



Kitchen Commons Seeks Fall/Winter Community Engagement Intern!

Kitchen Commons builds community around food, promotes the benefits and joys of cooking together, and works to make healthy meals affordable and practical for all. We support a network of Community Kitchens and their grassroots leaders through training and resources, and help organizations with kitchens put them to full use serving community needs.

We are seeking an enthusiastic individual to join our team as a Community Engagement Intern for Fall 2015 - Winter 2016. Ideal candidates will be able to start by 9/28/2015 and work through 3/31/15. The intern will receive a \$250 stipend, half paid at the one-month check-in and half paid at the end of the internship. The intern should expect to work 15 hours per week, with additional hours as necessary especially during event weeks. Daily schedule will often be flexible, with some evenings and weekends required, and at least two consistent weekly times for shared "office hours" at a community center workspace in NE Portland. Interns can also arrange to receive course credit.

We will review applications as they are received and begin scheduling interviews, with priority given to applications received by September 21st, 2015. Please send a letter of interest and resume (attached as a PDF with your name in the document title) to jocelyn@kitchencommons.net. Your letter should include a description of your background and qualifications and why you are interested in the Community Engagement internship and in Kitchen Commons. For more information, visit www.kitchencommons.net or call 503-866-2939.

The **Community Engagement Intern** will serve as a connector between Kitchen Commons and people interested in joining a Community Kitchen or supporting our larger movement, using tools of face-to-face relationship building, event outreach, and electronic media. The intern will also serve as the project manager for a community dinner in late fall, and support the implementation of outreach and fundraising efforts as a member of the Kitchen Commons Fundraising Committee. Key responsibilities include promoting Community Kitchen cooking events and recruiting new participants, organizing outreach efforts such as community tabling and restaurant donation nights, and spearheading engagement with community members through social media and e-mail newsletters.

Your responsibilities:

General:

- Develop a project workplan and timeline in coordination with KC staff/board.
- Regular and reliable attendance at weekly staff/intern meetings and shared "office hours", as well as general organizational meetings as necessary.

- Participate in a 1-month check-in meeting and in an exit/transition interview at the close of the internship period.

Community Engagement

- Actively spread the word about and generate interest in Kitchen Commons through information tables at community events, e-newsletters, social media and networking with other organizations.
- Work with Community Kitchen leaders to help promote regular cooking events, recruit new participants, and engage continuing participants.

Events Coordination & Resource Development:

- With the support of the staff and board, coordinate planning for a fall community dinner bringing participants of each of the Community Kitchens together, including publicity, volunteer recruitment, logistics, and donation solicitation.
- Assist with fundraising efforts including restaurant percent of sales nights and sponsor donations.
- Help to divide and assign event tasks to volunteers, based on the needs of the task and the interests and skills of volunteers. Follow up with event volunteers to support follow-through and to help develop volunteer skills and leadership.

Our responsibilities:

- Work with you to implement a plan for meeting your personal and professional goals and gaining skills and work experience from the internship.
- Provide the necessary training, information and resources for fulfilling the responsibilities of the internship.
- Be available for questions and guidance at regularly scheduled office hours and as needed.
- Provide opportunities for connecting with and learning about local food organizations.
- Provide opportunities for participating in, learning about and contributing to the Kitchen Commons Community Kitchens program.