

## **Marketing/Communication Coordinator and Local Food Advocate - Paid Internship**

### Internship Goals

- To cultivate the creative, cross-disciplinary skills needed to effectively engage the community supporting a mission-driven organization
- Educate intern in a small, nonprofit, diversified farm setting - gaining hands-on experience within many areas of the local food system and nonprofit management, including communications, marketing, administrative, and fundraising skills.

### Responsibilities:

- Work closely with our Communications and Development Manager to help draft our weekly E-newsletter (4 hrs)
- Work closely with our Farm staff to help create signage for the Farm, Farm Stand, and Farmers' Markets that help convey what we do, why we do it, and why it's important to buy as locally, organically, and as sustainably as possible (1-2hrs)
- Create events and posts on Instagram and FB to help publicize the workshops and events that Wright-Locke Farm offers (2-3hrs)
- Help publicize for our monthly educational speaker series under guidance of our Communications and Development Manager (2-3 hrs)
- Help facilitate, coordinate, and format our monthly Farm Blog (1-2hrs)
- *Rotating weekly learning opportunities* (5 hours):
  - Get a direct field-to-consumer experience by helping out at our Tuesday or Saturday Farmers' Markets
  - Participate and learn from our field crew for a morning or afternoon
  - Assist our educators with our youth and or adult programs

### Preferred Skills:

- Strong organizational, communication, and writing skills
- Interest and passion for local farms, food, and getting the community invested and excited in our mission
- Familiarity with or ability to quickly learn technology including Facebook, Instagram, Constant Contact, and Wordpress
- Access to computer/laptop and the internet
- Ability to work autonomously within a collaborative team
- Enthusiasm to proactively find solutions to challenges

Time Commitment: Option for 15 or 20 hours a week primarily during normal business hours. Occasional evening/weekend hours at special events or our Saturday Farmer's Market required (1-2x/month)

Timeline: Start first week of July - End first week of Dec. (25 weeks). Possibility to convert to a permanent position for interested candidates.

Compensation: \$12/hr

Reports to: Communications and Development Manager with additional coordination with the Farm's Education Director.

About Wright-Locke Farm: Wright-Locke Farm welcomes the community to explore and enjoy open space and agriculture on a historic New England farm. The Farm's organic, sustainable agricultural operations lay the foundation for our educational programs, community events, and the open and vibrant atmosphere for any and all to enjoy Wright-Locke Farm.

Applying: If interested in this position, please send a resume and brief cover letter to Erika Gorgenyi at [farmed@wlfarm.org](mailto:farmed@wlfarm.org).