UVM Food Systems Internships!
Fall, 2016
(ACT NOW TO GET A GREAT INTERNSHIP!)

For assistance in choosing the right internship,
Contact Matt Myers, UVM Food Systems Intern Program Coordinator.

To apply to these internships, send a cover letter and resume to:
Matthew.Myers@uvm.edu

Pine Island Community Farm Assistant Intern

Pine Island Community Farm is a farm in Colchester that supports new Americans to raise fresh food including goats and chickens and to connect to the land in their adopted country.

Intern tasks and responsibilities:

- Help farmers with chores
- Turn and monitor compost piles
- Help close out the garden at end of season
- Help with special events
- Occasional building projects

Desired Qualifications for Interns:

- Technical and Other Skills:
  - Hard working and not afraid to get dirty
  - Good problem solver, self-starter, high standards and detail oriented
  - Can follow directions and follow through
  - Works well with people of various backgrounds
  - Believes in the mission of the farm and is willing to commit
  - Reliable

Would prefer someone who anticipates building a longer relationship with the farm after the internship is over.

Hours per week: 10-12

Unpaid

Cover letter, resume, unofficial transcript, interview on request
Essex Town Farm to School Assistant – Grant/Fundraising Intern

Intern tasks and responsibilities:

• Research and investigate possible grants to aid in funding for the Farm to School Program. With assistance and examples, prepare at least one grant proposal. An example of one that could be developed is the Fuel Up to Play 60 Grant. Work with assigned teachers and students to help with exploring the requirements of your grant proposal.
• Explore the possibility of doing a CSA fundraiser and develop a plan to complete the fundraiser which includes student involvement, and with the aid of the Farm to School Coordinator.
• Co-teach and possibly solo teach food preparation/nutrition activities that engage grade 3 through 8 school students in healthy eating and living.
• Assist Farm to School Coordinator and another intern with taste tests, harvesting, community harvest dinners, farm visits and other food related events. Intern must be available at least one day per week (but preferably more) during the school lunch service from 10:45 am to 1:15 pm and must be able to attend at least one (but preferably more) evening events. There will be at least 2 evening events in the fall semester with the first one scheduled for September 24th.
• Share stories and pics via Web and Facebook page

Desired Qualifications for Intern:

• Interest in grant writing, fundraising, event planning and community engagement.
• Interest in food and nutrition education –at the grade 3 through 8 levels.
• Desire to observe and practice teaching students about healthy, locally sourced foods.
• Interest in working with grade 3 through 5 level students as well as middle school students. Own transportation to school helpful, but not absolutely necessary.

Intervale Food Hub

Are you looking for an internship where your work will have an impact on our local food system? The Intervale Food Hub is looking for a team of interns for the Fall Semester!

The Intervale Food Hub is a small, fast-paced company and a leader in the local food movement. We deliver local food subscriptions to people who live, work, and learn in the greater Burlington area, and we also deliver wholesale produce to University of Vermont Dining. The Intervale Food Hub is an enterprise of the Intervale Center, a nonprofit in Burlington that is dedicated to strengthening our community food system.
**Outreach**  
Help us with posters, flyers, tabling, and building relationships with students, faculty, and staff and your campus to raise awareness of the Intervale Food Hub!  
Flexible  
1 - 5 hours per week

**Content Creation and Social Media**  
Publish our weekly newsletter featuring farmers, recipes, and cooking tips. Create and publish content, including writing, shared content, photos and/or videos, to our social media, and report on our marketing analytics.  
Newsletters must be published each week on Mondays (you’ll receive a packing list on Fridays). We deliver food on Tues, Weds, Thurs, so ideally you will be able to come in at least one of those days for content creation.  
5-10 hours per week

**Food Hub Packing**  
Help us pack and deliver our delicious local food! You will gain an understanding of Food Hub distribution logistics, as well as produce purchasing and relationship management with growers. Previous farm or food work preferred, though not required.  
Shift 1: Mondays 9am-noon  
Shift 2: Tuesdays 9am-noon  
Shift 3: Wednesdays 9am-noon  
Shift 4: Tuesdays 1pm-4 pm  
3 hour shifts.  
If you are available for more than 1, that’s great!

Please e-mail the completed form found below and your resume to Matthew.Myers@uvm.edu with the subject “Food Hub Internship Application.”

Name:

Email:

Phone Number:

College/University Currently Enrolled in:

Do you plan to receive credit for your internship:  
Available start and end dates, vacations:

Please select which positions you are interested in/available to fill with an X.

- UVM Davis Center Pick Up Shift 1
- UVM Davis Center Pick Up Shift 2
- Waterman Building Pick Up
- Outreach
- Intervale Center Front Desk
- Content Creation and Social Media
- Food Blogging
Food Hub Packing

What do you envision for your Intervale Food Hub internship experience?

What are your goals for your Intervale Food Hub internship experience?

What experiences or interests brought you to apply for the Intervale Food Hub internship?

What is your experience with or attitude about food?

What are some of your favorite meals or recipes, and why?

(Optional- for fun!) What is your Myers-Briggs personality type?

-You can take an online assessment here: http://www.16personalities.com/free-personality-test

UVM Extension Across the Fence Farm and Home Show Media Intern

Across the Fence is the longest running daily farm and home television program in the country. Across the Fence is a 15-minute program produced by University of Vermont Extension. The program airs weekdays at 12:10 pm on WCAX TV, Channel 3.

The Media Intern will provide general communications and media support to ATF staff in the production of America's longest running daily farm and home show reaching 38,000 homes in Vermont and neighboring states, assist with all aspects of media production from researching stories, developing story boards, writing scripts, interviewing, filming, editing and related tasks. The Intern will Research and produce their own food systems related story/video and introduce it in an interview on an Across the Fence episode and will assist with ATF social media outreach.

VCGN Outreach and Events Intern

Vermont Community Garden Network (VCGN) is a nonprofit organization that supports and connects the state’s 370+ community and school gardens. We help people of all ages and backgrounds grow their own food by providing hands-on garden education and technical assistance, training, resources and funding for all types of garden groups. This work helps build healthy local food systems, and encourages community connections and collaborations.

Intern tasks and responsibilities:

Outreach and Events Intern will assist with outreach and communications for the statewide community and school garden network and local programs. Working with the executive director and program staff, the intern will coordinate a monthly e-newsletter, write feature stories
highlighting gardeners and garden projects, update VCGN’s garden directory, help manage the organization’s social media, and assist with events and marketing, as needed.

August 29, 2016-December 16, 2016

8-16 Hours per week, depending on number of credits

Desired Qualifications for Intern:

- Computer and social media proficiency; mapping and database experience preferred; Wordpress and In Design experience helpful.

Knowledge/Experience Needed; Possible Major(s):

- Student in Communications, Journalism, Food Systems, Environmental Studies, Nutrition and Food Science, or related field.
- Excellent written and oral communication skills.
- Public relations and social media experience or capability.

