



INTERNSHIP DESCRIPTION

High Country Local First

DUTIES: This position will support the goals of HCLF, which is to work towards sustainable food systems development and supporting small businesses in the High Country area through education, marketing, and networking. The intern will be involved with the many projects of HCLF, help coordinate events, and consult with High Country farmers and other local/independent business owners, among other duties. This is not an all-inclusive position description and may be expanded upon according to need and ability.

POSITION: This is an unpaid internship but it can be used for class credit with instructor approval. However, upon working with HCLF you will be networking with many local organizations and community members so there is potential for growth within the area. Reliable transportation to get to Boone required.

- Coordinate schedules and logistics for meetings and events
- Manage reward card sales and member databases
 - Track prospects, donors, renewals, payments, and volunteers.
- Work closely with Executive Director, other non-profits, and community members to plan, implement, and follow-up on all events
 - Attend planning meetings for events and take notes, help with local food dinners or tabling at community events, and connect with all involved parties afterwards to ensure the event's success in the future
- Research information on prospective members or emerging projects in the area and follow up with inquiries pertaining to HCLF
 - Visit many different existing or potential members at various places in the High Country (usually downtown Boone) to discuss memberships, ideas, and local projects
- Maintain electronic and hard-copy filing system for all correspondence and funds received in order to streamline office work
- Further the awareness of the High Country Grown brand through partnering with Blue Ridge Women in Agriculture.
- Prepare member invoices (e-mail and hard copy) and track member payments
- Assist with HCLF Social Media Presence (Facebook, Instagram, MailChimp Newsletter)
- Aid in the planning and publication of the HCLF printed directories (summer & winter)

REQUIRED SKILLS

- Experience with database management (excel mostly)
- Proficient with MS Office and google drives
- Excellent oral and written communication skills
- Self-directed with the ability to multi-task
- Experience coordinating and scheduling meetings and working with the public

TIMELINE

Position Open: Fall 2017

Position Closed:

To Apply: Please submit a resume and cover letter to highcountrylocalfirst@gmail.com