



NOFA NH Intern Job Description

Position Summary

NOFA NH seeks an intern for 2019. This is a temporary position. The Intern will work in the NOFA NH office in Concord and will primarily support existing NOFA NH staff in the fulfillment of NOFA NH objectives as determined by the NOFA NH Board of Directors.

This position has no set schedule and may be determined by availability of other NOFA NH staff and members of Board of Directors. Weekend hours may be required. Pay is \$9-15 per hour, depending on skills, qualifications, and availability.

Duties

Membership

- Update member database
- Distribute monthly, quarterly and annual membership renewal letters/emails
- Distribute membership renewal thank you letters/emails, stickers, and signs

Office

- Web maintenance
- Update web calendar
- Update operations manual
- Help update annual calendar
- Print and cut marketing materials for various programs
- Print and stuff mailings
- General organization/filing of documents electronic & paper

Programming

- Distribute press releases
- Assist with developing registration pages on Constant Contact
- Help with event planning and outreach to partners and participants for various programs
- Assist with developing flyers and other outreach materials
- Add events to web calendars, and distribute information to partners/allies for dissemination

Farm Share Program Fundraiser (Fall)

- Assist with cultivating partners
- Help develop marketing & sponsorship materials
- Help with outreach & dissemination

Qualifications

The Intern must be self-motivated, organized, and flexible. Excellent communication skills are a must. This is a part-time, temporary position to start as soon as the right candidate is identified.

If interested, please email a cover letter and resume to info@nofanh.org.