Interests and personal/work qualities:

- Interest in community-based gardening, food systems, food security, and/or community health.
- Keen attention to detail and ability to meet deadlines.
- Willingness to take initiative and motivation to seek new learning opportunities.
- Strong work ethic and ability to interact with the public in a professional and courteous manner.

Application Materials Requested:

- Cover Letter
- Resume
- Two references
- Two short writing samples

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**Pine Forest Children’s Center**

The Pine Forest Children’s Center is a mission driven non-profit organization operating for nearly 25 years and successfully providing high quality childcare to about 70 children and their families per year. Our program serves children ages 6 weeks to 6 years in integrated setting and as there continues to be a massive shortage of high quality childcare in our community, especially for infants and toddlers, Pine Forest is proud of our unique approach to childcare using our connection to families and to the earth.
The Pine Forest Food Program follows regulations and meal patterns set by the Child and Adult Care Food Program (CACFP) and developed by the USDA. We provide breakfast, lunch and afternoon snack to all children 1 year and older. All meals are prepared onsite in the kitchen.

The Food Program Intern may be involved in many different aspects of the program. A typical day might include food preparation, CACFP paperwork, a cooking project, nutrition activity, menu creation, kitchen organization, or cleaning. We are looking for individuals who are open to learning and working with all areas. We hope to find a good fit for your skills and interest that also benefits the program in the best way possible. Keep in mind that you will most likely be taking part in several projects during your time here.

**Intern tasks and responsibilities:**

- Help prep menu items, (cutting, cooking, baking)
- Help with clean up
- Observe administrative and reimbursement tasks
- Opportunity to help menu plan and to plan nutrition activities for the students if desired.

**Desired Qualifications for Intern:**

- Must be comfortable in a kitchen or be willing to accept instruction to cook and prepare menu items

**Knowledge/Experience Needed; Possible Major(s):**

- Nutrition
- Dietetics
- Food Science
- Education

Hours per Week: 3 up to 8

**Application Materials Requested:**

- Cover letter
- Resume

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**Localvore Today**

Localvore Today is looking for motivated, self-directed, local-food-loving students interested in careers in marketing & advertising to become brand ambassadors. Interns will be focused on spreading the word about Localvore within their campus communities - including creating
campus-specific marketing campaigns, organizing events, helping Localvore decide on campus event sponsorships, and recruiting new Localvores.

Interns will earn 50 Localvore credits per month and school credits! Other perks include Kombucha on tap in the office and lots of dog time (must love dogs)!

Qualities we appreciate:

- Hard working individuals
- Passions for small businesses and local communities
- **Being detail oriented is a must**
- Able to take instruction, learn, and listen
- High level writing and communication skills
- Great team attitude
- Capable with data entry and content creation
- Knowledgeable with social media marketing platforms

Schedules TBD but an expected 6 hours in office and a few hours out of office on campus etc.

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**UVM Libraries Institutional Repository Student Assistant**

**Intern tasks and responsibilities:**

- Working with UVM Food Systems Faculty to identify relevant publications for inclusion in ScholarWorks @ UVM institutional repository via CVs and literature searches.
- Checking copyright and publisher embargo policies via Sherpa/Romeo database and publishers’ websites.
- Creating and maintaining an Excel spreadsheet of authors, citation information, and relevant copyright information.
- Communicating through email with faculty to secure appropriate version of publication for repository.
- Uploading citation information and full-text material into the repository.

**Desired Qualifications for Interns:**

- Familiarity with personal computers
- Familiarity with MS Excel, MS Word,
- Comfortable conducting literature searches
- Upper-level undergraduate student or graduate student
- Appropriate for any major, but ideal for Food Systems, Community Development and Applied Economics, Environmental, and RSENR student
- Attention to detail
- Strong oral and written communication skills
- Ability to work independently with general supervision
Application Materials Requested:

- Cover letter
- Resume

Start date: ASAP-November 1st, 2016
10 hours per week

UVM Extension 4-H Program Facilitator

What does a program facilitator do? (Intern must enroll for course credit)

- Program facilitators volunteer to prepare and teach a series of “classes” to school age youth using 4-H curriculum and the experiential learning approach.
  - Classes are anywhere from 45 minutes to an hour and a half in length depending on the partnering sites schedule.
  - Total minimum contact time with students = 6 hours.
  - Programs generally run once a week for 6 to 12 weeks depending on the partnering sites schedule.
  - Some program sites may require paperwork or background checks.
  - At least 2 adults must be present during programming. Usually the second adult is a site staff member.

What does the 4-H office need to know?

- What topic areas are of interest?
- What afternoons (days and times) are you available to present a program?
- What is the maximum number and age range of children you would be comfortable with for a program?

What does the 4-H office provide?

- Training (as needed- working with youth, curriculum/kit use, experiential learning).
- Kits/curriculum
- Coordination of partnership with a program site.
- Possible $100 stipend (from the Chittenden County 4-H Foundation) for program facilitators that have become Volunteer 4-H Leaders (requires completion of an application and background checks).
**ADAK Farm Systems**

Ag students with experience growing vegetables and/or flowers for market or course work in horticulture, plant and/or soil science. Earn money while gaining relevant experience. Work from your location; flexible schedule – set your own hours. Learn a modern, cloud-based, crop scheduling system. Interact with market farmers. Conduct Introductory Presentations; collect market survey information. Opportunity to be involved in implementation or marketing projects.

We are currently offering a simple, flexible program where Ag students can work, learn and gain valuable experience in marketing and market farming. He or she will:

- Earn $150 by completing a self-paced, three-part training program. Part of each assignment is to provide any comments or suggestions on the assignment. There is an open book test as part of the third section. We pay $50 when you complete each of three milestones. This work typically takes 10 to 15 hours.

- Introduce our Product to local market farms. Conduct a 30 minute introduction, get general feedback and complete a market survey to earn $30, for up to at least 5 farms that you may already know!

- If during an introduction the farmer is interested in trying the system and signs up for a subscription, then the student can offer his or her assistance, up to 6 hours, to get the farmer started. This assistance can include training, data collection, or data entry in setting up the farmer's farm. It is OK, if the farm belongs to a parent or friend. The only requirement is that the farmer signs up for membership (doesn't have to pay after 3 months trial if not happy with the system and results). ADAK Farm Systems pays the student $15/hr. for up to 6 hours.

- We expect to have small assignments or projects in testing or reviewing our products, training material or website and marketing material. We will offer these to students who seem to enjoy providing feedback and do that part well. ADAK pays $15/hr. for approved project hours.

Requirements: A student in an accredited Ag School; taking courses in horticulture, plant and/or soil science, or has experience growing vegetables and/or flowers for market. You will need a quite area to work with internet access.

As a student intern, you will be setup as "contractor" (not an employee). It will be necessary to complete a W-9 and you will receive a 1099 for each calendar year. Payments are based on completed assignments.

