



## **JOB DESCRIPTION**

### **Operations Intern (Temporary/Part-Time), Edible Schoolyard NYC**

**LOCATION:** Brooklyn, NY

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

Edible Schoolyard NYC (ESYNYC)'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 looking for an undergraduate or graduate student to serve as Operations Intern to assist with database management and administration at ESYNYC's central DUMBO office. We are 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.

#### **RESPONSIBILITIES:**

The Operations Intern reports to ESYNYC's Senior Manager of Finance and Operations and will also work with the Development Assistant and Executive Director. The Operations Intern assists with the day-to-day operations of the office, including data-entry and gift processing, office management, scheduling, bookkeeping, and other administrative support. The Intern will gain valuable knowledge of nonprofit operations, accounting, and fundraising.

Core responsibilities include, but are not limited to:

- Learn to use Salesforce, a CRM system, and take 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 for tax purposes.
- Assist with day-to-day operations of the office through administrative tasks such as scheduling, filing, responding to email and telephone inquiries, and general office management.
- Assist with weekly purchase orders and expense classifications in QuickBooks, prepare checks, and ensure expenses are appropriately recorded in the budget.
- Assist the Senior Manager of Finance and Operations with the monthly financial close process.
- Provide logistical support for meetings and record notes as needed.
- Provide other administrative support as required.

**QUALIFICATIONS:**

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

Core qualifications include:

- Highly organized with an ability to manage multiple priorities and projects and meet tight deadlines.
- Strong attention to detail and methodical.
- 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.
- Solid experience with Microsoft Office programs and Google Drive.
- Experience using Salesforce or other CRM software and/or QuickBooks 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 and part-time PAID position from November 2019 through the end of June 2020. The intern is expected to work approximately 24-28 hours per week and will be paid \$15.00 per hour.

**TO APPLY:**

Please send a resume and cover letter to [info@esynyc.org](mailto:info@esynyc.org) with "Operations 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.