**RICH HARVEST FARMS**

**EMPLOYMENT ANNOUNCEMENT**

**POSITION:** Marketing and Community Outreach Internship  
**JOB TYPE:** FULL-TIME/SEASONAL  
**INTERVIEWS:** To begin immediately  
**DATE POSITION IS AVAILABLE:** May 19; **JOB DURATION:** May 19 – August 25, 2014  
**MINIMUM EDUCATION:** CURRENTLY ENROLLED IN A MARKETING, SPORTS MANAGEMENT, OR OTHER RELATED DEGREE WITH TWO YEARS COMPLETED

**REQUIREMENTS:**
- Excellent written and verbal communication skills required  
- Excellent organizational and interpersonal skills required  
- Ability to facilitate presentations in front of various types of audiences  
- Microsoft Suite knowledge required  
- Bright, ambitious, self-starter and has an ability to manage their time effectively  
- Adobe Creative Suite knowledge a plus  
- Customer service experience a plus

**JOB RESPONSIBILITIES:**
The Community Outreach intern will work directly with the Communication Team, Sales and Marketing Team, as well as other RHF staff. This intern will participate in a variety of projects including:

- Set up and facilitate presentations in front of various types of audiences (i.e. local Chambers of Commerce, community groups, etc.)  
- Assist in the planning for RHF involvement in various community events and festivals (i.e. Sugar Grove Corn Boil, Swedish Days, etc.)  
- Assist in the planning for the 2014 International Crown Watch Parties  
- Assist in community outreach campaigns, including submitting articles for local community newsletters  
- Maintain up to date databases including the International Crown Volunteer Database  
- Conduct research and compile reports  
- Complete other office duties as assigned  
- Maintain yourself to the high standards set by Rich Harvest Farms in appearance, demeanor, and in all communication  
- Relating to superiors academic requirements and other benchmarks that need to be fulfilled during the internship

**HOURS AND SCHEDULE:**
This internship schedule is flexible to meet the needs of current students. A weekly schedule may range from 30 to 40 hours per week, Monday through Friday, during our office hours of 8:00 a.m. to 5:00 p.m.

**SALARY/BENEFITS:** $9-10 / hour; based on experience

**TO APPLY:**

**PLEASE FORWARD YOUR COVER LETTER, RESUME, AND SAMPLE WORK VIA EMAIL TO:**  
Samantha Rubin, Communication Manager, Rich Harvest Farms, srubin@richharvestfarms.com