



JOB DESCRIPTION

Communications Intern – Design

Spring/Summer 2019

10-15 hours weekly

Reports to: Tarah Sweedyk, Development & Communications Specialist and Ashley Bodien, Communications Manager

Kids' Food Basket is a community solution to childhood hunger so that young people can learn and live well. 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:

- **Design** | Provide design support to the communications team utilizing Kids' Food Basket's brand standards. Design projects include, but are not limited to: Connect Event Invitations, Feeding Our Future campaign updates, Feeding Our Future Event Invitations, event flyers, program specific flyers and updating old designs to brand standards.
- **Campaign** | Provide campaign support including creative tactic development, social media content creation, design support, and any additional administrative support.
- **Video** | Provide video support to the Communications Video Intern. Support could include, capturing video footage, editing & producing videos to be utilized on social media and website platforms. Videos will provide insight into the Kids' Food Basket mission & the people that interact with it.
- **Blog** | Provide written & designed content support for the new Kids' Food Basket blog centered around stories of the constituents that interact with Kids' Food Basket.

Skills and Qualifications

- Bachelor's 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 & a video editing platform required).
- Can work independently as well as collaboratively.
- Demonstrate the ability to solve problems, analyze systems and data, and make suggestions for improvement.
- Possess graphic design skills & equipment necessary to design and edit.

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

To be considered for this internship, applicants must send cover letter and résumé via email, to Tarah Sweedyk at [hiring@kidsfoodbasket.org](mailto: hiring@kidsfoodbasket.org).

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