

Local First Alliance Internship

Vital Communities seeks an intern to support the Local First Alliance program.

VC Mission Statement: Engages Upper Valley citizens, organizations, and communities in creating solutions to our region's challenges.
Responsible To: Local First Alliance Manager.
Effective Date: Flexible, June-September 2017
Status: 10 hrs/wk. Small stipend available.

To Apply: E-mail resume with references and cover letter

Sara@VitalCommunities.org.

Background: Local First Alliance (LFA) engages businesses, organizations, and citizens to strengthen the local economy and increase community and environmental stewardship. Vital Communities seeks an intern to research national local economy promotion models to identify future potential projects and to support membership outreach, communications, and social media for the LFA program.

Essential Duties and Responsibilities of Intern

The Local First Alliance Intern will be primarily tasked with conducting research to identify future projects to expand and strengthen the LFA mission. The intern will research local economy programs and initiatives in other parts of New England and in other states and identify ways to apply these best practices in the Upper Valley.

The intern will also support the LFA program's membership outreach efforts, updating member businesses' profiles on the LFA online directory and preparing membership packets for new and renewing members. The intern will work together with the Vital Communities LFA Manager to prepare blog posts, social media posts, and newsletter items highlighting the program.

This 10 hour/week position will be office-based, with opportunities for some work to be performed remotely. Applicants **MUST** have reliable transportation to Vital Communities' offices in White River Junction and local housing available.

Local First Alliance Intern Responsibilities (10 hours/week)

- Research current models for some creative projects LFA is considering, as directed.
- Update membership directory and prepare information packets for new and renewing members.
- Help with LFA special events.
- Draft content for newsletters, social media, blog posts, and articles.
- Other duties as assigned.

Desired Skills Include:

- Passion for supporting local economies
- Interest or experience in research
- Familiarity and comfort with Facebook and Instagram
- Understanding of discretion and tact in representing an organization

- Ability to pick up new tasks quickly
- Experience with WordPress preferable but not required

General Expectations of All Staff and Interns

- Understand and support the mission of Vital Communities as expressed by the Board.
- Network with allied organizations and initiatives.
- Coordinate and integrate efforts with staff working on other Vital Communities programs.
- Greet the public through all channels of communication with courtesy and respect.
- Work in a safe manner and report any safety hazards to the Executive Director.
- Maintain individual work station and office in a clean, attractive manner.
- Practice good work habits of flexibility, efficiency, punctuality, dependability, and confidentiality, and resource utilization.
- Strive to upgrade old skills and learn new ones.
- Employ good communication skills by sharing information, listening to others, and giving positive input.
- Work as a team member by helping others and making suggestions for improvements.