



*Fine Chocolate
Industry Association*

Seeking Fall 2020 Intern

Description: Small, dynamic trade association seeks an intern to assist with variety of program and operational tasks. Responsibilities will include working with a small team to track and draft proposals, identify new funding opportunities, assist with the preparation and hosting of weekly webinars, participate and take notes during committee calls, assist in drafting and posting social media, review and edit progress reports. The intern may also assist in other tasks as needed.

Qualifications and Skills:

- Creative, self-motivated, reliable, detail-oriented and energetic
- Good communications and proofreading skills
- Currently in an international development, business, or related university undergraduate or graduate program
- Familiar with social media applications and updating websites
- Familiar with administering and reporting for small, US government grants

Dates and Time Commitment: September-December 2020 desirable, but with flexibility on timing. Workload is approximately 5-6 hours per week. The intern will participate in weekly staff conference calls with the team.

Benefits: There is no financial compensation associated with the position, but the intern will gain valuable work experience and build network with fine chocolate companies across the United States and abroad.

Report to: Executive Director

About FCIA: The Fine Chocolate Industry Association is a non-profit organization representing over 300 members in the fine chocolate industry. Our mission is to promote quality, innovations, ethical sourcing, and best practices in the fine chocolate industry from tree to bonbon.

Application process: Applicants are asked to send their CV and letter of interest to Bill Guyton at b.guyton@finechocolateindustry.org no later than August 20, 2020.