



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 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 Manager 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 and Outreach Coordinator. 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.



- Create lookbooks and thank you documents 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 with responsibilities including: organizing the volunteers, coordinating the auction spotting meeting, stuffing gift bags
- Assist the Communications and Outreach Coordinator 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 and Google Drive.
- 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 1st through the end of May. The intern is expected to work approximately 20 hours per week in February and May and 30 hours per week in March and April 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.

To Apply

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



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NYC**

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.