



*New Leaf Foods, Inc.* is a grassroots non-profit organization that supports the health and well-being of the people of Greater Green Bay by promoting healthy food access and education and by cooperating throughout Northeast Wisconsin to build a thriving local food system in a clean environment.

***Good Food for Good Health, Now and for Generations***

Join our team! We are searching for passionate leaders who share our mission. Our accomplished board of directors, community connections, dedicated volunteers, and bountiful variety of programs will allow our coordinators to flourish both professionally and personally while working to create a sustainable local food system. Our small dedicated group of volunteers come together to provide an extraordinary educational experience unique to our community—and unique to each individual student's expertise and desired areas of growth.

To apply: Please send a cover letter, resume, and three references to [Kimr.diaz@gmail.com](mailto:Kimr.diaz@gmail.com). One document with all three elements is preferred.

**COMMUNICATIONS ASSISTANT INTERNSHIP POSITION:** The Communications Assistant Intern will work collaboratively with the Communications Coordinator to learn basic community communications strategies: including updating the website; working with social media, constant contact emails and newsletters; creating and distributing flyers, postcards and marketing materials; developing media kit and press releases; and assisting with the New Leaf Foods communication program with meaningful program-related tasks. Much of the focus will be on the success of the New Leaf Garden Blitz. The Blitz is a weekend event each May that brings together many volunteers to build raised bed gardens in the Green Bay area. Our Communications Assistant Intern will play a major role in the outreach, marketing, and execution of this event.

**RESOURCE DEVELOPMENT ASSISTANT INTERNSHIP POSITION:** The Resource Development Assistant Intern will work collaboratively with the Resource Development Coordinator to learn basic resource development strategies: including assisting with developing the garden blitz budget, selling garden boxes, purchasing materials and equipment, outreach for reduced fee boxes, soliciting donations and sponsors, fundraising, and grant writing. Much of the focus will be on the success of the

New Leaf Garden Blitz. The Blitz is a weekend event each May that brings together many volunteers to build raised bed gardens in the Green Bay area. Our Communications Assistant Intern will play a major role in the outreach, marketing, and execution of this event.

**VOLUNTEER ASSISTANT INTERNSHIP POSITION:**

The Volunteer Coordinator Assistant Intern will work collaboratively with the Volunteer Coordinator to develop our community volunteer coordination strategies for the Garden Blitz project including: recruiting volunteers; optimizing volunteer communications; maintaining the volunteer database; ensuring liability waivers are signed; and overseeing the volunteer training, registration, team assignment and deployment. The intern will assist in organizing t-shirt making and after party events, volunteer recognition and thank you cards. Our Volunteer Coordinator Assistant will play a major role in the outreach, marketing, and execution of the New Leaf Garden Blitz event.

**LOGISTICS ASSISTANT INTERNSHIP POSITION:**

The Logistics assistant intern will work collaboratively with the Logistics coordinator to develop our New Leaf Garden Blitz logistic strategies with include: Equipment management including wheelbarrows, shovels, trucks, and trailers, Materials management including lumber and soil, Scheduling and mapping, assist with volunteer deployment, point person for issues and troubleshooting. The focus will be on the success of the New Leaf Garden Blitz. The Blitz is a weekend event each May that brings together many volunteers to build raised bed gardens in the Green Bay area.

To apply: Please send a cover letter, resume, and three references to [Kimr.diaz@gmail.com](mailto:Kimr.diaz@gmail.com). One document with all three elements is preferred.