



Job Title: Communication Intern
Classification: Part-Time, Internship

At Ozarks Food Harvest, we're passionate about making a difference in the lives of others — especially those who are food insecure. We believe everyone deserves enough to eat so that they can lead a full and healthy life. Each member of our team is proud of his or her work because we know collectively we are making a real impact. Our mission has helped us build strong careers and a culture dedicated to working smart and hard.

We encourage you to view a behind-the-scenes video showcasing our work at ozarksfoodharvest.org

Job Summary:

The Communications intern will assist the Communication Coordinator and the Graphic Designer in the development of print and digital communication pieces to promote Ozarks Food Harvest to community members, donors, agencies and volunteers, continuing to position the organization as the hunger-relief expert in southwest Missouri. This position will allow for in-depth and relevant communication experience with a focus on learning about how a nonprofit operates.

Responsibilities

Traditional Media

- Track media coverage of Ozarks Food Harvest
- Add events to community calendars

Digital Media

- Assist with adding and maintaining events, statistics, food drives, cause marketing, etc.
- Assist with social media strategy and content creation for Facebook, Twitter and Instagram as needed

Communication

- Assist with writing articles for the quarterly Harvest Time newsletter
- Organizing photos for use across communication channels

- Contribute articles for the bi-monthly agency newsletter
- Interview volunteers to write monthly Volunteer Spotlights
- Assist with interviewing clients for various communications pieces
- Take, upload and edit photos as needed
- Assist with donor stewardship, including the creation and delivery of special thank you gifts
- Assist with design and implementation of company communication bulletin boards

Events

- Assist with planning of Hunger Action Month. The event takes places in September, and preparation begins early summer.
- Oversee Ozarks Food Harvest’s branding at tabling events and be a spokesperson for OFH at appropriate events.
- Assist with school field trips to OFH warehouse and garden when needed.
- Create internal promotional pieces as well as pieces for organizations hosting events or food and fund drives for OFH.
- May assist with representing the organization at speaking engagements and warehouse tours.
- Pick up donations in the Springfield area for various events
- Assist with content creation for various events

Qualifications/Skills:

- Pursuing bachelor’s degree in a communication-related field
- Must be able to provide writing samples/portfolio
- Excellent written and oral communication skills
- Ability to meet fast-paced deadlines
- Proficiency in the Microsoft Office Suite
- Interested in graphic design. Experience with Adobe Creative Suite is preferred
- Flexibility to attend evening and/or weekend presentations, meeting or events on a case-by-case basis
- Video editing experience is a bonus
- Must be able to lift 20-25 pounds for special event set up
- Knowledge of AP Style
- Ability to work independently and with a team
- Passion for Ozarks Food Harvest’s mission

This is a paid, part-time (20-25 hours/week) position, with flexibility to accommodate your schedule. The internship can begin as early as May 18, 2020.

To Apply:

Please send a resume and cover letter to sroelke@ozarksfoodharvest.org with “Communications Intern” in the subject line. Please do not contact Ozarks Food Harvest directly.

No calls, please.