



## Hunger-Free Oregon Event Intern

Seeking an intern to help plan and implement annual winter fundraising event from October to December. **Pizza on Earth** engages local pizzerias to donate 10% of their sales on every Tuesday during the month of December. All proceeds benefit Hunger-Free Oregon. Intern will be responsible for recruitment and management.

### Intern Responsibilities

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- Recruit 12 pizzerias to participate in the 2019 Pizza on Earth fundraiser
  - Contact pizzerias who participated in 2018 to renew participation (~8)
  - Recruit new pizzerias in Portland Metro area to reach goal of 12 total
- Main contact person to answer all questions for pizzerias
- Draft social media content (Facebook, Twitter, Instagram) for weekly posts during November and December, including at least one social media contest
- Work with in-house graphic designer to create posters for participating pizzerias, including overseeing printing and distribution by December 1
- Support fundraiser during the month of December, as needed
- Ensure budget goal of raising \$10,000 is met
- Complete an analysis of fundraising campaign and debrief in January (2 hours)

### About The Position

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Hours	3-5 hours/week through December 31   flexible schedule
Location	Work can be done from any location; requires travel
Pay	\$15/hour, up to 40 hours total work (Oct - Dec); no benefits Bonus available pending goals being met. Class Credit Available
Travel	Ability to get around Portland to visit local pizzerias Willing to discuss mileage or transit reimbursement

TO APPLY:

**Please apply by sending your resume and a brief e-mail answering the following questions to [Lizzie@OregonHunger.org](mailto:Lizzie@OregonHunger.org) with the subject line [Intern].**

In the e-mail, please answer the following questions:

1. Why are you interested in this position?
2. What strategies will you use to recruit and manage pizzerias?
3. What experience do you have doing similar work?

Intern will be selected after a phone or in-person interview. Position open until filled. Priority deadline of October 14th.

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## **Experience Requirements**

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The successful candidate has 3-5 hours to work on this campaign. Primary work will be completed in October and November, with 1-2 hours/week in December.

Candidate is self-motivated to complete work, comfortable speaking with people, and comfortable recruiting businesses to participate in a fundraiser. Able to keep open lines of communication with Hunger-Free Oregon and check-in regularly.

## **About Partners for a Hunger Free Oregon**

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We envision an Oregon where everyone is healthy and thriving, with access to affordable, nutritious and culturally appropriate food. To bring that vision into reality, we raise awareness about hunger, connect families with nutrition programs, and advocate for systemic changes to end hunger before it begins.

## **Physical demands and Work Environment:**

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Candidate needs to be able to travel around the Portland area to recruit pizzerias, visit them, and distribute materials. Can be done by car, public transportation, or other methods. Some mileage reimbursement may be available.

## **Equal Opportunity Employer**

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Partners for a Hunger Free Oregon is committed to equity, diversity and inclusion in our hiring, job advancement, internal operations and when considering the impacts of our work. We do not discriminate on the basis of race, color, religion, gender, gender identity, gender expression, sexual orientation, mental or physical disability, age, marital status, military or veteran status, national origin, ancestry, ethnicity, or any other legally protected class. People of color, from diverse communities, and/or people who bring personal experience of poverty are strongly encouraged to apply.