



POSITION: Communications and Journalism Intern
SUPERVISED BY: Tina Mortimer, Senior Communications Specialist

POSITION SUMMARY:

The Communications and Journalism Intern will collect and develop stories, testimonials and photos from food shelves, food shelf clients, program clients, donors, volunteers and other community partners. The stories, testimonials and photos will be used in a variety of media, from newsletters to web content, donor communications and collateral materials. These communications pieces are powerful tools in the fight to end hunger, and can help raise awareness of and support for those in our community who are struggling.

DUTIES:

- Visit food distribution sites and agency partners to identify and collect client stories
- Write and edit client and agency partner stories that inspire action for a variety of media, from newsletters to web content and collateral materials
- Collect and write other volunteer and community partner stories, as needed
- Help with additional communications projects

MINIMUM REQUIREMENTS:

- Completed or working toward a college degree, preferably in a related field (e.g., Journalism, English, Marketing/Communications, or Public Relations)
- Familiarity with the AP Stylebook
- Ability to identify and develop story ideas independently
- Interviewing and listening skills. Ability to make interviewee comfortable. Ability to ask follow-up questions to get to the "heart of the story"
- Documentation skills. Capturing accurately what is said by interviewees
- Photography skills are useful. Must not be shy about asking for photos, and having everyone pictured sign a release form. No professional equipment needed for this purpose. Well-composed and well-lit cell phone photos are fine for this project
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel). Proficiency in Adobe InDesign, Illustrator and Photoshop desired, but not required
- An effective communicator and storyteller, both written and oral
- Ability to work effectively with people of diverse ages, income levels, cultural backgrounds and other demographics
- Ability to communicate in a professional manner with press and community contacts
- Fluency in a second language is desired, but not required
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines

TIME REQUIREMENTS AND SCHEDULE:

- **Total time requirement:** 10-15 hours per week
- **Project dates:** June – August 2019
- **Days of the week:** Tuesday-Thursday
- **Time of the day:** 9 a.m. – 4 p.m.
- **Work site:** Maplewood facility and remotely

ORGANIZATION CONTACTS:

- Communications department
- Agency partner employees/volunteers/clients
- Development department
- Hunger programs staff

HOW TO APPLY: Please submit cover letter, resume, and writing samples to Internships@2harvest.org