Community Engagement Internship
Events & Outreach Intern 2020

The Food Bank of the Southern Tier seeks an intern to work with the Development & Community Engagement team, under the guidance of the Community Engagement Manager. Among our diversified fundraising activities, community events contribute to a large portion of our annual fund through numerous campaigns and events throughout the year, including signature events: Tour de Keuka charity bike ride (July 18, 2020) and Selfless Elf 5K run/walk (December 5, 2020).

The intern will work closely with the Community Engagement Manager and Communications Manager, assisting with Tour de Keuka and Selfless Elf event logistics and marketing. The intern should be flexible, professional, outgoing, and comfortable working within a team but also completing tasks independently. This internship will be a part-time unpaid summer position.

Duties include:

- Assist Community Engagement Manager with Tour de Keuka logistics – coordinate meetings, handle vendor outreach, organize supplies and materials, order swag and cycling jerseys, and develop finish line celebration, among others.
- Assist Communications Manager with Tour de Keuka and Selfless Elf marketing plan that includes a diverse mix of media – TV, radio, social media, print, web, etc.
- Update Tour de Keuka and Selfless Elf website, making improvements to legibility, the information provided, organization.
- Make suggestions to help us achieve goals of increased participation and additional sponsors.
- Handle post-event tasks – scheduling debriefs meetings, rider and volunteer surveys, data analysis, and event wrap up.
- Assist with early Selfless Elf 5K and Hunger Action Month marketing and planning logistics.
- Other duties as assigned.

Qualifications & Requirements:

- Applicant should be a current college student pursuing a degree in Marketing Communications or a recent college graduate with a degree in Marketing Communications.
- Basic office experience – answering phones and emails, making phone calls, working in a professional setting, being accountable for tasks – is required
- Proficiency in MS Office required; experience with social media, website, and Adobe Creative Suite a plus
- Interest in our mission to build and sustain hunger-free communities throughout the Southern Tier
- Hours: 20 hours/week
- Ability to staff a few night and weekend outreach events, including the event on July 18th, is expected.
- Ability to intern for the duration of the summer of May/June through August.
- Demonstrate ethical business practices, in conformance with all state and federal laws and regulations.
- Demonstrate full adherence to the Code of Conduct and all policies/procedures related to compliance.

To apply: Send resume and cover letter by March 23 to:

Katherine Strawser,
Community Engagement Manager
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