

## **Community Engagement and Marketing Intern**

### **About Capital Roots:**

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.

### **Position Description:**

Working with Capital Roots as a Community Engagement and Marketing Intern will give you insight into fundraising, grants, and donor management that can only be built through hands-on experience. Capital Roots values its interns, and you will join a productive, hardworking, and friendly team. The Community Engagement and Marketing Intern will report to the Marketing Coordinator, and have the opportunity to inform and shape the following:

- Prospect Research
- Special Events Planning and Logistics
- Developing and implementing direct mail fundraising appeals
- Analyzing data to build compelling arguments
- Social media communication development

### **Qualifications:**

- Excellent written and verbal communication skills
- Organizational skills and attention to detail are a must
- Ability to handle multiple tasks

### **Preferred Qualifications:**

- Knowledge of Microsoft Word and Excel. Strong internet research skills
- Experience with database software
- Interest in local food access, food justice, and urban revitalization
- Holding or pursuing a degree in nonprofit management or public administration
- Familiarity with Adobe Creative Suite

**Compensation:**

This internship is unpaid. College credit may be available.

Opportunities for long-term research projects available. Email with project interest.

Send cover letter and resume via email to: Sean Wyse, Director of Community Engagement

Email: [communitydirector@capitalroots.org](mailto:communitydirector@capitalroots.org)