



Events Intern

About Capital Roots and Events:

Capital Roots is striving to create a more vibrant and equitable food system. We work to reduce the impact of poor nutrition on public health in New York's Capital Region by organizing community gardens, providing healthy food access, offering nutrition and horticulture education for all ages and coordinating urban greening programs in Albany, Rensselaer, Schenectady and southern Saratoga Counties. Our mission is to nourish healthy communities by providing access to fresh foods and green space for all.

We host three major events a year to gain support for our work. The Spring Brunch in May is our largest event and allows us to kick off the spring season. Autumn Evening is our fall gala in September, and Garden Bowl which is a family fun event in January. Our events are a way of celebrating what we do, while spreading the word, and gaining support for our programs.

Position Description:

The Events Intern will assist the Coordinator in preparing for upcoming events, including but not limited to, sending letters, making calls to local businesses, and assisting with other event details as they arise. The intern may also have the opportunity to explore and pursue projects that will enhance the planning of event(s) in the future.

Duties include but are not limited to:

- Provide support to Events Coordinator and other members of development team as needed
- Communicate with local businesses in the region through follow up phone calls to secure event sponsorships, prize donations, etc.
- Assist with sponsorship file compilation and research event sponsorship generation
- Assist with entry and input of event donations
- Assist with event material filing and file management as needed
- Assisting with the development and organization of event mailings
- Other duties assigned

Qualifications:

- Experience planning events
- Excellent organizational skills
- Familiarity with Microsoft Office Suite, particularly Excel and Word
- Excellent written and verbal communication skills and outgoing personality
- Previous data entry or administrative experience a plus

Send cover letter and resume to:

Capital Roots
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Troy, NY 12180
Tel: 518-274-8685
www.capitalroots.org
Email: events@capitalroots.org