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**UVM Watershed Alliance**

The UVM Watershed Alliance (UVM WA) aims to increase awareness and knowledge of
watershed issues in Vermont youth. Each spring and fall, we hire 4-6 undergraduate students who are interested in water resources and watershed education, and would like to gain experience teaching in the field and classroom as a Watershed Educator.

Watershed Educators receive training in stream ecology and watershed science, group management in the field and classroom, and teaching science as inquiry. Educators are expected to work 50+ hours between March and early June (spring season), or between late August and early November (fall season), to fulfill the requirements to receive 1 internship credit or receive payment as a temporary employee ($11/hr). Travel costs are reimbursed. Work-study is available for those who qualify.

Common Roots Farm Internship

Part time internship with our talented farmer with 12 years of experience! This farm season will have the continued support from Common Roots, a non-profit organization since September 2009, the City of South Burlington, the South Burlington Land Trust and South Burlington Nutrition Services, preparing food in five school cafeterias.

Mission of Common Roots:

Common Roots connects farmers, educators, youth, and community members to build a sustainable future through place-based educational and service programs. By collectively growing food for our schools, kitchens, and food shelves, we celebrate the soil and soul of community. Our stewardship provides food security, affirms our local environment, and nurtures our common roots.

Common Roots, based in South Burlington, Vermont, engages community and celebrates the opportunity to root our area schools in place-based learning, while securing food education and food access for families in need. We have secured the supports for this unique opportunity.

Background:

Common Roots sprouted from more than ten years of connecting community members to gardens and local farms. In 2003, at the South Burlington Orchard Elementary School, a parent-teacher organization began to address their concerns regarding children’s disconnection from healthy foods. This group of parents, teachers and University of Vermont professors and student interns successfully implemented (1) 6 Edible Gardens at Orchard School, (2) Salad Bar Promotion (3) Eat the Rainbow curriculum for grades K-5, (4) a UVM Horticulture Farm-To-School program for their Harvest Festival, (5) Community Outreach and (6) a Vermont FEED consultation.
As a non-profit, Common Roots has strategically brought forth six local programs to fulfill our mission since the fall of 2009: Farm to School Program, Farm to Go Program, Growing Gardens, Community Food Shares, and the POP (Power of Produce club). We also manage the South Burlington Farmers Market.

**Flexibility:**

You can create the experiences you would like to emphasize in this part time internship position: learning about soil, growing food, cover cropping, harvesting and preparing food for market and experimentation of new ideas. There are potential opportunities for working with youth.

**Purpose of Common Roots Internship:**

- Grow food with farmer and students on open farm land, in hay groves and green houses
- Help farmer connect with the community
- Assist with commercial vegetable production
- Support student learning with some field trips

**Benefits to Interns:**

- Experience the strengths of the team approach to educational programs on open land in hay groves and green houses
- Learn techniques of growing food in 3 different growing environments
- Work with students and community members of all ages on the land
- Interface daily/weekly with the community of Common Roots employees, farmers, students, interns and volunteers

**Requirements and Qualifications for this part time internship with flexibility:**

- Responsible and hardworking
- Dedicated to community involvement and service
- Ability to plan daily/weekly schedules and to complete assigned tasks
- Passionate about the mission and goals of Common Roots
- Friendly, personable and a positive outlook
- Excellent communication skills
- Capable of working individually and as part of a team
- Willingness to learn and work with a lead farmer and not afraid to ask questions/make mistakes
- Punctual and manages time wisely; ability to plan daily/weekly schedules and to complete assigned tasks
Intern Results with Common Roots this past year include:

- Growing food for schools and our 6 educational programs
- Farmers Market support
- Booths at community events
- Cooking with youth, including our Rebel Chef cooking competition in our middle school
- Taste tests in 5 school cafeterias, connecting with school personnel
- Facilitate farm visits for students preschool-12
- Mailings/website design/communication materials
- Specific tasks – photography, videography, preparing food lessons, recipes and making community connections

Growing results of Common Roots in addition to our six programs in our community:

- Deepening our collaborative work with farmers and college interns who both support our programs and the growing volume of fresh, local organic foods in our six programs and local school food system
- Support the nutritional goals of the South Burlington School District Nutritional Services Director in the classroom with our lessons, in the cafeteria and in the community
- Obtained a 40k local foundation grant to improve the existing equipment in five schools to produce fresh entrees and healthy soups and salad/fruit bars with ongoing collaboration to support our director’s success
- Support a talented chef, kitchen staff educator, to improve fresh recipe food preparations, enhanced knife skills and time management
- Planning to bring the Common Roots Preschool to the Wheeler Homestead on 119 acres

Key Community Partners in Common Roots Collaborative:

- University partnerships and interns
- Rhonda Ketner – Nutrition Services Director for the South Burlington School District
- Shelburne Farms Advisor – Megan Camp
- Vermont Organics Reclamation – soil and community connections
- Cedar Wood Wellness-collaboration with Dr. Suzy Harris
- Farmhouse Group-5 restaurants
- Trader Joe’s with Community Food Shares year round
- Growing numbers of students K-University, and community members

**UVM Extension Grass Fed Farming Research Assistant**

The main goal of this project is to monitor and research soil health and pasture forage as they relate to the production of high quality grass-fed, grass-finished beef in Vermont. Knowledge generated on Philo Ridge Farm will have broad application to farms throughout the region.”
Located in Charlotte, Vermont, Philo Ridge Farm will serve as a unique living laboratory due to its proximity to the UVM campus and the availability of farmland that can be utilized for research. Research topics will include evaluations of beef cattle performance and quality on transitional pastures; cocktail/salad-bar cover crops to accelerate soil health; and nutrient runoff from tile drainages installed on the farm, to name just three.

Research conducted on the farm, and data generated from the research, will be considered open-source information and will be shared and distributed widely to producers in Vermont and New England.

**Intern tasks and responsibilities:**

- Assist with field work (help set up experiments, learn field methodologies, collect samples, operate tools and devices)
- Assist with data organization
- Conducting background research for literature reviews
- Assist with writing fact sheets and popular articles
- Assist with organizing workshops

**Desired Qualifications for Interns:**

- Familiar with statistics
- Familiar with composing literature reviews
- Writing skills
- Research skills
- Agriculture or environmental studies majors
- Have a car
- Ability to lift up to 50 pounds and to endure working in the field

**Interests and personal/ work qualities:**

- Attention to detail
- Willingness to achieve accurate results
- Work independently
- Interest in learning about pasture health
- Strong people skills/ high energy
- Enjoys field work

**Application Material Requested:**

- Cover letter
- Resume
**Rural Vermont Intern**

For 30 years, Rural Vermont has worked to create economic justice for Vermont farmers through education, grassroots organizing and advocacy. We invite you to join our committed team and help to fulfill our vision for a community-based food system which sustains our farmers, our communities, and our lands.

We offer excellent training with our experienced staff and board members and you will have a variety of professional networking opportunities. We are happy to work with you to fulfill needs you may have for academic requirements, reporting, evaluations, etc.

