



## **IKC Development Intern Job Description**

### **Company Description**

The Incubator Kitchen Collective is a community-driven support system that combines resources, knowledge, and experience to help local food entrepreneurs succeed. We provide education, promote food access, and offer support to our kitchen members and to the community around us.

### **Summary**

This is an opportunity to join a strong non-profit team and work closely with local food entrepreneurs and an outstanding group of volunteers to increase the reach and impact of our mission. The position will report to the Executive Director the IKC office in Newport, KY. We will expect work of 5-10 hours a week in an unpaid position.

### **Responsibilities:**

- Create and maintain blog content with at least 1 story a week
- Create and coordinate all logistics for member profiles for all 40+ businesses including contact information, photo, logo, and business description for website content, social media and marketing plans
- Post a graphic or photo on IKC social media 5 days a week. Create and get approval from ED/Marketing Coordinator on 3-6 month social media calendar
- Revamp and create content for IKC website. Update member information, rewrite content, upload new photos and IKC stats/strategic goals
- Research and present 5 non-profit/project management databases for tracking donations, donor contact information, and cost of investment to ED
- Research Foundation Online Directory Grant Website and assist with grant research
- Set-up google admin site for all staff/board members/interns, maintain database, file and organize documents, and create organization system for member documents
- Maintains a good understanding of IKC's mission and strategic goals
- Other duties and projects occur as assigned by the Executive Director

### **Qualifications**

- Completion of at least one full time year of college credit
- Content management, social media, and research experience preferred
- Strong verbal and written communication and presentation skills. Excellent interpersonal and relationship-building skills. Active listening, analytical, and problem-solving skills
- Effectively multi-task, establish priorities, and work in a fast-paced environment. Highly efficient in time management and can meet deadlines under pressure. Detail-oriented and strong organizational skills
- Proficiency in Microsoft Office software (Outlook, Word, Excel & PowerPoint), Google Admin, databases, and office equipment
- Ability to interface with all levels of staff and volunteers
- Ability to demonstrate flexibility and an 'all hands-on deck' demeanor
- Ability to travel to meetings as necessary in the Northern Kentucky/Southwest Ohio region
- Occasional evening and weekend work required as needed

### **Additional Information**



**Incubator Kitchen  
Collective**

517 W 7<sup>th</sup> Street

Newport, KY 41071

**Resumes without cover letters will not be considered.**

IKC supports a diverse and inclusive workforce

IKC is an Equal Opportunity Employer

All your information will be kept confidential according to EEO guidelines

All materials should be sent to Rachel DesRochers [rachel@thegratitudecollective.org](mailto:rachel@thegratitudecollective.org)

Cover letter

Resume

Example of your writing