



### **About Foodlink**

Foodlink is a regional food hub and the Feeding America food bank serving Allegany, Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming, and Yates Counties. Our operations target the root causes of hunger. We do this by distributing food to a network of human service agencies, serving meals through our commercial kitchen, and offering more than 30 food-related programs. In 2016, Foodlink distributed over 19 million pounds of food—including 4.5 million pounds of produce, offered more than 200 nutrition education courses, and created new access points for healthy foods in underserved communities. Our innovative approach directly addresses health disparities related to food insecurity. Learn more about our mission to end hunger and to leverage the power of food to build a healthier community at [www.foodlinkny.org](http://www.foodlinkny.org).

### **Events & Marketing Internship**

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.

### **Internship Description:**

The Events and Marketing Intern will assist the 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 June 1, 2017 (*flexible*) and ending September 29, 2017. Eligible candidates must be able to work 25 hrs per week. In addition, the intern will be expected to be available and onsite the entire day of Festival of Food – Monday, September 18, 2017.

### **Requirements:**

- Special interest in and/or experience with event planning strongly preferred
- Undergraduate degree or current student (internship does not need to be for college credit)
- 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
- Well organized, detail oriented, and able to successfully multi-task
- 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

To Apply:

Interested candidates should submit a cover letter and resume by email to [hr@foodlinkny.org](mailto:hr@foodlinkny.org) or by mail to the address below no later than Friday, May 12, 2017.

Human Resources  
1999 Mt. Read Blvd.  
Rochester, NY 14615  
Fax: 585-328-9951  
[hr@foodlinkny.org](mailto:hr@foodlinkny.org)

Only serious candidates should apply.  
Only successful candidates will be contacted.

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**The Foodlink Way**

- ✧ Passion and commitment to our mission ✧ Going above and beyond what is required
- ✧ Seeing our roles as more than just a job ✧ Proactively seeking improvements ✧ Having the ability to adapt to change

The Foodlink Way is description of who we really are as demonstrated by what we say we value and what we do to express those values.

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***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.*