

# ASAP Announces 2012 Summer Internship Openings

Interns are a vital part of the ASAP team. We offer unpaid internships in each of the five categories: growing minds, research, communications, administration and local food campaign. Please apply today to be considered for one of our 2012 internship positions. We ask that summer interns work with us for a minimum of fifteen weeks, beginning in May and ending in mid-August.

## To apply:

Send your resume, a formal cover letter, and two references or letters of recommendation to the ASAP office to the attention of Anna Littman. Please note which internship(s) you are applying for.

**The application deadline is March 15th.**

**Mail to:**

**ASAP c/o Anna Littman  
306 West Haywood Street, Suite 200  
Asheville, NC 28801**

**Email: [anna@asapconnections.org](mailto:anna@asapconnections.org)**



## Growing Minds Internship

**16-32 hours weekly**

The Growing Minds intern will assist with ASAP's Farm to School Program. Interns will help lead ASAP's Kids Corner Market at the Asheville City Market, develop Farm to School resources, conduct EBT outreach for farmers markets, and assist with Farm to Preschool projects. Specific activities include lesson plan development, data collection/entry and other office work, and Farm to School program outreach.

*Qualifications Required:*

- Experience working with children
- Knowledge of curriculum development
- Detail oriented and organized
- Excellent written and oral communication skills
- Proficient in Microsoft Office
- Valid driver's license and transportation

## Administrative Internship

**8-12 hours weekly**

The administrative intern will work with our administrative team to support projects at ASAP. Strong administrative skills are a valuable asset to a professional portfolio since they form the foundation of organizational support. You will learn skills in non-profit organization and management. Activities include researching and gathering information on non-profit issues, data and information management, materials management, and other administrative projects.

*Qualifications Required:*

- Detail oriented and organized
- Creative and team oriented
- Excellent written and oral communication skills
- Proficient in Microsoft Office

## Research Internship

12-24 hours weekly

The research intern will assist with projects in ASAP's Local Food Research Center. The intern will specifically help to conduct food systems research, analyze survey data, and write summary reports, which will be used to further the development of local food initiatives in other regions of the country. All research involves a good deal of administrative work (e.g. data entry, data cleaning, generation of reports) and the research intern should be able to successfully manage details and paperwork.

Qualifications Required:

- Organized and detail oriented
- Experience with quantitative research methods
- Working knowledge of Excel
- Excellent oral and written communication skills



## Programming Internship

8-12 hours weekly

The programming intern will assist in the operations of ASAP's Local Food Campaign. Intern activities will focus on support of farmers markets, the Appalachian Grown Program, and the Get Local Program. Activities will include making phone calls, assembling and preparing materials, assisting with event coordination, data management, research, and administrative activities. We ask that applicants have a valid driver's license and transportation.

Qualifications Required:

- Detail oriented and organized
- Excellent written and oral communication skills
- Proficient in Microsoft Office
- Interest & dedication to promoting Local Food
- Reliable & able to commit to full internship period

## Communications Internship

16-24 hours weekly

The communications intern will work closely with ASAP's communications manager and development director to assist with media projects and ASAP events. Activities include documentation of local food and farms and tailgate markets, photo and video production and editing, assisting with social media projects, data entry, and media archiving. Specific projects include photodocumentation of tailgate markets and assistance with the Family Farm Tour. Potential to assist with interviews for ASAP-produced articles and contribute written material. We ask that applicants have a valid driver's license and transportation.

Qualifications Required:

- Detail oriented and organized
- Creative and team oriented
- Excellent written and oral communication skills
- Proficient in Microsoft Office
- Interest & dedication to promoting Local Food
- Photography and video experience a plus