall grade point average of at least 2.0 on a four-point scale if still in school

Be proficient in Facebook, Twitter, Instagram and other social media platforms

Own a smart phone and hopefully own a computer however a computer is not required

Have a bank account for the automatic deposit of the **\$150.00 budget** allowance

Example Budget Structure:

The student intern classifications are established on a broad range. Since the generic intern classifications would be used to be placed into a variety of job families, a broad pay range allows the opportunity to set a pay appropriate to the duties.

FFABC’s only places non-paid **Interns at Level I** and **Interns at Level II**.

The example pay ranges below are to show in general what an intern could be paid per hour:

Title	Level 1	Level 2	Level 3	Level 4	Level 5
Intern - Level I	\$11.04 Hr	\$11.59 Hr	\$12.18 Hr	\$12.78 Hr	\$13.42 Hr
Intern - Level II	\$17.67 Hr	\$18.55 Hr	\$19.49 Hr	\$20.46 Hr	\$21.48 Hr
Intern - Level III	\$22.09 Hr	\$23.20 Hr	\$24.36 Hr	\$25.58 Hr	\$26.86 Hr
Intern - Level IV	\$27.62 Hr	\$29.00 Hr	\$30.45 Hr	\$31.98 Hr	\$33.58 Hr

Budget allowance: In lieu of pay the intern will be allotted a budget of **\$150.00** per month for:

- Fuel
- Mobile phone
- Internet service
- Meals
- Other related items
- The intern will have full authority to administer this budget as they wish

The following is an overview for the non-paid internship:

- Title – Firefighter’s ABC’s Social Media Intern
- Requirements – The intern shall devote at least 10 non-paid hours per month
- Requirements – The intern shall complete their hours in any location they choose
- Requirements – The intern shall own a smart phone
- Requirements – The intern shall have a checking account to receive their monthly budget
- Requirements – The intern shall be proficient in Facebook and have their own account
- Requirements – The intern shall be proficient in Twitter and have their own account
- Requirements – The intern shall be proficient in Instagram and have their own account
- Requirements – The intern shall have an email address
- Requirements – The intern shall be able to meet via phone once a week time TBD
- Requirements – The intern shall complete a weekly report outlining what they accomplished

Overview of duties – this may vary depending on the situation:

- Encourage diverse youth to join the **National Recruit Database** via the FFABC’s site
- Increase the awareness of the Firefighter’s ABC’s via social media **nationwide and Canada**
- Enhance Firefighter’s ABC’s presence on Face Book, **Make one post per day**
- Enhance Firefighter’s ABC’s presence on Instagram, **Make one post per day**
- Enhance Firefighter’s ABC’s presence on Twitter, **Make one post per day**
- Enhance the awareness of the fire service as a career goal with a **focus on females**
- Enhance the awareness of the fire service as a career goal with a **focus on at-risk students**
- Become **proficient** with their knowledge of the www.FirefightersABCs.com site

How the intern will be rated:

- Their ability to increase followers on Facebook, **Create at least five new followers per week**
- Their ability to increase followers on Instagram, **Create at least five new followers per week**
- Their ability to increase followers on Twitter, **Create at least five new followers per week**
- Their ability to increase enrollments to the NRD **Obtain at least one new NRD Acct per week**
- Their ability to submit their **weekly report** outlining their outreach efforts for each week
- Their ability to enhance the visibility of FFABCs to **high schools** and **colleges** nationwide

We want this to be a fun experience and for the intern to gain job skills and life skills for future use.

Most of all support a more **diverse** candidate pool for the fire service and other related careers.

Also, if you are interested in a career as a firefighter this would be a great internship for you.
Lastly, and most important Firefighter’s ABC’s and the intern will develop as written document at the end of the program to use as it relates to your resume.

If interested, submit a letter to accounts@firefightersabcs.com with your qualifications, GPA, last high school attended, why you feel diversity is important for the fire service and your background.

Submittals are reviewed on an “As-Needed” basis.