



Vetri Community Partnership Communications Internship

Vetri Community Partnership's Communications Internship Program is designed to provide experience within the realms of non-profit management, fundraising, marketing, and communications, as well as with community nutrition and direct, hands-on community engagement. Internships are offered on a seasonal basis (fall, spring, and summer) and can be for credit if applicable. The goals of the internship are matched to the needs of VCP and the intern. Each intern will have the opportunity to work on a final project encompassing their experiences during their time with us.

Intern Role

The role of the communications intern will involve directly working with our **Marketing and Communications** and **Development** departments. Spring is a busy time of year at VCP, as it is when we host our annual Eat to Empower Dinner Series and Food Festival fundraising event and launch our second semester of school-based programming. Specific intern responsibilities will be tailored to their strengths and interests, but potential tasks include:

Marketing / Communications

- Newsletter writing
- Social media content creation
- Program photography
- Website maintenance

Development

- Fundraising appeal creation
- Report writing / data collection
- Special event marketing / graphics

Requirements

- Interest / experience in non-profit marketing, communications, and fundraising, photography, graphic design, writing and storytelling, or related fields. A plus if also interested in nutrition, food sciences, public health, or related fields.
- Great communication skills, both written and verbal
- Ability to work independently, within groups, and with youth in school settings
- Detail-oriented
- Completion of three required clearances (PATCH, Child Abuse History Record Check, & FBI Fingerprints)
- Familiarity with Adobe Creative Suite, WordPress, or Hootsuite a plus, but not required

Schedule

Schedules are determined by the intern and their supervisor based on availability, as well as internship and program needs.

Intern Reports To:

All communications interns will report to the Marketing & Communications Coordinator. The Coordinator will provide ongoing support and feedback regarding set goals, the final project, and their progress, as well as support directly associated with program involvement.