**RACHEL’S TABLE OF WESTERN MASSACHUSETTS**

**Bountiful Bowls Visual Design Internship Position**

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

**5 hours per week – could be mostly 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 Visual Design Internship position assists RTWM in the gathering, development and creation of some visual assets in alignment with our brand for our upcoming fundraiser, Bountiful Bowls: Growing Community Together (June 10, 2025, 5:30 at the Marriott in Springfield). Workload can be done remotely with regular check-ins with the Executive Director and the Visual Design Coordinator.

Specific Tasks include but are not limited to:

Posters for each program: Photos, Title of program, one line about program, impact story   
Ask me about my program pins  
Gathering RTWM photos for specific slideshows for the event   
Honoree info for tables   
Nametags for attendees  
Name of each full sponsor tables    
Certificates for people who are helping

* MC
* Mayor

RTWM directional sign/branding for entry

To Apply:

* Please email a cover letter and resume to: [jfalk@feedwma.org](mailto:jfalk@feedwma.org), with **Bountiful Bowls Visual Design 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.