



## Administrative & Communications Intern

Vetri Community Partnership is seeking an intern who wants to gain experience in the administrative and communications departments at a growing nonprofit.

**Who we are:** Vetri Community Partnership empowers children and families to lead healthy lives through fresh food, hands-on experiences and education.

**Who you are:** A college junior, senior or recent grad with coursework and an interest in the areas of marketing, journalism, graphic design, or media relations. The ideal candidate is detail-oriented, enthusiastic about taking on new projects and has some experience with the Microsoft Office Suite, Adobe Creative Suite.

### Responsibilities may include:

- **Administrative:**
  - Support all VCP staff members – including CEO, COO, Culinary, Education, Development & Communications teams – as needed
  - Organize office
  - Maintain media archive
  - Create high quality PDFs of articles and studies about or related to Vetri Community Partnership
  - Put together custom marketing packets for staff, as needed
  - Create and mail board packets
- **Communications:**
  - Research news and articles related to Vetri Community Partnership's mission and programs for our curated social media content
  - Create and schedule social media content using Hootsuite
  - Compile digital activity statistics on social media, website analytics and newsletters and create monthly report for Communications Manager
  - Create reports for appeals
  - Update email list
- **Media Relations:**
  - Write press releases, pitches.
  - Assist at media events – visits, photo/video shoots, etc.
- **Creative:**
  - Assist in the creation and design of all Vetri Community Partnership collateral – brochures, appeals, 1-pagers, etc.
  - Write content for website, newsletters, appeals, etc.
  - Take photos and videos at Vetri Community Partnership events and programs

### To apply:

If you are interested in applying, please send a resume and cover letter explaining why you'd be a good fit for this position to [info@vetricommunity.org](mailto:info@vetricommunity.org). Please include "Communications Intern" and your name in the subject line.