



JOB DESCRIPTION

Events Intern Summer and Fall 2019

Now Accepting Resumes

Kids' Food Basket is empowering communities to attack childhood hunger so that young people can learn and live. We began nearly 17 years ago by serving 125 kids each school day through our Sack Supper program, and now serve thousands of kids each school/summer program day throughout Grand Rapids, Muskegon and Holland. Sack Suppers are evening meals that provide nutrition that's critical to the development of kids' brains and bodies. Our organizational strategic areas focus on local growth and West Michigan growth, our Kids Helping Kids program, diversity and inclusion initiatives, and our community engagement programming.

Kids' Food Basket is an equal opportunity employer. Our policy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, creed, ethnicity, gender/gender identity, sexual orientation, religious belief, sex, national origin, age, ancestry, qualifying disability, height, weight, marital status, veteran status or genetics. In addition to federal law requirements, Kids' Food Basket complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities.

Internship Duties:

- **Signature Events** | Support signature events during the semester including Chef Prize and other events including but not limited to event logistics, sponsorship, individual ticket sales and auction support, invoicing and donor stewardship
- **Connect Events** | Assist with annual Connect with Kids' Food Basket events including coordination of guest RSVP, food and donor packets
- **Expansion Campaign Events** | Assist with event logistics for our Feeding Our Future expansion campaign events including coordination of guest RSVP, food, donor packets and additional as assigned
- **Community Partner Program** | Provide support for a robust Community Partner Program, including, but not limited to, securing logos from corporate entities and ensuring recognition levels are correct and donor stewardship
- **Community/Outreach Events** | Assist Kids' Food Basket team with activities at Kids' Food Basket events in the community
- **Third Party Fundraisers** | Provide coordination and support for third party events including information, scheduling, and Kids' Food Basket representation at events as needed
- **Peer to Peer Fundraising Events** | Support Kids' Food Basket team with support of Peer to Peer Fundraising Events including assistance of prospecting events and donors, assist with stewardship and promotion of Peer to Peer Fundraising platform
- **Additional administrative support** | Support Kids' Food Basket team with administrative duties including but not limited to answering phones, meeting prep and donor stewardship, donor and volunteer data entry

- **Misc. duties as assigned**

General and Essential Job Functions

- Participate in and assist with, daily tasks of Kids' Food Basket.
- Physical requirements include a typical office environment, with periods of sitting at a computer screen and being able to lift up to 25 pounds.
- Flexible scheduling, evening and weekend hours will be necessary. We are seeking an individual that would have ability to attend events during day and evening and weekends as needed. This position would require at least 15 - 20 hours per week.

Skills and Qualifications

- Bachelor degree in progress.
- Excellent written and verbal communication skills.
- Organized with the ability to work in a fast paced, ever changing work environment.
- Possesses skills in project and time management.
- Well versed in computer programs (Microsoft Office required).
- Can work independently as well as collaboratively.
- Demonstrate the ability to solve problems, analyze systems and data, and make suggestions for improvement.

Level I | Part-time Internship for College Credit (Prior approval from intern's school needed for College Credit)

To be considered for this internship, applicants must send cover letter and résumé via email

Send information to: [hiring@kidsfoodbasket.org](mailto: hiring@kidsfoodbasket.org)

**Applications will be reviewed as they are received.
(NO CALLS PLEASE)**