ADMINISTRATIVE INTERN

Todo Verde Mission
Todo Verde is a woman of color owned plant-based Mexican food business that provides healthy and delicious culturally relevant dishes to the Los Angeles community. Our team is committed to advancing food equity in our neighborhoods, and are working to create lifestyle shifts in healthy eating and self care through awareness and access to naturally good food.

Description
This intern will gain experience with the administration and marketing of a mission driven food business. The intern will work collaboratively with Todo Verde team members to offer support with maintaining Todo Verde’s online presence and remaining connected to Todo Verde’s community of clients, supporters, and followers. The right candidate will come with the ability to learn by doing, will be interested in learning about and supporting a small business, and will have a passion for promoting food equity in Los Angeles.

Essential Duties
- Help create copy and content for weekly newsletter
- Constant management of website events calendar
- Constant management of client and community partners database
- Follow up and thank you emails to clients and supporters
- Follow current events in food justice and policy and update marketing team and subscribers on media platforms
- Handle administrative tasks
- Brainstorming of promotional social media campaigns, partnerships, and engagement strategies
- Assist in content creation for blog, social media, and other strategic partnerships
- Assist in research for ongoing projects
- Planning, preparation and participation in events and programs
- Other tasks as needed

Qualifications
- Have access to a personal laptop/computer
- Have an interest in start up food businesses
- Must be available for weekly team meetings
- Bilingual English/Spanish
- Proficiency in Google Drive and Dropbox
- Proficiency in graphic design tools such as Canva or Photoshop
- Proficiency in video tools such as iMovie or Photoshop
- Excellent and professional communication skills – written and verbal
- Ability to prioritize projects and strong problem solving skills
- A competitive drive and ability to take direction in a dynamic environment
- Experience creating video content

Additional Requirements and Responsibilities
- Valid ID or driver’s license
- Demonstrate a commitment to service, organization mission and professionalism at all times
- Undergraduate or graduate students with internship hour requirements

Availability
10-15 hrs/week, ability to work remotely

Compensation
At this time we are not able to offer paid internship opportunities. We will gladly complete any documentation needed to receive class credit for your involvement.

If you think you’d be a great fit for the team, please email your resume to us at info@todoverde.org