



Marketing & Communications Intern Job Description

About the Tennessee Local Food Summit

For a dozen years, the Tennessee Local Food Summit's December conference has served to increase interest and capacity for local food production in Middle Tennessee. The conference draws about 300 farmers, small businesses, chefs, gardeners, and food enthusiasts along with local and national experts. Covered topics at the conference range from technical information for farmers to conversations about societal change, but all ultimately seek to connect the dots between farm production, food consumption, and larger systemic issues.

The Summit was the brainchild of Jeff Poppen, a legendary organic farmer in Middle Tennessee, who recognized the need for a farmer-driven conference that brought together stakeholders from across the food system. The Summit has expanded its scope in the past few years and is now a 501c3 with educational and networking events throughout the year and a renewed emphasis on equity and underserved populations.

This is an opportunity for a student with an interest in a healthy local food economy, communications work, and event planning. The selected candidate can expect to have a broad experience in Middle Tennessee's local food system and interact with experts in a range of areas, from organic farming to marketing, restaurant and institutional food operations, personal food production, & cooperative ventures.

Job Description

The Marketing & Communications Intern will work closely with the Executive Director to tell our story and share the impact of our organization and partners. This intern will support our mission to educate and connect stakeholders in the community food system by helping us expand our reach and create relevant and impactful content.

Duties & Responsibilities

- Write and proof-read blog posts
- Help maintain and update our Square Space website
- Craft meaningful social media content
- Create graphics in Canva that can be used for digital and print marketing
- Assist with Eventbrite management
- Create and/or proof-read email newsletters in Mailchimp

Ideal Candidate

- Passionate about sustainable farming and food justice
- Majoring in Marketing, Communications, Public Relations, or related field
- Comfortable using social media platforms, including Facebook and Instagram
- Excellent attention to detail and grammar
- Excellent time management skills with ability to meet deadlines
- Self-driven individual who is both a team player and also confident working independently

**Time Commitment**

10-15 hours per week. Hours and work dates are flexible and may be set according to an intern's class/work schedule. Hours may include some night and weekend events.

Work Environment

This position is partly remote and partly in-person. Our intern will work in-person once per week with our Executive Director at the office of Old School Farm in the Bells Bend area. Day and time can be arranged based on the intern's schedule. Additional hours can be worked remotely.

Compensation

\$15/hour. We will reimburse for any pre-approved work-related expenses.

Application Process

Submit a cover letter, resume, and two references to tennesseelocalfood@gmail.com. Eligible applications will interview with TLFS representatives.