



Communications Internship

Our mission: The South Portland Food Cupboard is a 501(c)(3) non-profit, volunteer-based food pantry dedicated to alleviating hunger. The cupboard organizes volunteers who are committed to the acquisition and distribution of food to hungry people throughout South Portland, Portland, Cape Elizabeth, Scarborough, and surrounding communities in Cumberland and York counties.

The pantry is open on Thursdays from 8:30 am to 11:00 am, Tuesdays from 9:45 am to 11:30 am, and the first Wednesday of every month from 5:00 pm to 6:30 pm to accommodate those who work during the day. For more information, please visit: southportlandfoodcupboard.org

Position: Social Media & Marketing Intern

Deadline: Rolling internship

Position Title: Social Media & Marketing Intern (*Unpaid – for school credit and/or experience*)

About Us

The South Portland Food Cupboard (SPFC) works to reduce hunger in our community by providing consistent access to nutritious food while connecting neighbors with additional resources and support. We are a volunteer-driven organization rooted in respect, dignity, and compassion.

Position Overview

We're looking for a creative, dependable, and community-minded Social Media & Marketing Intern to support our outreach efforts. This role is a great opportunity for students or early-career individuals interested in nonprofit work, communications, or marketing.

The intern will work closely with our Executive Assistant and Executive Director, gaining hands-on experience in storytelling, community engagement, and nonprofit communications.

Key Responsibilities

- Help plan, create (photography, video, graphic design), and schedule content across SPFC's social media platforms (Instagram, Facebook, TikTok, LinkedIn)
- Assist in developing campaigns that highlight our programs, distributions, and community impact
- Monitor social media trends and contribute creative ideas for content and campaigns
- Track engagement and basic analytics to understand what's working and help guide future content
- Support updates to the website as needed
- Design graphics and marketing materials (flyers, social posts, etc.)
- Assist in promoting events, donation drives, and special initiatives
- Help draft short written content such as captions, blurbs, and email copy

What We're Looking For

- Currently enrolled in (or recently graduated from) a program in marketing, communications, media studies, nonprofit management, public relations, or a related field
- Alignment with SPFC's mission and values
- Strong writing and communication skills
- Interest in social media, storytelling, and community engagement
- Organized, reliable, and able to manage tasks independently
- Comfortable collaborating with a small team
- Familiarity with tools like Canva, basic editing software, photography/video skills are a plus but not required

What You'll Gain

- Hands-on experience supporting communications for an active, community-based nonprofit
- Mentorship from staff invested in your growth and learning
- Insight into how nonprofits engage supporters and serve their communities
- A portfolio of real-world work (social posts, campaigns, graphics, etc.)
- A flexible, supportive environment that can be tailored to your learning goals

Please submit your resume along with a brief note or cover letter that tells us a bit about yourself, your education, your preferred internship term (summer, fall, or spring), and the length of time required for your program. Internships can extend for up to one year. Send materials to **info@southportlandfoodcupboard.org**.