



ADMINISTRATIVE INTERN

Todo Verde Mission

Todo Verde is a Latina-owned food business creating access to plant-forward naturally good food centering chef-curated recipes that amplify the diverse and true-to-culture flavors of Latin America.

Description

This intern will gain experience with the administration and marketing of a mission driven CPG food business. The intern will work collaboratively with Todo Verde team members to offer support with maintaining Todo Verde's online presence and remaining connected to Todo Verde's community of clients, supporters, and followers. The right candidate will come with the ability to learn by doing, will be interested in learning about and supporting a small business, and will have a passion for promoting food equity.

Essential Duties

- Help create copy and content for weekly newsletter
- Constant management of website events calendar
- Constant management of client and community partners database
- Follow up and thank you emails to clients and supporters
- Follow current events in food justice and policy and update marketing team and subscribers on media platforms
- Handle administrative tasks
- Brainstorming of promotional social media campaigns, partnerships, and engagement strategies
- Assist in content creation for blog, social media, and other strategic partnerships
- Assist in research for ongoing projects
- Planning, preparation and participation in events and programs
- Other tasks as needed

Qualifications

- Have access to a personal laptop/computer
- Have an interest in start up CPG food businesses
- Must be available for weekly team meetings
- Bilingual English/Spanish
- Proficiency in Google Drive and Dropbox
- Proficiency in graphic design tools such as Canva or Photoshop
- Proficiency in video tools such as iMovie or Photoshop
- Excellent and professional communication skills – written and verbal
- Ability to prioritize projects and strong problem solving skills
- A competitive drive and ability to take direction in a dynamic environment
- Experience creating video content

Additional Requirements and Responsibilities

- Valid ID or driver's license
- Demonstrate a commitment to service, organization mission and professionalism at all times
- Undergraduate or graduate students with internship hour requirements

Availability

Spring Semester 8-10 hrs/week, ability to work remotely or in person

Compensation

\$300 monthly stipend. As an early-stage small business, we're not able to offer hourly compensation for this internship, but are confident that the varied experience and networking opportunities realized in this role will help prepare any up-and-coming young professional for a successful career. We're also proud to internally promote candidates, and promote interns to full-time, paid roles as performance and funding allow. We will gladly complete any documentation needed to receive class credit for your involvement.

If you think you'd be a great fit for the team, please email your resume to us at info@todoverde.org