



INTERNSHIP POSTING

Title: Hospitality and Events Intern

Reports to: Development Director

Date: October 18, 2019

Kids' Food Basket believes all children have a right to equitable, consistent access to the nutrition they need to grow. We got our start 17 years ago by serving 125 kids each school day through our Sack Supper program, and now we serve nearly 8,800 kids each school/summer program day throughout Kent, Muskegon and Ottawa + Allegan counties. Nourishing healthier generations of children is at the core of Kids' Food Basket's mission and is what we strive for daily through our four Commitments:

- We **Nourish** our future by providing ready to eat healthy food on a daily basis to children in need,
- We **Grow** by increasing healthy food access for our communities through the growth and distribution of sustainably grown vegetables and fruit,
- Our community **Learns** through the use of our facilities and farm as classrooms to foster learning and empowerment across economic barriers,
- We **Engage** our diverse community to work for Good Food for all.

If you are passionate about children reaching their dreams, then consider joining our team! This position will be based in our Grand Rapids office.

Internship Duties (up to 20 hours per week):

Farm to Table Dinner Planning:

- Creation of plan around generating revenue through Farm to Table Dining Experience at the Kids' Food Basket Farm including but not limited to:
 - Ideation and creation of event experience to include, themes, customer service, mission inclusion
 - Budget development to include creating a sustainable business model to quantify ROI and ensure revenue-positive events
 - Establish relationships with vendor partners needed for successful dinner experience (i.e. equipment rental companies, chefs, caterers, musicians, etc.)
 - Create communication and marketing plan to promote individual ticket sales and sponsorship of Farm to Table Dinner Series

Facilities and Rental Revenue:

- Ideation and creation of space rental experience at the Kids' Food Basket facility, to include themes, customer service, mission inclusion, etc.
- Budget generation to include creating a sustainable business model
- Create tracking system with team for monitoring and tracking rental revenue, vendors, etc.
- Create and execute communication and marketing plan identifying target demographics, promoting the facility, and securing 10 new facility rentals for the coming 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
- Demonstrable skills in project and time management
- Well versed in Microsoft Office
- Can work independently as well as collaboratively
- Demonstrated 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 Ashley Diersch | [hiring@kidsfoodbasket.org](mailto: hiring@kidsfoodbasket.org)

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

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 physical or mental 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 company has facilities.