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Internship Announcement Communications and Outreach Intern

Posted December 15th, 2009

Organizational description:

Chefs Collaborative is the leading nonprofit network of chefs that fosters a sustainable food system through advocacy, education, and collaboration with the broader food community.

Job description:

Chefs Collaborative seeks a Communications and Outreach intern for Winter-Spring 2010. This is an unpaid, 10-15 hour/week position, reporting to the Development Associate. The intern will help execute a social media and email communications program, and will assist staff members with administrative tasks as necessary.

The intern will:

- Maintain regular blog posts on the Chefs Collaborative website that relate to our programs, projects, and mission.
- Manage posts from guest bloggers.
- Use our Twitter and Facebook accounts to gain visibility among members of the greater culinary community. Use the services to promote our programs and mission, build relationships, share information, and build networks of support.
- Work with the Development Associate to plan, write, and publish e-newsletter. Work to establish and maintain publication schedule.
- Gather, edit, format, and post chef profiles and recipes onto our *Green Chefs, Blue Ocean* project website.
- Work with Chefs Collaborative and partner staff to implement social media, news aggregation, and blogging for *Green Chefs, Blue Ocean*.
- Assist staff members with administrative tasks like data entry, membership mailings, and outreach calls.
- Represent the organization at events as necessary.

Qualifications:

- Proficiency with media and communications tools like Twitter, Facebook, Constant Contact, and Wordpress. Familiarity with Joomla content management system a plus.
- Writing and research experience, preferably for publication.

- Ability to work both independently and collaboratively.
- Interest and familiarity with sustainable food issues as well as the culinary field.
- Interest in the non-profit sector.

To apply, please email a cover letter, writing sample, and resume to Leigh Belanger, Program Director, leigh@chefscollaborative.org by January 15th, 2010. To find out more about Chefs Collaborative, visit www.chefscollaborative.org.