We are flexible with regard to the number of hours/week, and the length of the internship. We will work with you to create a schedule that is mutually beneficial.

We will also work with you to develop a clear work plan with concrete deliverables for your portfolio. We have many projects available and can tailor a project so you learn the skills you want to develop while completing important work in the service of our mission.

Our internships are unpaid, but we do reimburse for approved out-of-pocket expenses. The right candidates will be self-directed, motivated, capable of working both independently and collaboratively, as well as have a strong attention to detail and good communication skills. These internships typically run September through December; earlier start dates might be available. Hours are flexible, though occasional nights and weekends will be required. It is required that interns have access to a reliable source of transportation. Mileage reimbursement is provided for travel to events outside the Montpelier office.

**DEMOCRACY TRAINING (one position)**

Work with Rural Vermont’s Director and Organizer/Advocate to execute a series of activist trainings in partnership with various groups and institutions. These trainings will be designed to provide citizens with the knowledge and skills to meaningfully participate in the local, state and national processes that create public policy. This project will include helping to create the content and materials for the trainings, the logistical coordination of the training events, as well as assisting with recruitment and follow-up with participating activists. Must be willing to primarily work from Montpelier office and attend the off-site trainings, with the option to do occasional work from home. This is 15-20 hour/week internship.
MEMBER SURVEY (one position)

Work with Rural Vermont’s Director and Organizer/Advocate to design, distribute, administer, and analyze a 30th Anniversary survey of our growing membership base. The survey will gather data and feedback about Rural Vermont’s communications, program work, and our future priorities. Work on this project will be primarily done from Montpelier office, with minimal off-site work, and the option to do occasional work from home. This is a 10-15 hour/week internship.

OUTREACH/MEMBERSHIP DEVELOPMENT (one position)

Work with Rural Vermont Outreach Coordinator Shelby Girard to strengthen and expand a statewide network of Rural Vermont supporters through various initiatives, including but not limited to, planning and supporting mission-driven events, managing Rural Vermont’s presence at agricultural conferences and farmers’ markets, and supporting ongoing membership, activist, and volunteer recruitment and management. There will be a strong emphasis on the preparation and planning associated with Rural Vermont’s 30th Anniversary - to include the successful conclusion of a year-long membership and capacity building drive and a big November event featuring “Farmers Tell Their Stories” and a Rural Vermont reunion.

This internship is highly customizable. Interns work with staff to determine the most appropriate projects, balancing the strengths and interests of the intern with the needs of the organization. Must be willing to primarily work from Montpelier office and offsite at events, with the option to do occasional work from home. This is a 16 hour/week internship.

DEADLINE: July 31st, 2015 NOTE: These positions will remain open until filled.

Application Material Requested:

- cover letter
- brief statement of why you are interested in working with Rural Vermont and what position you are applying for
- resume
- 3 references

Expanded Food and Nutrition Education Program (EFNEP) Communications Intern

University of Vermont Extension's Expanded Food and Nutrition Education Program is a USDA funded initiative that empowers Vermonters to lead healthier lives through hands-on nutrition education. Programs serve income eligible parents and expecting mothers, as well as children and teens. EFNEP offers a wide range of group classes and home visits tailored to the needs of individuals and communities. Participation, partnership and perception are keys to our
success. Consider working with us to gain practical communications experience while helping us advance our mission. Visit our website for more information about EFNEP in Vermont.

**Intern Responsibilities:**

- Travel to program sites, take photos and videos of participants and activities
- Write press releases, newsletter articles, develop online content for website and social media

**Desired qualities in an Intern:**

- Passion for enhancing the health and nutrition of income eligible parents, mothers and children
- Interest/skills with photography and videography
- Interest/skills in writing for public via press releases, articles, web content

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**Communications Intern at VT Sustainable Jobs Fund**

The Vermont Sustainable Jobs Fund, located in Montpelier, Vermont, was created by the Vermont Legislature in 1995 to accelerate the development of Vermont’s green economy. We provide early stage grant funding, technical assistance, and loans to entrepreneurs, businesses, farmers, networks and others interested in developing jobs and markets in the green economy.

Assist Communications Director in social media (especially Twitter), internet research, website support, and marketing campaign projects.

**Skills required:**

- Ability to work independently
- Quick thinker
- Organized
- Social Media – specifically Twitter
- Website skills – Wordpress and Constant Contact
- Interest in Communication/PR/Marketing career
- Photo/Video skills

**Framework:**

- 10 hours/week
- 3 credits
- One day/week at Montpelier office, otherwise, work completed remotely
- Own computer, transportation required
Winooski Farmers Market Power of Produce (POP) Club Intern

For the second year in a row, the Winooski Farmers Market will be running a very unique kid's program! The program is designed to increase fruit and vegetable consumption amongst kids. The program looks something like this: Kids ages 5-12 register at the market and get a Passport to Health, which the market holds onto throughout the season. When they register they receive their first stamp in their Passport, $2 worth of wooden market tokens to use on fruits, vegetables, and plant starts, and a couple other freebies like a grocery bag to carry their produce. Each time they visit the market they get another $2 and a stamp in their Passport. Throughout the season there are incentives for coming to the market, if you visit a certain amount of times. Each Market will have a fun kid's activity related to food, nutrition and growing food for kid's to partake in.

We are seeking interns to coordinate the program and facilitate the Kid's Fun Booth each Sunday. The time commitment is 7 hours per week during season and 1 hour per week leading up to the market season starting in April. The market commences June 1st and runs for 20 weeks. Some of the responsibilities are program development, designing interactive kid/vegetable friendly activities, increasing membership, establishing quantitative and qualitative to evaluate the program, project evaluation, securing sponsors and donations, and weekly reporting to the Farmers Market Manager.

This will be a very fun role and great way to engage with families and kids and creatively support the market in providing Winooski a seasonal outlet for fresh fruits and veggies.

The market manager is responsible for coordinating and facilitating the internship program and providing all necessary direction and education for the interns to have a successful and engaging experience.

