



## Global Seed Savers Internship Announcement

### Title: Events Marketing and Communications Intern

**Background:** Global Seed Savers (GSS) is a Denver, Colorado based International Development non-profit organization. GSS, is committed to supporting food security in the Philippines. Through educating and empowering farmers to return to the historical practice of saving seeds they are no longer dependent on purchasing seeds after each planting and forced to use harmful chemicals to grow these seeds. Through our education and training programs Filipino Organic Farmers gain the hands-on skills and knowledge they need to propagate, store, save, and sell their own regionally adapted organic seeds. This empowers farmers to be self-sufficient and ensures that organic seeds are more readily available throughout the Philippines. Please visit, [www.globalseedsavers.org](http://www.globalseedsavers.org) to learn more.

**Job Description/Responsibilities:** GSS is a small but growing organization and this internship will provide a unique opportunity for the right candidate to gain skills in non-profit event management and communications, social media and design, volunteer management, and learn the daily operations of a non-profit organization. As such, Global Seed Savers is seeking an exceptional, details-oriented, and committed team member interested in learning the daily operations of organizing non-profit events and communication campaigns.

#### Specific job duties may include:

- Create and Manage event invitations on social media platforms and e-newsletter marketing. Ensuring that event updates and sponsor recognition is executed.
- Participate in social media strategy and generate online and print communication material;
- Create 7 social media post per week for Global Seed Savers via Facebook, Twitter, Instagram.
- Cultivate and expand Global Seed Savers Social Media Network;
- Become an advocate for Global Seed Savers in Social Media spaces, engaging in dialogues and answering questions where appropriate.
- Develop any needed flyers and event promotional materials. Experience using Adobe Suite highly preferred.
- In collaboration with Executive Director and other interns coordinate volunteers needed for events execution.

- Help strategize, identify, and solicit sponsors, in-kind support and silent auction donations for 9<sup>th</sup> Annual Nourish Event in October.
- Complete other tasks as assigned.

**Qualifications:** Previous event planning and communication experience preferred. Applicant must be proactive, detail-oriented and able to manage time and work effectively without close supervision. Excellent organizational, writing, and verbal skills required. Interest in sustainable organic farming, community based development, and non-profit event planning and communications work are a bonus.

**Duration and Time Commitment:** A semester or quarter-long commitment is required (4-6 months is ideal length). Ideal candidates can devote a minimum of 10 hours a week to this internship with at least one day based at our Denver office at The Posner Center for International Development. **Must be available to work 9<sup>th</sup> Annual Nourish Event on Saturday, October 26<sup>th</sup> from 9am-4pm.**

**Benefits:** This position is unpaid. However here are some of the benefits you can expect:

- Experience and new skills in international non-profit outreach and fundraising.
- Relationships with organization's staff, volunteers, board members, and partners;
- Experience with event management and execution;
- Ability to work in fun small non-profit organization environment;
- Ability to network with and work alongside staff and volunteers representing over 65 additional non-profit organizations housed at the new, groundbreaking Posner Center for International Development; and
- Course credit provided depending on the requirements of your college or university program.

**To Apply:** Please submit a detailed cover letter and resume highlighting experience and passion for the position to [sherry@globalseedsavers.org](mailto:sherry@globalseedsavers.org). Please include "Events Marketing and Communications Internship" in the e-mail subject and cover letter. Internship will remain open until filled.