

Position Description: Communications Intern/Volunteer (Philadelphia, PA - Hybrid)

Position: Communications Intern	Department: 920/Communications
Reports to: Communications Manager	Classification: Part-time unpaid volunteer/intern with the opportunity to receive credit from their institution
Revised: April 2024	

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 Communications team in its myriad efforts to tell the stories of our organization’s programs, staff and communities. This internship position provides an ideal opportunity for an individual interested in content strategy, social media, writing and public relations to hone their skills in a friendly, mission-driven environment.

Potential Project Areas

- Gather and create social media content on-site at Food Trust farmers markets and other programming sites (e.g., taking photos, interviewing customers, creating reels)
- Assist with press research, press release writing and dissemination, and story pitching
- Create and organize photo and video library
- Assist with newsletter creation
- Assist with community engagement opportunities (e.g., tabling events, presentations, etc.)

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 to creativity; attention to detail; great listening skills; and a commitment to The Food Trust’s mission. Basic knowledge and proficiency with Instagram, Microsoft Office and Google Suite required; experience with Adobe Express, Photoshop or Canva 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 schambers@thefoodtrust.org. Please reference “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.