



Creating Healthy Communities  
Through the Power of Cooking

## The Sylvia Center Job Description

**Title:** Development and Operations Intern

**Reports to:** Development and Data Associate

**Terms:** Part-time (15-20 hrs/week), June-mid-August

**Location:** Hybrid, NYC (Bronx) and Remote

### **Organization Overview:**

The Sylvia Center (TSC)'s vision is to create healthy communities through the power of cooking. Our mission is to educate young people and families through culinary programming to promote health and well-being. Our organization empowers children and teens to take control of their health through better food choices and encourages them to be healthy food advocates in their communities.

TSC partners with community-based organizations and schools to deliver nutrition-focused culinary programming in all five boroughs of New York City, the Hudson Valley, and the Capital District. TSC works in neighborhoods with limited food access, engaging students, 2-24 years-old, and families. A 501(c)3 nonprofit organization with an operating budget of over \$2 million, TSC has a full-time staff of nine and a part-time staff of approximately 35. Since its founding in 2007, more than 45,000 participants have been served.

### **Internship Overview:**

The Sylvia Center is seeking a highly motivated and detail-oriented Development and Operations Intern to support various aspects of development, operations, and communications at our organization. This internship provides an excellent opportunity to gain hands-on experience in a fast-paced and collaborative environment while contributing to the growth and success of The Sylvia Center.

As a Development and Operations Intern, you will work closely with the development, operations, and communications teams to ensure smooth day-to-day functioning and assist with tasks that support internal processes and outreach efforts. You will gain experience with tools such as Google Drive, Mailchimp, Salesforce, and more. This role will provide exposure to organizational best practices, research, and development initiatives.

### **Responsibilities:**

#### **Development:**

- **Research:** Conduct research to identify potential corporate sponsors, partners, and other relevant entities to support the development team's fundraising and outreach initiatives.
- **Salesforce Data Management:** Support the clean-up of Salesforce data, including standardizing naming conventions, structuring campaigns, performing mass updates, and ensuring accurate and up-to-date records.
- **Event Support:** Assist with the planning, coordination, and execution of events, including logistical tasks and support during event day.



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### **Organizational Operations:**

- **Program Evaluation Assistance:** Provide support in organizing and assisting with the evaluation process, including data collection and analysis.
- **Google Drive Organization:** Collaborate with the operations team to develop a comprehensive "How To" guide for maintaining an organized and efficient shared Google Drive. This includes defining naming conventions, creating a table of contents hub, outlining best practices, and establishing guidelines for archiving documents.
- **Office Operations:** Assist with general office operations such as paper shredding, organizing files, labeling, and maintaining an orderly workspace.

### **Communications:**

- **Mailchimp Support:** Help clean up and organize contact lists in Mailchimp. Record content related to program visits and assist with email campaigns.

**Other:** Other related assignments, as necessary.

### **Experience and Skills:**

- Currently enrolled in a post-secondary program, preferably in a related field such as public health, culinary arts, nonprofit management, food studies/science, or communications
- Strong organizational skills and attention to detail
- Ability to manage multiple tasks and prioritize effectively
- Experience with Google Suite, Mailchimp, and/or Salesforce is a plus
- Strong written and verbal communication skills
- A positive, proactive attitude and willingness to learn
- Preference will be given to The Sylvia Center program alumni
- Demonstrated commitment to The Sylvia Center's vision to create healthy communities through the power of cooking.

### **Compensation and Work Hours/Location:**

The Sylvia Center is an inclusive, non-discriminatory organization. The position will be a hybrid position based in the Bronx, New York City. This is a nonexempt hourly internship position. The pay rate for this position is \$18/hr.

### **To Apply:**

Candidates should email their resume and a cover letter to The Sylvia Center [careers@sylviacenter.org](mailto:careers@sylviacenter.org). Please include the position title and your last name in the email subject line.

The Sylvia Center is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, caste, tribe, age (40 or older), disability status, protected veteran status or any other characteristic protected by law.