



JOB DESCRIPTION

Communications Intern – Video

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:

- **Video** | Capture video footage, edit & produce 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.
 - Video audiences will include, but are not limited to:
 - Staff
 - Volunteers
 - Donors
 - Youth
 - Families we serve
 - Filming locations will include, but are not limited to:
 - On-site at our Grand Rapids headquarters
 - In our regional offices in Muskegon & Holland
 - On our 10-acre farm
 - Along delivery routes
 - In schools
 - Video content and themes will include, but are not limited to:
 - Thank you/Stewardship videos
 - Interviews with a variety of audiences
 - Various events
 - Volunteer projects
- **Photography** | Capture photos to be utilized on social media and website platforms. Photo opportunities will typically include but are not limited to: youth engaging with us through volunteerism, individuals engaging with us on the farm, and a variety of different events taking place at Kids' Food Basket.

- **Blog** | Provide written & video content support for the new Kids' Food Basket blog centered around stories of the constituents that interact with Kids' Food Basket.
- **Storytelling** | Provide visual storytelling support to the Communications Team based on communication themes for the year.

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 & 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 videography skills & equipment necessary to film, edit & produce short videos for social media & website uses.

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.

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