

## **INTERNSHIP AVAILABLE SEPTEMBER 1**

Potential academic interest areas: Communications, Marketing, Outreach, Public Relations, Nonprofit, Food Systems, Sustainability

Growing non-profit seeks intern for fall/spring semesters.

**COMMITMENT:** 5-15 Hours/week (negotiable; prefer 15)

**CREDIT:** Optional (\*please let us know if this is your intention & any specific requirements)

**START DATE:** September 1

**TASKS** may include (subject to project cycles):

Processing and sending membership dues notifications (fall)

Assist with Distribution of Farm Products Guide (spring)

Database Management (access or oracle) – updates and management

Represent CMG at events & conferences throughout region (NOFA, FarmFresh Fest, etc.)

\*may include some weekend events if available

Outreach efforts including mailing, distribution of print materials (flyers, etc.)

Creation and distribution of weekly electronic newsletters (multiple)

Assist ED with planning and implementation of workshop series and events for farmers and consumers

Member outreach and ongoing support efforts

Attend regional and statewide food policy, food systems, and networking events (with ED);

& CMG Board Meetings (if desired)

Other tasks as needed

**LOCATION:** CMG Office (Worcester, MA); may include remote work by agreement (database, etc.); meetings at various sites throughout Central MA and state

### **QUALIFICATIONS:**

\* Reliable Transportation

\* Strong skills with MicroSoft Applications

\* Proficiency in MicroSoft **Excel required\***

\* Comfortable using social media and email

\* Excellent oral and written communication skills

\* Ability to work with diverse populations throughout urban and rural areas

\* JUNIOR or SENIOR year preferred

\* Ability to work independently and as part of a Team

\* Commitment to the Mission of CMG

### **ADDITIONAL BENEFITS:**

\* Participation in statewide food systems, agricultural, and food policy networks through attendance at meetings and special events

\* Admission to select conferences and special events (If representing CMG)

\* Communications, Marketing, and Database Management Skills

\* Non-profit Management exposure (will work closely with our ED)

\* Experience with a dynamic and growing regional non-profit with diverse constituencies of farms, food producers, agricultural organizations, and consumers

### **APPLY:**

Ongoing until filled (Est. Start Date SEPTEMBER 1)

Please send resume or CV, statement/letter of interest, and how this relates to your academic or other goals ELECTRONICALLY to: [Maleah@centralmassgrown.org](mailto:Maleah@centralmassgrown.org). Please be prepared to provide references upon request.