

**LOS ANGELES REGIONAL FOOD BANK  
JOB AD**

POSITION: Marketing & Communications Intern  
SUPERVISOR: Director of Marketing & Communications  
STATUS: Hourly/Non-Exempt, 12-30 hours per week



**COMPANY**

The Mission of the Food Bank is to mobilize resources to fight hunger in our community. The Food Bank serves more than 300,000 clients on a monthly basis and, in 2019, distributed 81.2 million pounds of food. Los Angeles Regional Food Bank employees are hired because of their skills, and because of their commitment to our mission. This means that each of us, working together, will do all that we can to fulfill our vision that no one goes hungry in Los Angeles County. Our core values include: Respect, Stewardship & Accountability, Collaboration, Urgency, Service, Integrity and Diversity. Our organization is committed to maintaining a positive and engaging workplace for all employees.

**ESSENTIAL FUNCTIONS**

This role will assist the Development/MarComm team with social media marketing, content creation and the editing and production of collateral and public relations materials. This position also helps with administrative duties for the Development/Marcomm team, such as generating reports and occasionally completing paperwork. While experience in the principal duties is preferred, training will be provided, allowing the intern to develop important skills for use at the Food Bank and beyond.

If you have a passion for fighting hunger in your community and are interested in gaining experience in marketing and communications, we'd like to meet you!

**WHAT YOU'LL DO**

**Content Development:** Edit and help prepare first drafts of documents, including social media posts, blog posts, press releases and talking points. Assist with research for new media initiatives. Help with media/social media monitoring and archiving. Prepare and edit social and traditional media reports.

**Public Relations:** May assist in developing press kits and toolkits for media and influencers. May attend and support public functions and third party events, as required. Assist with the distribution of materials (media, collateral, etc.).

## QUALIFICATIONS

- Must be currently enrolled as a full-time Junior, Senior, or Graduate student with a 3.0 GPA (or higher) working towards a degree in Public Relations, Journalism or Marketing (proof of enrollment will be required if selected for an Internship).
- Excellent communications skills (verbal and nonverbal).
- Intermediate skills in Adobe CC (or similar) including Photoshop and desktop publishing.
- Detail-oriented person who is able to find and correct errors.
- Interested in and dedicated to our mission and vision.
- Interested in collaborating with the members of the Development team (fundraising).
- Insured vehicle with valid California driver license.
- *Preferred:* Experience taking photos with DSLR cameras such as a Canon 5D.
- *Preferred:* Familiarity with Southern California media outlets.
- *Preferred:* Familiarity with Adobe DreamWeaver, Photoshop and Illustrator.
- *Preferred:* Familiarity with video editing software such as Final Cut or Adobe Premiere.
- *Preferred:* Knowledge and basic coding skills in HTML and/or CSS.
- *Preferred:* Fluent in Spanish.

As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check.

Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer."