

HENRY P. KENDALL FOUNDATION



## 2017 Summer Internship Program

**Duration:** mid-May to mid-August 2017

**Hours per week:** 40 hours per week, Monday - Friday

This unique internship program will take place at both the Henry P. Kendall Foundation and Boston Public Market Association in downtown Boston. The goal of the program is to expose the intern to the field of philanthropy and New England food systems work as well as provide an in-depth experience with an emerging nonprofit organization in Boston.

The Henry P. Kendall Foundation is a small family foundation based in Boston, MA. The Foundation uses its grants budget and additional capacity-building support to help create a resilient and healthy food system in New England that increases the production and consumption of local, sustainably produced food. [www.kendall.org](http://www.kendall.org)

The nonprofit Boston Public Market Association's mission is to operate a year-round market providing fresh, healthy food to consumers of all income levels, nourish our community, and educate the public about food sources, nutrition, and preparation. The Market is home to over 40 vendors and offers new business opportunities to a wide range of local farmers, fishers, and food entrepreneurs. It is the only locally sourced, year-round, indoor market in the country. [www.bostonpublicmarket.org](http://www.bostonpublicmarket.org)

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The intern will spend 2-3 days at the Henry P. Kendall Foundation and the rest of the work week at the Boston Public Market Association. Some travel will be required to attend meetings and conferences, but a car is not required. The intern will have a supervisor and access to office space at both organizations.

### Responsibilities

The Henry P. Kendall Foundation portion of the program will consist of an internship-long project with additional programmatic and administrative responsibilities:

- *Grantee Profiles Project* – Write three profiles of current Kendall Foundation grantees on the Foundation's website to raise additional visibility for the organizations. This

project involves interviewing key staff members from grantee organizations and coordinating with multiple project partners.

- *Programmatic Support* – Prepare materials for Kendall Foundation board meetings, update website content, attend conferences and assist with other tasks as they arise.
- *Administrative Support* – Process expenses and mail, filing etc.

The Boston Public Market Association portion of the program will consist of market support and programmatic projects:

- *Public Market Support* – Work with staff on promotional events, community outreach and programming development for community events and activities at BPM
- *Market Vendor Coordination* – Assist the BPM vendor operations team with vendor relations, support, and communication.
- *Farmers Market Support* – Assist the farmers market manager at the Dewey Square farmers market a few hours a week. Duties also include EBT/SNAP coordination and facilitating marketing and social media opportunities for farmers market vendors.
- *Other Projects* – The BPM is a dynamic, evolving organization entering only its second full year of operation. Unique ideas and perspectives on how to help the Market further strengthen its impact are always welcome and creative collaborations are encouraged.

### **Qualifications**

- Must currently be enrolled as a sophomore or junior in an undergraduate program
- Interest in food systems and the nonprofit sector
- Strong research and communications skills, particularly interviewing and writing
- Highly organized and able to keep track of multiple projects simultaneously
- Basic computer literacy and knowledge of Microsoft Office
- Must be a self-starter

### **Office Locations**

Henry P. Kendall Foundation  
176 Federal Street, 2<sup>nd</sup> Floor  
Boston, MA 02110

Boston Public Market Association  
12 Marshall Street, 4<sup>th</sup> Floor  
Boston, MA 02108

### **Compensation**

This is a paid internship and reimbursement of a MBTA pass will be available.

### **How to Apply**

Please send a cover letter, resume and brief writing sample (creative writing/interview or profile sample) by email to Kalila Booker-Cassano, Program Assistant at the Kendall Foundation, at [kbookercassano@kendall.org](mailto:kbookercassano@kendall.org) by **March 1, 2017**.