

**Position Description: Development & Communications Intern
(Philadelphia, PA - Hybrid)**

Position: Development & Communications Intern	Department: Development/Communications
Reports to: Communications Manager/ Senior Development Manager	FLSA Status: n/a
Revised: January 2023	Classification: Part-Time Internship, Unpaid

Founded in 1992, The Food Trust works with neighborhoods, institutions, retailers, farmers, and policymakers across the country to ensure delicious, nutritious food for all. Backed by three decades of research and evaluation, our holistic community-centered approach to nutrition security weaves together three core programming elements — access, affordability and education — as well as a focus on advocating for public policy solutions. More information is available at www.thefoodtrust.org.

Position Summary

The Food Trust is looking for an enthusiastic and committed intern to volunteer to support the Development and Communications teams in its myriad efforts to tell the stories of our organization’s programs, staff and communities, and garner support for the organization as it operationalizes its 5-Year Strategic Plan. This internship position provides an ideal opportunity for an individual interested in public relations, marketing, social media, design, content strategy, writing and editing, donor relations and management, event planning, sponsor management and/or grant writing to hone their skills in a friendly, mission-driven environment.

Potential Project Areas

- Conduct press research and produce press reports
- Create and organize photo and video library
- Assist staff with creation of in-house design projects (Canva/Adobe Express)
- Assist with press release writing and dissemination
- Write and publish articles on The Food Trust’s website
- Assist with web/social media analytics documentation
- Conduct audience research and update/clean lists in existing CRMs
- Research CRM tools for possible implementation
- Support fundraising event logistics and outreach
- Research and conduct outreach to potential sponsors of Food Trust events and programs

Qualifications

The ideal intern will have the ability to work with others in a collegial environment. Strong writing, communication and organizational skills are desired, and the ideal candidate will have high integrity; a dedication for excellence; attention to detail; great listening skills; and a commitment to The Food Trust’s mission. Basic

knowledge and proficiency with Microsoft Office and Google Suite required; experience with Adobe Express, Canva, Wordpress, NationBuilder, Salsa CRM/Engage and/or GuideStar a plus.

Open Date and Hours: Open immediately; 8-24 hours per week (flexible; occasional evening/weekend work may be required)

How to Apply

Email your résumé and personalized cover letter to jobs@thefoodtrust.org. Please reference “Development & Communications Intern” in the subject line.

The Food Trust adheres to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran status, disability or sexual orientation.