Development – Communications Department Intern

BACKGROUND: Inter-Faith Food Shuttle envisions a hunger free community. We feed our neighbors, teach self-sufficiency, grow healthy food, and cultivate innovative approaches to end hunger. We do this by engaging communities facing hunger to understand their unique needs and barriers. Then, by building relationships and engaging our neighbors, we create programs and initiatives that meet specific needs, breaking the cycles of poverty and restoring dignity.

SCOPE OF WORK: The Development and Communication Department Intern will work to support the Food Shuttle’s communications and fund development teams with general donor cultivation, stewardship, and organization communications. Opportunities may focus on development OR communications, depending on department needs and the intern’s interest or skills.

RESPONSIBILITIES:

Communications
- Capture photos of volunteer groups and programs in action
- Assist with organization of media files
- Develop creative written and visual content for online and social media use, including videos and blog posts
- Help ensure all Food Shuttle communication adheres to branding guide

Development
- Assist with donor data entry and analysis of data to identify special needs or connections.
- Assist with implementation of donor recognition and stewardship activities
- Assist with cultivating relationships that lead to increased agency funding.
- Learn about annual giving, planned giving.

General
- Support staff with projects including mail campaigns and thank you letters
- Attend team meetings and routine check-ins with supervisor
- Attend at least one meeting or workshop related to professional development
- Prepare a brief end of term presentation reflecting internship
- Other duties as assigned

REQUIREMENTS:
- Availability for in office hours on weekdays, between the hours of 8 am – 4 pm and some evening availability. Interns must be willing to commit to working at least 1 office day each week
- Strong writing and communication skills.
• Outgoing personality with excellent interpersonal skills: the ability to work professionally and effectively with staff, volunteers, and participants in a cross cultural, multi-disciplinary environment.
• Solid organizational skills with the ability to manage multiple tasks, set priorities, effectively manage time and meet deadlines.
• Experience with Twitter, Facebook, YouTube, LinkedIn, Instagram, Pinterest, etc.
• Proficient in Microsoft Office Suite.
• Videography and photography experience preferred.

TIME COMMITMENT: 2 days a week, 10-15 hours per week

COMPENSATION: This is an unpaid/volunteer internship.

TO APPLY: Submit an application, resume and cover letter to Susan Meador, Volunteer Services Director, susan@foodshuttle.org and use the subject line: Development Communication Internship