

# SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY

## Food Alliance Job Opening – Communications & Development Intern

**Position:** Development & Communications Intern

**Location:** Food Alliance Office, Portland, Oregon

**Application deadline:** Monday, October 12, 2009

**Duration:** Part-time, Temporary (10-20 hrs/week) for 3 academic terms.

**Compensation:** This position is being funded through a generous grant from the Miller Foundation to support sustainability. Compensation is a maximum of \$3,000 for the academic year which ends on 6/15/2010. (\$1,000 per term for three academic terms.)

**Note:** This position requires current admission and enrollment as a PSU undergraduate student.

### Job Description

Food Alliance is a nonprofit organization that certifies farms, ranches, food processors, and distributors for sustainable agricultural and facility management practices, including safe and fair working conditions, humane treatment of animals, wildlife habitat protection, and conservation of natural resources.

The Communications & Development Intern will assist with planning and coordinating efforts to raise the Food Alliance's profile nationally, leading to increased awareness and support for the organization, and broader engagement by food-based businesses in Food Alliance programs.

Depending on skills, duties may include:

- A wide variety of research tasks
- Profile and report writing
- Development of communications materials
- Development and implementation of social media campaigns
- Development and implementation of earned media campaigns
- Event planning and coordination

### Qualifications

#### **Required:**

- Interest/experience in sustainability and food issues.
- Highly motivated.
- High level of professionalism.
- Ability to quickly integrate into a team with other mission driven individuals.
- Ability to work independently and in a support role.
- Strong verbal and written communication skills.
- Excellent organizational and administrative skills.
- Proficient with MS Office and database management.

#### **Desirable:**

- Event planning and program management experience highly desired.
- Experience working for a non-profit organization.

- Advanced technology skills, including Adobe CS, web applications, virtual environments, audio/video or broadcasting experience.

**To Apply:**

This position requires current enrollment as a PSU undergraduate student. To confirm that you are formally admitted and enrolled, please email your full name and student ID to Mary Vance in the PSU Career Center at [vancem@pdx.edu](mailto:vancem@pdx.edu). Once your status is confirmed, you will receive the full application instructions and contact information via email. You may call 503-725-4972 with any questions.

**SAMPLE**