**Duties**

**Pre-market season:**

- Watch Power of Produce (POP) Club Webinar
- (Starting in April) Attend bi-monthly meetings with market manager to check-in and report on progress and establish next course of action
- Research and reach out to local nutrition and agricultural non-profits and organizations and establish partnerships to collaborate on kids activities at the Winooski Farmers Market
- Review all kid’s program materials and establish list of new items needed
- Contact other market managers and use farmers market list-servs to create new and fun activities related to health, nutrition and local food consumption
- Design kid’s activities with the help of partner organizations
- Reach out to parents through school PTO, agencies, library, Front Porch Forum, etc.
During Market Season:

- Work with intern partner in creatively acquiring all materials needed for activities. We encourage usage of Front Porch Forum, Resource Center, Goodwill, and thrifty ideas to keep costs down
- Create very attractive, easy to read, professional market display for booth
- Talk with families about program by going up to families at the market and encouraging them to join. Ask them to do activity and then talk to them about the program!
- Engage with new and old members each week and talk to them about purchases and how they used them at home.
- Take pictures and videos at market and post on social media sites
- Regularly Update Facebook and social media sites on planned activities, events, upload photos, increase views and likes through regular posts about food, nutrition, farmers markets, etc. (Pre and Post Season)
- Keep excellent record of program attendance, tokens given away, feedback, and new ideas
- Evaluate each activity at the end of market day with what worked well, what didn’t work well and ideas for next time
- Continue to seek program sponsorship and organization partnership so that program can grow and evolve

Farm to Plate Food Cycle Coalition Intern

The Composting Association of Vermont (CAV) was founded in 2002 with support from Vermont Sustainable Jobs Fund and the Agency of Natural Resources Department of Environmental Conservation (ANR/DEC). CAV promotes the production and use of compost as a vital link between soil health and sustainable agriculture and communities. CAV advocacy and education initiatives help Vermonters achieve economic benefits and environmental goals through change of practice to: improve soil and plant health; conserve water; improve water quality; reduce erosion; lessen landfill burden, and; decrease the use of fertilizers and pesticides. CAV projects typically include partnerships to broaden the impact of our mission. Currently we work with Solid Waste Districts, state Agencies, and conservation, watershed, and agriculture groups.

Universal Recycling and the Food System: Building a Web-Based Repository of Resources for Professionals and Volunteers

The Intern will assist the Farm to Plate Food Cycle Coalition in collecting and developing web-based resources for food system advocates. The site will house information responsive to Vermont’s landfill ban on organic residuals that is relevant for Food System professionals and
volunteers. We expect the site will include information about food rescue and gleaning, food scraps and processing residuals, clean wood-based construction and demolition material, leaves and woody debris (eg. from homeowners, commercial sites, municipalities, Right of Way maintenance, etc.), composting, feeding livestock food scraps, legal Q & A, and regulatory issues. Where applicable the archived resources will include Where to Find Information About…….., Who is Doing What……How To’s for Action (eg. community composting, feeding laying hens foodscraps, starting or expanding a regional gleaning or food rescue program), and Funding Information.

The primary policy driver for this work is Act 148, Vermont’s Universal Recycling law, that bans the landfilling of discarded edible food, food scraps, food processing residuals, leaf and yard material, and woody debris.

The intern will contact/interview key stakeholders within the food system, primarily within the Farm to Plate Network, starting with members of the FCC, to identify materials to add to the website.

The intern may work with as yet unspecified Coalition members, but mostly likely with the Chair and F2P Network Manager, Jake Claro.

Compile/organize data collected from research and interviews

Assist with preparing new web pages

Keep contacts journal

Weekly/bi-weekly check-in, as needed; submit journal.

**Desired Qualification for Intern:**

- Interviewing/inquiry skills – training specific to the content provided
- Professional speaking manner, grammar usage, spelling, etc.
- Helpful background: communications, environmental studies, food rescue and food security, natural resources planning, food systems
- Self-motivated, able to work unsupervised
- Organized
- Improving interviewing skills
- Willingness to learn new content

**Application Material Requested:**

- Cover letter
- Resume
- Writing sample
Organics Contamination Monitor and Educator

The Chittenden Solid Waste District (CSWD) is a municipality created by the State of Vermont to manage the solid waste generated within Chittenden County. Our primary focus is to use economically and environmentally sound methods to reduce and manage this stream. Green Mountain Compost is the organics processing facility owned and operated by CSWD.

This intern will be directly and integrally involved in identifying and quantifying the types and sources of contamination in incoming loads of food scraps received by Green Mountain Compost. Using this data, the Intern will provide educational outreach to Haulers and Generators identified as sources of the contamination.

Tasks and responsibilities could include the following:

- Analyzing a wide variety of incoming food scrap loads for one to two months (dependent on length of internship)
- Quantification and analysis of compostable products as a component of food scraps by source/category (cafeteria, grocery, restaurant, residential, etc.), type (bag, cup, utensil, etc.) and brand.
- Quantification and analysis of contamination by source type (cafeteria, grocery, restaurant, residential, school, etc.)
- Potentially assisting with drafting a GMC contamination policy
- Drafting educational feedback tools and messaging for haulers and generators identified as sources of food scrap contamination.
- Potentially assisting with educational outreach to haulers and generators regarding contamination

This Intern will be jointly supervised by the contacts noted above. Dan Goossen will oversee training and monitoring for GMC on-site load auditing and data gathering, and Michele Morris will work with him/her on identification and analysis of compostable products and outreach to generators and haulers on our findings.

Desired Qualifications for Intern:

- Proficiency in Excel, Word and possibly other Office Suite software
- Aptitude and appreciation for data gathering and analysis
- Ability to translate technical data into “human-oriented” communications
- Interest in food systems, “waste” management. Tolerance of outdoor working conditions in variable weather.

Hours per week 8-12

Application Materials Requested:

- Cover letter
Farmers to You Internship

Farmers to You, an online farm-to-table grocer serving the Boston metro area is seeking undergraduate or graduate students for Vermont-based internships for school credit. Each week, Farmers To You gathers food grown on small farms around Vermont, packs it at our hub in Barre, and delivers it to partner families in the Boston area. This internship would provide an excellent learning opportunity for someone interested in the field of sustainable food and agriculture.

Projects may include:

- **Copywriting**
  - Drafting product descriptions to assist with a redesign of the FTY website.
- **Photograph and Data Entry**
  - Resizing photos and uploading various files to the FTY database to support website redesign.
- **Marketing Research**
  - Gathering information about Boston-based companies and organizations that might be a good fit for partnerships, advertising, or new site development.
- **Social Media Content Gathering**
  - Concepting creative social media post and campaign ideas.
- **Internal Consumer Research**
  - Mining the FTY consumer database for key information and translating it into useful reports.

Skills required:

- Excellent interpersonal skills
- Strong writing and communications skills
- Familiarity with social media platforms
- Self starter willing to work independently
- Excel and database proficiency
- Knowledge of and passion for the sustainable food and farming industry

Communications Intern at VT Sustainable Jobs Fund

Assist Communications Director in social media (especially Twitter), internet research, website support, and marketing campaign projects.
Skills required:

- Ability to work independently
- Quick thinker
- Organized
- Social Media – specifically Twitter
- Website skills – Wordpress and Constant Contact
- Interest in Communication/PR/Marketing career
- Photo/Video skills

Framework:

- 10 hours/week
- 3 credits
- One day/week at Montpelier office, otherwise, work completed remotely
- Own computer, transportation required

Environmental Scan Intern

The City of Winooski is a municipality located on the Winooski River, next to Burlington.

