



Internship Opportunity

Earn college credit while working alongside the BGFC staff in a variety of marketing, non-profit, fundraising and benevolent ways. The following positions are open to students enrolled in supervised internship programs. Junior-, senior-, and graduate-level students attending any Kentucky college or university and the Southern Indiana region. Additionally, all Kentucky residents attending a college or university out of state may apply.

Internship positions will be available at BGFC's Lexington office located at 340 Legion Drive, Suite 20 (behind Arby's on Harrodsburg Road). Please provide your supervised internship program's application form to the BGFC for review.

If you're interested in the internship program with Blue Grass Farms Charities, and meet the qualifications listed above, please email info@bgfc.org.

Job duties:

Assist with delivering produce to farms and their workers. Must have valid driver's license and 18 years of age or older. This duty will occur at least once a week. Transportation is provided for intern to make deliveries.

Assist with acquiring auction items - solicitation and pickup - for Fall Fundraiser

Help sort and label backpacks for school children.

Provide general office help, i.e., copy, filing, running errands and answering phone calls.

Update database on mass mailing lists.

Assist at events by taking photos, working registration and floater to direct guests to various areas at the event.

Work with Executive Director on Newsletter – copy editing and formatting

Assist administrative coordinator with web design and creative ideas for promoting social media platforms.

Fluency in Spanish is a PLUS!!!