

Internship Opening: Administrative Assistant



About Us:

Lettuce Be Local, located in Sterling, Massachusetts, is a *food hub* committed to strengthening the community through healthy eating direct from local farms. We **Educate, Aggregate and Transport (E.A.T.)** food from local farms to regional restaurants, caterers, schools and institutions throughout the entire year.

Job Description:

We are a small business with a large impact and we are looking for additional support in expanding the local food network in Massachusetts. Administrative support varies depending on the season and events, and candidate should expect to be involved in multiple aspects of the business. Ideal candidate will have an interest in local food and sustainable agriculture.

Responsibilities:

The summer intern will provide administrative support for events and daily activities. Responsibilities include but are not limited to: creation of promotional materials, maintenance of contact database, customer outreach, and office tasks. The intern will support the creation of standard operating procedure documents for food safety compliance. Our annual Local Farmer Dinner in July is our biggest event, and the intern will be a central part of the planning and logistical process.

- 10-15hrs weekly, approx. 6hrs on-site on Wednesdays, additional hours remotely as needed
- Benefits and compensation will include local produce

Requirements:

- Must be 18 years of age or older with high school diploma/GED
- Valid driver's license
- Ability to lift or move items weighing 50 pounds or more, repeatedly
- A flexible attitude, resourcefulness, and strong interpersonal skills
- Detail oriented with experience in event planning
- Strong organizational and writing skills
- Self-motivated, ability to manage multiple tasks, establish priorities, and meet deadlines
- Commitment to Lettuce Be Local's mission

To Apply:

Please email **resume** and **cover letter**, and any questions, to Lynn Stromberg, lynn@lettucebelocal.com.

Position will remain open until the ideal candidate is found. For more information about our organization visit us online at www.lettucebelocal.com.