Strategic Vision Statement:
Winooski will be an affordable, livable, diverse community where the role of government will be to foster and guide the following: Economic Vitality: Maintain and expand our economic development to ensure long term vibrancy with a small town feel; Transportation Infrastructure: Invest in the City’s transportation infrastructure in order to make our City safe and accessible to residents and visitors while recognizing the critical role that we play in the region’s system; Housing: Ensure a mix of quality, affordable housing stock that maintains the character and aesthetics of our neighborhoods; Safe, Healthy, Connected People: Foster relationships across generations and cultures by providing safe, healthy environments and opportunities to connect and engage.

This internship is nested with the Community Services Department of the City, which strives to provide meaningful services to the Winooski community. This intern will work closely with the City’s Food Systems VISTA, supervised by the Community Services Director.

Intern tasks and responsibilities:

The City of Winooski is seeking an intern to assist the Food Systems VISTA in researching Chittenden County’s food resources for low-income individuals and creating an interactive map.
using GIS for publication online. This map will be used to provide a consolidated repository for Winooski residents to access food resources all in one place. This internship is largely self-directed and allows room for creativity.

**Major responsibilities include:**

- Researching other models of ‘food-system atlases’ around the world and contacting those organizations for information.
- Researching food options for low-income residents and collecting data
- Creating a document or handbook of relevant information for food security services in the area
- Creating an online interactive GIS map with compiled data to put on city’s website and other social media avenues
- Assisting the Food Systems VISTA with other projects as needed or desired

**Desired Qualifications for Intern:**

- Strong communication skills
- Self-motivated
- Strong organizational skills
- Attention to detail
- Environmental Studies, Geography, Sociology or Food Systems majors preferred
- Strong interest in food systems and hunger alleviation
- Experience with GIS preferred
- Familiarity with refugee populations a plus
- Must be able to work independently as well as on a team
- Positive attitude, flexibility, curiosity, and a strong work ethic
- Ability to work in an office environment
- Knowledge of Microsoft Office Suite
- Must be able to provide own transportation to Winooski City Hall.

**Application Materials Requested:**

- Cover letter
- Resume

Applications will be accepted on a rolling basis but the intern would ideally start in early fall 2016. Internship extension is available if needed. The internship will be about 10 hours a week and based at Winooski City Hall, with the option for remote work if needed.

The internship is unpaid, with credit possibly available through your institution.
Vermont Commodity Community Liaison

Salvation Farms manages unharvested and unsold but edible quality crops to distribute to individuals around Vermont. The business seeks interns for its new Vermont Commodity facility in Winooski, less than 3 miles from the Davis Center. This facility will handle large volumes of surplus fruits and vegetables through offering workforce development training to individuals in Chittenden County. It is estimated that more than 14 million pounds of wholesome, edible crops never leave Vermont farms. Salvation Farms’ efforts move some of these crops into the food stream, while providing job-readiness skills to program participants.

Intern tasks and responsibilities:

The Vermont Commodity Program partners with multiple social service agencies in Chittenden County to advertise, recruit, and support workforce development trainees during each 16-week program cycle. The Community Liaison will maintain and expand upon these established partner relationships in an effort to support current trainees and recruit for the next group of trainees.

Specific responsibilities include:

- Networking with a myriad of social service organizations for trainee recruitment
- Documenting community and partner outreach
- Creating a guide for the recruitment of future trainees
- Tabling, presenting, and distributing information in person or electronically
- Collaborate with local agencies and partners to strengthen the workforce training program

This intern will be exposed to food hub operations and workforce development training, as well as working and learning alongside trainees and other interns.

Desired Qualifications for Intern:

- Familiarity with Microsoft Office
- Experience in promotion, marketing, communication, networking, and collaborating
- Possible majors include marketing, communications, business development, social work, and food systems
- Interest in the social service sector and community outreach efforts
- Ability to work under direct supervisor and on own
- Desire to work with others, noting that this position works directly with individuals in transition (i.e. coming out of incarceration, out of school youth, veterans)
- Ability to network and communicate with various stakeholders
- Interest in working with social service organizations in the greater Burlington area
- Reliable transportation
- Creative, self-motivated, organized, dependable, and confident
- Clear communication and outgoing personality
Application Material Requested:

- Cover letter
- Resume
- Unofficial Transcript

September 12th - December 20th 2016

Hours per week: 8-12

Vermont Commodity Educational Assistant

Salvation Farms manages unharvested and unsold but edible quality crops to distribute to individuals around Vermont. The business seeks interns for its new Vermont Commodity facility in Winooski, less than 3 miles from the Davis Center. This facility will handle large volumes of surplus fruits and vegetables through offering workforce development training to individuals in Chittenden County. It is estimated that more than 14 million pounds of wholesome, edible crops never leave Vermont farms. Salvation Farms’ efforts move some of these crops into the food stream, while providing job-readiness skills to trainees.

Intern tasks and responsibilities:

The educational assistant will provide critical classroom support for a team of 8 workforce development trainees, who will be engaged in workplace safety, food handling, and job-readiness trainings and certifications. Intern responsibilities include tutoring support, facilitating independent and group study sessions, and computer assistance off-site at the Community College of Vermont. The assistant will support trainees with hard and soft skill development throughout the 16-week program cycle. Other tasks include facilitating logistics for hosting trainers and guest presenters.

During this internship, there is potential to attend field trips with trainees and Program Director to explore food sector or manufacturing industries, meet with potential employers, and explore other business operations in action.

Desired Qualifications for Intern:

- Strong knowledge of Microsoft Office
- Ability to lead and/or instruct adult learners
- Experience with tutoring or supporting adult learners, especially in non-traditional settings
- Possible majors include education, social work, anthropology, sociology, or outdoor education
- Desire to work with students, noting that this position works directly with individuals in transition (i.e. coming out of incarceration, out of school youth, veterans)
- Ability to work with diverse learning styles and draw on individual strengths
- Creative, self-motivated, organized, dependable, and confidence
- Clear communication, dedication, and patience

**Application Material Requested:**

- Cover letter
- Resume
- Unofficial transcript

September 12<sup>th</sup> - December 20<sup>th</sup> 2016

Hours per week: 8-12

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**Vermont Commodity Operations Assistant**

Salvation Farms manages unharvested and unsold but edible quality crops to distribute to individuals around Vermont. The business seeks interns for its new Vermont Commodity facility in Winooski, less than 3 miles from the Davis Center. This facility will handle large volumes of surplus fruits and vegetables through offering workforce development training to individuals in Chittenden County. It is estimated that more than 14 million pounds of wholesome, edible crops never leave Vermont farms. Salvation Farms’ efforts move some of these crops into the food stream, while providing job-readiness skills to trainees.

**Intern tasks and responsibilities:**

The Vermont Commodity Operations Assistant will be responsible for assisting the Program Director with all aspects of facility operations, including inventory, shipping, receiving, and crop washing and packing. The Assistant will fill a critical role in maintaining Standard Operating Procedures, completing production logs, data entry, and supporting the crew of trainees in the produce pack-room.

