



Our Mission

Our mission is to leverage the power of food to end hunger and build healthier communities.

Our Vision

We believe that the fight against hunger and the fight against poverty are one and the same. We envision a future in which food is recognized as a human right and every person is able to feed themselves and their families in dignity. Together, we work to create a more nourished, prosperous region.

Our Values

Our core values define who we are and how we work with our communities. Foodlink and our team members have:

- Compassion - treat all with dignity & respect; build kinship with those we serve
- Innovation - say yes; avoid complacency risk failure in the pursuit of ending hunger
- Collaboration - build a shared vision, create synergies, maximize resources
- Agility - respond urgently to the ever-changing needs of our community
- Stewardship - maximize the impact of every dollar, donation and asset

Job Title: Events & Marketing Intern

Department: Marketing & Development

Reports to: Events Coordinator

Status: Hourly, Non-Exempt, Part-Time, Seasonal

Time Period: May 28 – September 27, 2019.

JOB SUMMARY

Foodlink's internship program engages bright, motivated and talented individuals in accomplishing our organization's mission of building a healthy community. Foodlink values interns as an integral part of our organization. We offer our interns the opportunity to learn about the specific issues involved in our work, and the chance to participate in the implementation of our programs. Interns offer Foodlink the time, energy, skills and commitment that make our programs possible.

The Events and Marketing Intern will assist the Marketing & Development department in fundraising/special events and the development of marketing and promotional materials aimed at increasing Foodlink's brand recognition within the community. The intern will spend a majority of his/her time assisting in the planning of Foodlink's annual fundraiser, Festival of Food. The Festival of Food features 100 local restaurants, wineries, breweries, specialty food purveyors and farms sampling the best food and drink in the region. Duties include vendor recruitment, vendor relations, event promotion, overall event organization and administrative support under the guidance of the Event Coordinator.

This is a paid internship, beginning May 28, 2019 (*flexible*) and ending September 27, 2019. Eligible candidates must be able to work 30 hrs per week. In addition, the intern will be expected to be available and onsite the entire day of Festival of Food – Monday, September 16, 2019.

QUALIFICATIONS

- Special interest in and/or experience with non profit management, marketing and/or event planning
- Undergraduate degree or current student (internship does not need to be for college credit)
- Well organized, detail oriented, and able to successfully multi-task
- Excellent oral and written skills and ease in talking to the public in person or over phone
- Demonstrated ability to work independently and as a team member
- Flexible, resourceful, and adaptable to unexpected situations
- Proficient computer skills (including Microsoft Suite)
- Ability to manage many projects simultaneously
- Ability and willingness to travel to different neighborhoods in Rochester, NY
- Reliable transportation and Driver's License
- Knowledge of Adobe Creative Suite preferred but not required

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is occasionally required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive. Employees will follow other instructions and perform other related duties as required.

Everyone is welcome here! Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.

