

Food For Free - Marketing and Events Internship

Location: Food For Free's Packing and Distribution Center - 59 Innerbelt Road, Somerville, MA 02143

Food For Free improves access to healthy food through establishing innovative programming and partnerships to overcome barriers and strengthen the community food system. We envision a future where everyone in our community – regardless of age, income, or ability – has consistent access to fresh, healthy, delicious food. Food For Free was established in 1981, and has been a fixture in the food rescue community for over 40 years.

Through this internship, the candidate will primarily assist with events and marketing related tasks associated with our largest fundraising event of the year, the Party Under the Harvest Moon.

Intern Job Responsibilities:

- Work with Food For Free's Associate Manager of Events and Special Initiatives and Chief Development Officer on tasks related to our largest fundraising event of the year, the Party Under the Harvest Moon.
- Engage in all aspects of the event's silent auction, including
 - Reaching out to local businesses, restaurants, retailers, corporations, etc. to obtain new donations for our silent auction
 - Reaching out to previous donors to acquire donated items
 - Arranging for pick up or delivery of items
 - Maintaining accurate records of communications and status in Google spreadsheets
- Become proficient in all aspects of Ready Set Auction software, including
 - Uploading auction items into software
 - Writing engaging and descriptive explanations for each item
 - Sending thank you notes and receipts to donors through software
 - Manage and create the auction catalog, which will be seen by donors, party guests, bidders, and more
- Assist Food For Free's marketing manager in developing and scheduling social media posts and emails for the event
- Assist with other elements of event preparation as needed

Work Hours & Benefits:

This position has the opportunity to be either part time or full time, depending on the needs of the intern. This intern will work directly with our Marketing Manager and Chief Development Officer on projects and tasks. The intern will be able to attend team meetings when appropriate, and interact with programs and operations staff when needed. As this position will be a mix between in office hours and work from home, there will be opportunities to connect with team members and collaborate.

Intern Qualifications / Skills:

- Verbal communication
- Organization
- Scheduling
- Professionalism
- Customer focus

- Confidentiality

Education, Experience, and Licensing Requirements:

- In 3rd or 4th year of college undergraduate program
- Prior industry experience is preferred

All interested applicants should email a resume to Eliza McDonough at eliza@foodforfree.org and Marena Burnett at marena@foodforfree.org