The assistant will have the opportunity to fill a leadership role among a diverse trainee crew. There may also be opportunity to support the refinement and formatting of Standard Operations Procedures, signage, and production logs, working in collaboration with a food sciences intern.
Desired Qualifications for Intern:

- Familiarity with Microsoft Office
- Experience working in a team setting – on farms or with food a plus
- Possible majors include business, manufacturing, environmental studies, resource management, or food sciences
- Desire to work with others, noting that this position works directly with individuals in transition (i.e. coming out of incarceration, out of school youth, veterans)
- Self-motivated, organized, dependable, and confident
- Able to clearly communicate and give and receive direction

Application Material Requested:

- Cover letter
- Resume
- Unofficial Transcript

September 12th - December 20th 2016

Hours per week: 8-12

Fisher Brothers Farm Social Media Guru

Family-owned berry farm in Shelburne, VT. In addition to growing five types of berries and grapes (for sale to vineyards), Fisher Brothers also makes small-batch, hand-crafted ice cream using fresh berries. (www.fisherbrothersfarm.com)

Intern tasks and responsibilities:

- Engage social media channels—Facebook, Instagram and Twitter—in ways that promote the farm and our products
- Update website periodically
- Think about and help develop creative new marketing channels to market the farm and its products to the current customer base (families with children) and new customer segments
- Work with co-owner to research venues/events where Fisher Brothers Farm should showcase its ice cream during the winter months in order to build brand awareness and generate a modest, off-season revenue stream
- Produce weekly newsletter using already template that already exists (note—in October, the newsletter will likely become bi-weekly or even monthly)
If time and interest allows, we are interested in making some short, fun promotional films (30 seconds in length) to showcase the farm and its products.

**Desired Qualifications for Intern:**

- Strong written and oral communication skills
- Ability to think creatively about new markets and venues for Fisher Brothers Farm products
- Experience with social media
- Possible majors include agriculture, English, business (basically, we don’t care what your major is as long as you have the right skills and attitude!)
- Positive, can-do attitude.
- Interest in agriculture, entrepreneurship, and marketing a plus

Offering a modest stipend of $250 per semester

**Application Material Requested:**

- Cover letter
- Resume

September 1st - December 31st 2016

Hours per week: 3-5

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**Agritourism Research Internship**

UVM Extension provides timely, research-based information and education for the families, communities and businesses of Vermont. The Farm to Plate Network Agritourism Task Force works to advance Vermont’s culinary and agriculture tourism industry and communicate Vermont’s agricultural story.

**Intern tasks and responsibilities:**

An important goal of the Farm to Plate Agritourism Task Force is to describe the state of agritourism in Vermont and communicate the benefits and challenges to legislators, funders, farmers, the tourism industry, researchers and others. The job of the intern is to collect information on how many farms and other businesses are involved in agritourism, broadly defined. The intern will conduct research online to help fill out a spreadsheet (online at: Vermont agritourism database) and sort through the data to pull together a summary of how many agritourism businesses are in VT and what the categories are.
If the intern is interested, these data could be complemented with interviews of farms in different categories.

**Desired Qualifications for Interns:**

- Strong internet research skills. The ability to synthesize and categorize information.
- Experience with internet research and spreadsheets. Basic statistics.
- Ability to work independently and meet deadlines.

**Application Material Requested:**

- Cover letter
- Resume
- Unofficial transcript

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**Five Corners Farmers Market Intern**

Five Corners Farmers’ Market (5CFM) is a non-profit organization whose mission is to promote the connection between our community, local farmers, producers of fresh, healthy foods and related products. At a weekly farmers’ market in downtown Essex Junction, we provide convenient access to locally produced agricultural products, prepared food, and crafts. In addition, the market schedules weekly entertainment, special events, and children’s programming. 5CFM accepts EBT cards, and strives to promote local, healthy food education and consumption for community members of all socioeconomic statuses.

The Market Intern would responsible for creating, organizing and running the children’s Power of Produce (tm) programming at 5CFM for the remaining summer market dates as well as the three winter market dates. Under the direction of the Market Manager, the Market intern plans our weekly Produce Passport activities designed to introduce young children to locally available produce and in turn, rewards them with a $2 POP coupon to be spent on market produce. The weekly Passport Program is our version of the Power of Produce (POP) program first started by the Portland, Oregon Farmers Market. Kids receive a passport that gets stamped each week they attend the market. The program allows for learning and development of fresh, local eating and nutrition. The program is also a fun and engaging way to involve kids and families in the weekly market! Following the completion of the market dates, the Intern would be responsible for compiling participant data and analysis into an end-of-season POP report.

The Market Intern would also support the Market Manager with a variety of market operations tasks including:

- Conducting the Local Foods Tracking Survey - a survey of farm product prices at the market and submitting to the State weekly.
• Serving as Music Liaison - setting up Music tent, assessing volume levels, and soliciting donations from market attendees and vendors
• Conducting hourly attendance counts at the market
• Set up and Break down of market - setting out signage, erecting canopies, distributing/collecting trash
• Taking Photographs to use to promote the market on social media
• Distribution of marketing materials to area businesses

Winter Market - The Market Intern, in conjunction with the Market Manager, would be involved in the development and running of our short winter-market season, including but not limited to vendor prospecting, application, and selection process, the marketing and advertising of the winter market.

End-of-Season Surveys -- The Market intern, under the direction of the Market Manager, would be responsible for conducting a vendor survey of both the summer and winter farmers markets, data analysis and the production of a final report.

Desired Qualifications for Intern:
• Working knowledge of Microsoft Office and Google Docs.
• Working knowledge of Social Media Marketing
• Data Analysis
• Report Writing
• Good Communications Skills
• Ability to lift 30+ pounds to assist in set-up/break-down
• Experience working with children around food systems desirable
• Interest in Food Systems
• Enjoy working with and engaging young children
• Dependable & Reliable
• Willingness to be Helpful

Application Material Requested:
• Cover letter
• Resume

Must be able to attend Friday night markets from 2-7pm through Sept 30, 2016 and Saturday markets on Oct 15, Oct 29, and Nov 12.

Hours per week: 10, including 5 at the market

Stipend paid at end of term
Wild for Pollinators Program Intern

Vermont Community Garden Network (VCGN) is a nonprofit organization that supports and connects the state’s 370+ community and school gardens. We help people of all ages and backgrounds grow their own food by providing hands-on garden education and technical assistance, training, resources and funding for all types of garden groups. This work helps build healthy local food systems, and encourages community connections and collaborations.

Wild For Pollinators is a collaborative initiative of VCGN, KidsGardening.org (KG) and the Intervale Center (IC). Our goal is to increase public awareness in Vermont of the benefit of pollinator- and beneficial insect-friendly habitats and to encourage the creation and preservation of wild pollinator habitat in the state. We also want to educate Vermonter’s of all ages about the vital role that pollinators play in our food systems and environment and show them the diversity of ways in which they can be involved in pollinator conservation. By working together, Vermont’s public and private sectors can make a positive difference for a wide variety of pollinators and beneficial insects.

