



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

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 Intern

Department: Marketing & Development

Reports to: Events & Community Engagement Manager

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

Updated: April 2023

SUMMARY

Foodlink's internship program engages bright, motivated, and talented individuals in accomplishing our organization's mission of ending hunger and building healthier communities. Foodlink values interns as an integral part of our organization. We offer 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 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 their time assisting in the planning of one of organization's marquee fundraisers, the Foodlink Festival of Food. The festival is held annually in mid-September and features dozens of local restaurants, wineries, breweries, specialty food purveyors and farms at the City of Rochester Public Market for the region's largest tasting event. Duties include, but are not limited to, vendor recruitment, vendor relations, event promotion, overall event organization and administrative support under the guidance of the Events & Community Engagement Manager. The intern may provide additional assistance and support within the Marketing & Development department, when needed.

The timeline for this position begins June 8, 2023 and ends September 22, 2023. Eligible candidates must be able to work 30+ hours per week. In addition, there is an expectation to be available and onsite the entire day of Festival of Food – Monday, September 18, 2023.

KEY RESPONSIBILITIES

- Assist with the recruitment of 75+ vendors for the Festival of Food, one of Foodlink's largest fundraisers.
- Maintain vendor relations to ensure all paperwork is submitted, food safety protocols are met, and expectations are clear for the event.
- Help promote ticket sales and general awareness of the event through social media and other marketing and media opportunities.
- Provide administrative support for all event-related activities under the guidance of the Events & Community Engagement Manager.
- Assist, as needed, with other duties required of the Marketing & Development team, including, but not limited to, the organization of food drives, volunteer registration and generating social media content.

QUALITIES

- Special interest in and/or experience with nonprofit management and/or event planning
- Undergraduate degree
- Well organized, detail-oriented, and able to successfully multi-task
- Excellent oral and written skills and ease in speaking with others in person or over the phone
- Demonstrated ability to work independently and as a team member
- Flexible, resourceful, and adaptable to unexpected situations
- Proficient computer skills (including Microsoft Office)
- Ability to manage many projects simultaneously
- Ability and willingness to travel to different parts of the Greater Rochester area for vendor recruitment needs.
- Reliable transportation and valid driver's license
- Knowledge of basic design skills via Adobe Creative Suite or web-based tools such as Canva are preferred but not required

We are actively seeking a diverse pool of candidates for this role.

SALARY AND BENEFITS

This is a part-time, temporary position paid on an hourly basis at \$14.20/hr. Temporary positions are not benefit eligible.

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, stand and talk and hear. The employee is frequently required to use hands to handle or feel items such as documents. The employee is frequently required to stand and walk for long periods of time. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. Able to lift bulk objects or objects weighing up to 60 pounds.

Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet 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 age, race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.