



Community Engagement Internship

Events & Outreach Intern 2019

Job Description

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: Cheers for Change Campaign, Selfless Elf 5K run/walk (December 7, 2019) and Tour de Keuka charity bike ride (July 18, 2020).

The intern will work closely with the Community Engagement Manager and Communications Manager, assisting with 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 fall semester position.

Duties include:

- Assist Community Engagement Manager with Selfless Elf logistics – coordinate meetings, handle vendor outreach, organize supplies and materials, among others.
- Assist Communications Manager with Selfless Elf marketing plan that includes a diverse mix of media – TV, radio, social media, print, web, etc.
- Conduct grassroots marketing and outreach such as tabling, hanging posters, and distributing rack cards.
- Update 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 debrief meetings, participant and volunteer surveys, data analysis, and event material clean up and storage.
- Assist with early Tour de Keuka, Cheers for Change and Check Out Hunger marketing and planning logistics.
- Other duties as assigned.

Title of Direct Supervisor: Community Engagement Manager

Qualifications & Requirements:

- Applicant should be a current college student pursuing a degree in Marketing Communications or 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 December 7th, is expected.
- Ability to intern for the duration of the fall semester of September through December.
- 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.



Ability to meet the following physical requirements with or without reasonable accommodation:

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
- Stand, sit, walk, bend, stoop, kneel, and reach;
- Climb up or downstairs;
- Able to reach above or below shoulders;
- Occasionally lift or move objects weighing up to 10 lbs;
- Sitting at a desk or in a vehicle for long periods to perform certain job functions;
- Be able to read, write, and interpret written documents;

Acceptance of the Food Bank of the Southern Tier's

- Mission: Working together to build and sustain hunger-free communities throughout the Southern Tier.
- Vision: The Food Bank of the Southern Tier is committed to creating a future without hunger, where access to healthy food by all is recognized as fundamental to the well-being and success of individuals and the foundation of a strong, vibrant society.
- Organizational Values: Have Integrity, Be Brave, Share Your Strength, Respect Relationships and Honor the Mission

Schedule:

- 20 hours/week

EMPLOYEE CONFIRMATION:

I have received and read a copy of this job description.

Signature

Date

Printed Name

