



## **Sanctuary Kitchen at CitySeed is seeking a Sales & Outreach Intern**

Sanctuary Kitchen, a program of CitySeed, partners with immigrant and refugee chefs to build economic opportunity and authentic connections through food. Our vision is to enhance the culinary skills of refugees and immigrants in a supportive environment that honors story and diverse cultural traditions, fosters community and understanding, offers professional development, and generates economic success in the most delicious way possible. We do this through refugee and immigrant-led cooking classes, supper clubs and other culinary events. Sanctuary Kitchen Catering, our social enterprise, provides authentic, multicultural catering and food products that support employment, professional training and integration of refugees and immigrants in Greater New Haven.

Prior to March 2020, our Catering Program fulfilled customer orders almost daily, from small, private dinner gatherings all the way to large public events serving hundreds of guests. The talented chefs are from Afghanistan, Syria, Iraq and Sudan, and prepare authentic, traditional cuisine featuring their own recipes. The chefs also prepare wholesale and Direct-to-Consumer products that are sold in local retail locations and at CitySeed Farmers Markets in New Haven.

Sanctuary Kitchen is seeking a Sales and Outreach Intern with who is smart, diligent, and has entrepreneurial spirit to assist in various stages of the sales funnel, including creating awareness of new offerings, generating leads, and retaining customers. You would support the growth of Sanctuary Kitchen catering, wholesale and DTC sales in the Greater New Haven area and across Connecticut. The Sales and Outreach Intern works under the supervision of the Sanctuary Kitchen Manager, and is expected to work in close collaboration with the Culinary Coordinator.

The perfect candidate is entrepreneurial, creative, a quick learner, outgoing, personable, social and has the desire to be a part of a growing mission-driven social enterprise. Interns will gain first-hand experience in developing and growing the market sustainably, and will be mentored by the Sanctuary Kitchen Manager and Culinary Coordinator, as well as industry partners.

This position is unpaid and part-time for Spring, Summer or Fall semesters. Expected hours are approximately 10-15 hours/week (flexible).

### **Required Qualifications:**

- Ability to work both independently and as part of a team
- Customer service experience
- Strong organizational, communication, and interpersonal skills
- Computer skills (Microsoft Office, Google Suite, Social Media Platforms)
- Attention to detail

- Strong time management skills
- Strong verbal and written communication skills
- Reliable, punctual, professional, and presentable
- Sales and acquisition focused

**Desired Qualifications and Characteristics:**

- Sales, marketing or outreach experience
- Experience with Constant Contact, E-Commerce Platforms (Square Online)
- Experience working with and/or desire to work with in the culinary industry
- Ability to problem solve and an inner drive to succeed
- Flexibility, maturity and a sense of humor
- Ability to interface directly with wholesale customers and always act as a brand ambassador
- Be creative, organized, and a sales-oriented problem solver
- A reliable, personal vehicle, great driving record, & car insurance

**Responsibilities**

- Support development of sales strategies
- Collaborate with the marketing team to develop promotional and sales materials
- Research and pursue potential sales contacts
- Engage consumers to build brand awareness in designated market
- Plan and execute effective sales calls
- Plan and execute in-store visits
- Obtain results by effectively utilizing resources and budget provided
- Build mutually beneficial relationships with wholesalers, retailers, and influencers to grow sales and awareness
- Manage ongoing communication and customer service for sales accounts
- Uphold and communicate CitySeed's mission

**Benefits**

- Work on increasingly challenging and engaging real-world projects
- Gain hands-on experience in each stage of the sales funnel
- Collaborate with experienced sales professionals
- Shadowing, mentoring, and training opportunities with knowledgeable professionals who have decades of experience in the food industry
- Attend meetings, events, and other networking opportunities
- Obtain college credits or meet course requirements.
- Flexible schedule for students

**To apply, please email [sumiya@cityseed.org](mailto:sumiya@cityseed.org) with your resume attached.**

**To learn more about Sanctuary Kitchen and CitySeed visit:**

[www.sanctuarykitchen.org](http://www.sanctuarykitchen.org)

[www.cityseed.org](http://www.cityseed.org)

Facebook: [@sanctuarykitchen.org](https://www.facebook.com/sanctuarykitchen.org)

Instagram: [@sanctuarykitchenct](https://www.instagram.com/sanctuarykitchenct)

Twitter: [@sanctuarykitct](https://twitter.com/sanctuarykitct)