

Food Heaven Made Easy

Project Intern Position

Position Overview:

Food Heaven Made Easy is seeking a part-time intern to provide support with projects, business sales, social media management, content development, and administrative tasks. The intern will work closely with Wendy and Jess, and will receive guidance to ensure that projects and tasks are completed.

Responsibilities:

- Manage scheduling of events and meetings.
- Posting weekly content on social media platforms i.e. Mailchimp, Facebook, Twitter, Facebook
- Process store orders: package and ship out orders, and send out shipping confirmation emails. Respond to emails regarding store orders.
- Assist in marketing and SEO.
- Assist in website content/format changes.
- Assist in research regarding podcasting, retreats, recipe development, and other relevant topics.

Time Commitment:

- 5-6 hours per week for 6 months.

Compensation:

- \$500 per 6-month semester, paid at 2 intervals.

Preferred Qualifications and Skills:

- Familiarity with management of social media platforms
- Strong organizational skills and ability for efficient time management
- Excellent interpersonal skills and to communicate effectively as a team member
- Background in media/PR
- Ability to work independently, be flexible, and handle changing workload with multiple projects
- Candidate should be detail-oriented, organized, and creative

To Apply:

To apply, send you resume with cover letter to info@foodheavenmadeeasy.com