



## Community Engagement Internship Events & Outreach Intern

The Food Bank of the Southern Tier seeks an intern to work with the Development & Community Engagement team, under the guidance of the Community Event Planner. 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 20, 2019) and Selfless Elf 5K run/walk (December 7, 2019).

The intern will work closely with the Community Event Planner and Communications Coordinator, assisting with Tour de Keuka 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 Event Planner with Tour de Keuka logistics – coordinate committee meetings, handle vendor outreach, organize supplies and materials, order swag and cycling jerseys, and develop finish line celebration, among others.
- Assist Communications Coordinator with Tour de Keuka 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 Tour de Keuka website, making improvements to legibility, information provided, organization.
- Make suggestions to help us achieve goals of increased participation and additional sponsors.
- Handle post-event tasks – scheduling debrief meetings, rider and volunteer surveys, data analysis, and event material clean up and storage.
- Assist with early Selfless Elf 5K and Hunger Action Month marketing and planning logistics.
- Other duties as assigned.

### Requirements:

- 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 20<sup>th</sup>, is expected.
- Ability to intern for the duration of the summer May/June through August.
- Applicant should be a current college student, or recent graduate, pursuing a degree in areas such as Marketing Communications, PR, or Management

### Skills that you will develop:

- Marketing and communications
- Community outreach
- Community organizing and engagement
- Event planning
- Teamwork
- Verbal and written communication

**Apply:** Send resume & cover letter by March 31<sup>st</sup> to:

Krista Matia,  
Donor & Community Engagement Manager  
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