



## **JOB DESCRIPTION**

### **Development & Communications Intern (Temporary/Part-Time), Edible Schoolyard NYC**

**LOCATION:** Brooklyn, NY

#### **ABOUT THE ORGANIZATION:**

Edible Schoolyard NYC's mission is to support edible education for every child in New York City. We partner with New York City public schools to cultivate healthy students and communities through hands-on cooking and gardening education, transforming children's relationship with food. Inspired by the philosophy and model of Edible Schoolyard Berkeley and its founder, acclaimed restaurateur and food activist Alice Waters, Edible Schoolyard NYC was founded in 2010 to serve the specific needs of students in historically underserved public schools.

If you are passionate about food, this is the place for you. While edible education is our core focus, we connect to the food world in many fun and interesting ways. We work with top chefs and restaurants on partnerships which support our work, and collaborate with cool and interesting brands to increase awareness of our mission. Many of our staffers are passionate foodies and cooks, and we enjoy swapping recipes and food whenever possible. We are guided by six core values: 1. Passion and dedication 2. Community 3. Learning and discovery 4. Wellness 5. Collaboration 6. Equity.

#### **JOB SUMMARY:**

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, Development Assistant, Events Manager, and Grants Manager. The Intern will gain valuable knowledge of nonprofit fundraising, communications, and operations.

Core responsibilities include, but are not limited to:

- Learn to use Salesforce, a CRM system, and taking responsibility for updating donation and relationship records for all ESYNYC contacts with the Development Assistant.
- Process letters of acknowledgment to thank donors and provide them with a receipt
- Write, schedule, and publish social media posts on Facebook, Twitter, and Instagram, in collaboration with the Communications Coordinator.
- Research current and potential ESYNYC funders and assist with putting together grant proposals.
- Assist in the execution of fundraising and cultivation events.
- Assist 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.
- Basic graphic design skills are required, advanced a plus.
- 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 the beginning of January through the end of May. The intern is expected to work approximately 25 hours per week and will be paid \$15/hour.

**TO APPLY:**

Please send a resume and cover letter to [jobs@esynyc.org](mailto:jobs@esynyc.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.