



EDIBLE  
SCHOOLYARD  
NYC

**Development and Communications 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 serve as Development and Communications Intern to assist with fundraising, communications, 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 Development and Communications Intern will be integral member of the Development team.

**Responsibilities**

The Development and Communications Intern reports to ESYNYC's Communications and Outreach Coordinator and assists a small Development and Communications team. S/he assists with the day-to-day operations of the office, supporting the Executive Director, Vice President of Development, Operations Manager, Events Manager, and Grants Manager. The Intern will gain valuable knowledge of nonprofit fundraising, communications, and operations.

Core responsibilities include:



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- Learning to use Salesforce, a CRM system, and taking responsibility for updating donation and relationship records for all ESYNYC contacts.
- Processing letters of acknowledgment to thank donors and provide them with a receipt.
- Writing, scheduling, and publishing social media posts on Facebook, Twitter, and Instagram, in collaboration with the Communications Coordinator.
- Researching current and potential ESYNYC funders and assisting with putting together grant proposals.
- Assisting in the execution of fundraising events.
- Assisting with day-to-day operation of the office through administrative tasks such as scheduling and assisting with other list management tasks.

### **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 and Google Drive.
- Solid, demonstrated experience with social media platforms including: Facebook, Twitter, and Instagram is a must.
- Knowledge of food security, school gardens, nutrition, public health or related field a plus.
- Applicants must be enrolled in an associate, baccalaureate, or graduate degree.

### **Hours and Compensation**

This is a non-exempt part-time PAID position from February 1<sup>st</sup> through the end of May. The intern is expected to work approximately 25 hours per week and 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.



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**To Apply**

Please send a resume and cover letter to [info@esyntc.org](mailto:info@esyntc.org) with “Edible Schoolyard NYC Development Intern” in the subject line.

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.