



Rescuing Quality Food to Nourish and Strengthen Our Community

Position Title:	Social Media & Communications Intern
Reports To:	Marketing & Communications Lead
FLSA Status:	Exempt
Time Commitment:	20+ hrs/week, Initial 6-month contract, renewable with the possibility to evolve into a longer term role
Location:	O'ahu, Hawaii (Office/Field/Remote Hybrid)
Office Address:	3599 Waiialae Avenue, Suite 23, Honolulu, Hawaii 96816 (Kaimuki)

ALOHA HARVEST

Founded over 22 years ago to tackle challenges regarding food insecurity and waste, Aloha Harvest (AH) is building a more resilient and sustainable food system through its mission to rescue quality food to nourish and strengthen the community. Since inception, Aloha Harvest has recovered and redistributed over 30 million pounds of food that would otherwise have been discarded, helping to meet the needs of tens of thousands of people who face hunger daily. Aloha Harvest offers pick-up and delivery service year-round, 7 days a week, completely free of charge for both donors and recipients. We are a small but high-functioning team of 8 administrative staff and 9 drivers.

THE ROLE

The primary responsibility of the Social Media & Communications Intern is to manage the organization's social media channels and assist with both internal and external communications. The goal is to maintain and grow a strong community among our supporters and service partners. The role will work closely with the team's Marketing & Communications Lead and may provide additional general support for internal and external communications.

As an organization that partners with hundreds of food donors, recipient agencies, and event partners, interacting with dozens of partners everyday, our social media channels are extremely important to maintaining our relationships and network. Aloha Harvest is a nonprofit organization providing free services to the community so we must deliver best customer service practices and take care of our partners and supporters.

The ideal candidate is:

- Highly versed in using social media tools (manages their own personal and/or professional social media accounts)
- An excellent writer and storyteller, successfully communicating our brand, mission, and services
- Tech-savvy and a fast learner
- Creative with a good design eye and strong attention to detail

- In tune with current social trends and excited to develop and execute new social media content ideas
- Enjoys building and nurturing a community (online and in person)
- Highly organized, flexible, and adaptable to a fast-paced, small-team work environment
- Thrives in a collaborative environment while being independent and proactive
- Confident in managing their time, prioritizing tasks, and setting boundaries when necessary
- Comfortable working remotely and in person, in the office, and in the field
- Passionate about sustainable and equitable food systems and protecting the environment
- Additional knowledge/experience that are not required but a plus: graphic design, photography, video editing, presentations/speaking.

Above all else, passion, organization, communication, and ability to quickly learn are most important. Candidates can be trained to fill in any skill gaps if deemed right for the role and a good fit for the team.

DUTIES/RESPONSIBILITIES:

Social Media Management:

- Assist with strategizing social media content and schedule for all our channels (Instagram, Facebook, LinkedIn, Twitter, TikTok) working with relevant team members for information and input as necessary
- Publish posts across all social media platforms (using Hootsuite)
- Ensure that all contributors and collaborators are properly represented and tagged in posts
- Monitor all social media channels to ensure content is current and relevant
- Monitor all social media channels' inboxes to ensure all questions/support is addressed appropriately
- Interact sensitively and empathetically with our digital community by replying to tagged posts, mentions, comments, and direct messages in real-time.
- Periodically collect and review analytical data and performance reports for strategic decision-making and future planning

Communications Support As Needed:

- Assist in editing and sending out email newsletters
- Assist in updating website content
- Assist in editing occasional press releases
- Assist in any ongoing special events or fundraising campaigns (e.g. benefit concerts, school/industry fairs)

Aloha Harvest reserves the right to assign additional duties and to add, delete, or modify any essential or marginal job functions in collaboration with the candidate.

EQUIPMENT/SOFTWARE

- A work laptop and smartphone may be provided if necessary
- Candidate must have a valid driver's license and willingness to use properly insured car
- Software/tools that will be used are Microsoft Outlook, Google Workspace, Instagram, Facebook Business, Twitter, LinkedIn, Google Business, Hootsuite, Plann, MailChimp, WordPress, Canva, (optional: Adobe Creative Suite, e.g. Photoshop, Illustrator, InDesign).

WORKING HOURS & CONDITIONS

- 20+ hours per week with occasional weekend events
- This role is a 6-month paid internship with the possibility of evolving into a longer term role.
- Working conditions are primarily indoors in an office setting but may occasionally be outdoors/on-site for various events to capture content (e.g. food distributions, partner events).
- Contingent upon COVID-19 guidelines, hours may vary, and a portion of work will be conducted remotely until further notice.
- Parking at the office and mileage between special work-related events may be reimbursed.

APPLICATION PROCESS

To apply, please send an email to Danielle, our Communications & Marketing Lead at danielle@alohaharvest.org with your resume and cover letter. Please include "Social Media & Communications Intern" in the subject line.

Applications will be reviewed on a rolling basis until Thursday, June 30, 2022.

We're looking for someone to start ASAP.

We are committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race or religion.