

SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY

Food Hub Internship Ecotrust

Ecotrust's mission is to inspire fresh thinking that creates social equity, economic opportunity and environmental well-being. With regard to our Food & Farms program, we work to create a robust regional food economy. For more information on the Food & Farms program at Ecotrust, please see: www.ecotrust.org/foodfarms.

The FoodHub intern will perform a wide variety of tasks, from the administrative and mundane to the more challenging:

- * Assist with marketing FoodHub to prospective members by creating direct mail lists
- * Organize files and photocopy media stories; build archive of FoodHub materials
- * Write web copy and develop member profiles for use in the FoodHub blog
- * Analyze membership data, creating protocols for evaluation, identifying gaps in information, and preparing preliminary reports regarding trends
- * Interview FoodHub members regarding early experiences; assist FoodHub members in creating profiles and other troubleshooting
- * Attend and take notes at FoodHub meetings and presentations
- * Research internet business models, perform research in support of revised business model scenarios
- * Enhance online connectedness by Facebook friending FoodHub members and associated businesses; augment use of Twitter
- * Create protocols for select tasks so that subsequent FoodHub interns can continue the work that was started
- * Other activities in support of Ecotrust's Farm to School and FoodHub projects as necessary