



**EDIBLE
SCHOOLYARD
NYC**

**Events Intern
at Edible Schoolyard NYC
Spring 2017**

About the Organization

Edible Schoolyard NYC (ESYNYC) partners with public schools to transform the hearts, minds, and eating habits of young New Yorkers through a seed-to-table education. Edible Schoolyard NYC's goal is to change attitudes, preferences, and behaviors around healthy eating, and to educate and empower children to make healthy food choices for themselves, their communities, and the environment.

In 1995, nationally acclaimed restaurateur and food activist Alice Waters created the first Edible Schoolyard in Berkeley, California, pioneering the notion that the best place to teach children the connection between food, health, and the environment is in our schools. Fifteen years later, ESYNYC was founded as a separate 501(c)3 – inspired by the philosophy and model of Edible Schoolyard Berkeley, but designed to serve the specific and specialized needs of students in historically underserved New York City public schools.

Overview

Edible Schoolyard NYC is currently looking for an undergraduate or graduate student to server as Events Intern to assist with fundraising, events, and administration at ESYNYC's central DUMBO office.

We're looking for a dynamic, self-starting intern with a strong passion for our mission, to support ongoing and long-term projects as well as day-to-day operations at a growing non-profit. The Events Intern will be an integral member of the Development team.

Responsibilities

The intern reports to ESYNYC's Events and Engagement Coordinator and assists a small Development and Communications team. S/he assists with on-going events projects and the day-to-day operations of the office, supporting the Executive Director, Vice President of Development, and Communications Manager. The Intern will gain valuable knowledge of nonprofit special events, event planning, and fundraising.

Core responsibilities include:

- Assist in the execution of fundraising events, such as the spring benefit and cultivation events.



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- Create look-books for all events
- Organize and assist with implementing event collateral including: mailings, invitations, guest lists, programs, and gift bags
- Act as a day of assistant for the Spring Benefit
- Assist the Communications and Outreach Manager by helping support all design and print deadlines for the Spring Benefit

Qualifications

The ideal candidates will have proven administrative ability and demonstrated interest in our mission. S/he will have excellent interpersonal, written, and verbal communication skills as well as demonstrated ability to work with a variety of personalities.

Core qualifications include:

- Strong people skills and with positive attitude and outlook.
- Strong belief in ESYNYC mission and social impact.
- Energetic, hard worker, with an entrepreneurial spirit.
- Demonstrated ability to work with supervisors, colleagues, and volunteers.
- Excellent written and verbal communication skills, good judgment, and discretion.
- Highly organized with an ability to manage multiple priorities and projects and meet tight deadlines.
- Solid experience with Microsoft Office programs.
- Knowledge of food security, school gardens, nutrition, public health or related field a plus.

Hours and Compensation

This is a non-exempt part-time PAID position from March through the end of May. The intern is expected to work approximately 25-30 hours per week from March to April and approximately 15 hours per week in May. The intern will receive a stipend of \$750/month, pro-rated based on start date and actual hours worked. The intern will also receive a monthly MetroCard.

To Apply

Please send a resume and cover letter to info@esyntc.org with “Edible Schoolyard NYC Events Intern” in the subject line.

Please apply by Friday, February 24, 2017.



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Edible Schoolyard NYC is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.