**RACHEL’S TABLE OF WESTERN MASSACHUSETTS**

**Bountiful Bowls Administrative Internship Position**

**To be filled immediately until June 13 or designated time agreed upon by all parties**

**5-10 hours per week; partly remote work**

**Rachel’s Table of Western Massachusetts:**

Rachel’s Table of Western Massachusetts (RTWM) is a community-engaged, volunteer-driven organization that works to alleviate hunger across Hampden, Hampshire, and Franklin Counties. It operates programs to target immediate hunger crises and address longer-term solutions to hunger, and partners with a wide network of community providers and agricultural producers to accomplish our goals and leverage the effectiveness of our collective resources. RTWM started as a program of the Jewish Federation of Western Mass in 1992 and became an independent 501(c)3 non-profit in July 2023.

**Summary:**

The Bountiful Bowls Internship position supports RTWM’s upcoming large fundraising event to help fill the bowls of those in need in Western MA all year long. The internship position will support the Development Assistant in administrative roles relating to donor support, organization, recordkeeping and overall support of the fundraiser. The fundraiser takes place on June 10, 2025, at 5:30 at the Marriott Hotel in Springfield.

Main Tasks:

* Support Development office with updating and coordinating donor spreadsheets
* Updating Development calendar for precise record-keeping and maintaining event schedule
* Help organize data from board committees regarding sponsorship phone calls & thank you calls
* Make calls/ emails to remind sponsors to submit program ad and logo
* Help organize table seating arrangements and table seating cards, and print table cards
* Run reports and upkeep the data on donors, inclusive oflogos, ads, RSVPs, and tabling information
* Supports Visual Design Coordinator with upkeep of visual assets for slide shows, flyers, invitation, postcards at event, posters, film and program book

**LOCATION**

This position requires some in person attendance at the 1160 Dickinson St., Springfield, MA location and includes some possibility for remote hours. This position will be supervised by the Development Assistant and the Executive Director.

To Apply:

Please email a cover letter and resume to: jfalk@feedwma.org, with **Bountiful Bowls Administrative Internship Position in subject.** Please include names and contact information for one work or school reference. For any questions, feel free to call Jodi Falk at 413-733-0084 x296.

Interviews begin immediately and will continue until the position is filled.