

ECM Real Food Lunch (RFL) Community Life Coordinator  
Spring 2020

The goal of this position includes creating a job-ready environment where an intern can explore their passions in preparation for finding jobs after college. As a result of their position, students will have references, experience collaborating with team members, and job transferable skills. We are looking for a student who cares deeply about sustainability and community-building.

Responsibilities

- 1) Coordinate Real Food Lunch Friday meals from 12pm-1:30pm. As a coordinator, you are not expected to 'do everything', but instead to facilitate volunteers, cooks, and outreach efforts.

Facilitation includes:

- a. Plan the RFL calendar and communicate weekly (via social media, GroupMe, and Mailchimp) with ECM community.
- b. Recruiting and training volunteers for shopping, cooking, clean up, and planning vegan meals.
- c. Facilitating a well-stocked kitchen and ensuring that all necessary ingredients can be found and used properly.
- d. Outreach among and partner with KSU student groups to share RFL meals in order to celebrate cultural diversity through plant-based food.
- e. Coordinate leftover food pick up with the Food Recovery Network and/or Common Table.

In the case that a cook/group cannot be present, the coordinator would be expected to step in and help.

- 2) Meet regularly (once every other week to once per month) with Director/Campus Pastor and/or the Office Administrator.
- 3) Attend one-two ECM Board Meetings (which occur on the second Thursday of each month).
- 4) Coordinate/collaborate with other ECM interns.
- 5) Self-starting qualities highly prioritized. This individual will be expected to take initiative in this roll.

Graphic design experience (I.E. designing in Canva, etc.) preferred.

Hours

Hours include work throughout the week with the majority of the work occurring on Thursday evening (cooking preparation) and Friday. Approximately 8-10 hours/week of work.

Compensation

This student internship position will provide up to a \$2,000 scholarship (paid to the university) or up to a \$2,000 salary per semester to an interested applicant supported by a Lilly Foundation Grant.

Please indicate whether you are eligible for work/study.

Please submit a cover letter and resume to [ecmksu@gmail.com](mailto:ecmksu@gmail.com). Resume review begins immediately and will close once the position is filled.