Intern tasks and responsibilities: The Wild For Pollinators Intern will:

1) Research and synthesize pollinator-related resources and help create how-to materials for businesses and schools;
2) Be responsible for outreach, communications, and recruitment for participating sites;
3) Manage data collection and sign distribution;
4) Provide regular project updates and participation reports to project partners;
5) Write feature stories and solicit photos from participating businesses, schools, and community gardens;
6) Coordinate with project partners for social media and events;
7) Assist with other VCGN outreach and communications tasks, as needed.

Desired Qualifications for Intern:

- Excellent written and oral communication skills; proven organizational and time management skills; ability to work independently; proficiency in MS Office including Word, Excel and PowerPoint required; and database, Wordpress, and InDesign experience helpful.
- Student in Environmental Studies preferred; students in communications, journalism, food systems, nutrition and food science, or related fields also considered.
- Public relations and social media experience or capability.
- Interest in natural science, the environment, community-based gardening, food systems, food security, and/or community health.
- Keen attention to detail and ability to meet deadlines.
- Willingness to take initiative and motivation to seek new learning opportunities.
- Strong work ethic and ability to interact with the public in a professional and courteous manner.
Application Materials Requested:
- Cover letter
- Resume
- Two references
- Two short writing samples

September 6th (flexible)- December 9th

Hours per week: 8

$10 per hour

**Outreach and Events Internship**

Vermont Community Garden Network (VCGN) is a nonprofit organization that supports and connects the state’s 370+ community and school gardens. We help people of all ages and backgrounds grow their own food by providing hands-on garden education and technical assistance, training, resources and funding for all types of garden groups. This work helps build healthy local food systems, and encourages community connections and collaborations.

Outreach and Events Intern will assist with outreach and communications for the statewide community and school garden network and local programs. Working with the executive director and program staff, the intern will coordinate a monthly e-newsletter, write feature stories highlighting gardeners and garden projects, update VCGN’s garden directory, help manage the organization’s social media, and assist with events and marketing, as needed.

**Desired Qualifications for Intern:**
- Computer and social media proficiency; mapping and database experience preferred; Wordpress and In Design experience helpful.
- Student in Communications, Journalism, Food Systems, Environmental Studies, Nutrition and Food Science, or related field.
- Excellent written and oral communication skills.
- Public relations and social media experience or capability.
- Interest in community-based gardening, food systems, food security, and/or community health.
- Keen attention to detail and ability to meet deadlines.
- Willingness to take initiative and motivation to seek new learning opportunities.
- Strong work ethic and ability to interact with the public in a professional and courteous manner.

**Application Material Requested:**
Cover letter
Resume
Two references
Two short writing samples

August 29th-December 16th
Hours per week: 8-16

Common Roots Student Chef Intern (1-2)

Time Frame: Fall 2016, ongoing opportunities in winter and spring if desired

Location: FHT Middle School, Dorset Street, South Burlington

When: Wednesdays, starting as soon as possible, 3:15-6:00

Knowledge: Must be capable of collaboration and working with middle school youth in an evolving work environment both on the farm and in the kitchen.

 Requirement at Interview: list of volunteer and/or work experiences to date.

Cooking is best learned by doing. With a growing interest in eating fresh, and local for optimum health and other benefits, would you like to assist a Student-Chef trainer in the Farm to Go Program supported by Common Roots? Would you like to support students at our Growing Gardens, Growing Kids site?

Intern Benefits: Volunteers will gain understanding of modern cooking practices with local foods. Applied learning during this internship is grounded in team work. You will be supported by an experienced chef and Common Roots.

Student interns collaborating with Common Roots will gain:

- direct cooking experience teaching culinary arts
- working with students in a variety of farm settings
- experience with developing programs for middle school youth

Farm & Sea to Campus Project Intern

Farm to Institution New England (FINE), a fiscally sponsored project of Third Sector New England (TSNE), is a six-state network of non-profit, public and private entities working
collaboratively to strengthen our food system by increasing the amount of New England-grown and processed food served in our region’s schools, hospitals, colleges and other institutions.

FINE’s Farm & Sea to Campus Project focuses on engaging stakeholders who are most involved in the campus sector such as food service directors and chefs, students, faculty, sustainability coordinators, administrators, distributors, farmers, fishermen and other advocates. Engaging these individuals and organizations is done in a variety of ways, including the following:

- Hosting gatherings of stakeholders so they can network, share best practices, and lessons learned;
- Collaborating with partner organizations on focused projects such as the Maine Food for the UMaine System project;
- Conducting surveys of dining directors to better understand their successes and challenges;
- Sharing stories about campuses who have successfully incorporated local foods on their menus through case studies, blog posts and in presentations;
- Offering recipes, toolkits and other resources via our website;
- Connecting farmers and institutions directly where there are opportunities and/or creating spaces where this can happen;
- Building a Farm & Sea to Campus Network that will provide both formal and informal opportunities for wide range of stakeholders to contribute, share information and collaborate.

Given the broad scope of work that we have and our interest in providing more internship opportunities, we would like to identify a qualified intern who can help the Farm & Sea to Campus Project with our current efforts. This internship will provide an opportunity for learning about a variety of FINE’s Farm & Sea to Campus program elements, while contributing to various tasks that will help us engage a broader set of stakeholders, create additional materials and outreach, plan events and support the Working Groups that are a part of the Farm & Sea to Campus Network. The internship would start on September 12, 2016 and conclude on December 16, 2016 and would require a commitment of eight to fifteen hours per week, depending on the candidate’s availability. FINE is willing to work with students to create internships that can also qualify for academic credit.

**Essential Job Functions:**
Under supervision of the Farm & Sea to Campus Coordinator, the Farm & Sea to Campus Project Intern will work on a variety of tasks and projects related to the work of FINE, which may include some or all of the following:

- Participating in weekly planning calls with the Farm & Sea to Campus Coordinator for which you will prepare any questions or materials necessary for review;
- Supporting the Farm & Sea to Campus Network & Working Groups:
  - Attending monthly calls for the following 3 Working Groups: Education & Engagement, Supply Chain Development and Evaluation & Metrics, in order to take notes;
  - Assisting with the management of Google Group Lists for all 4 Working Groups and welcome all new members that sign up to participate in a working group;
Assisting with outreach to students, foodservice workers and producers in the Fall to increase their participation in the Working Groups;

- Assist with planning, student and other stakeholder engagement for the Education & Engagement Working Group’s efforts for Food Day 2016;
- Assist with outreach to populate a food systems faculty and research list for the region, as well as support planning for a potential gathering of this group at the Summit;
- Assist with outreach for a potential mapping project for the Supply Chain Development Working Group;
- Providing assistance to other Working Group projects as directed.

- Assisting with data collection, data entry and contact database management;
- Support for the Farm to Institution Summit planning efforts, which may include:
  - Attending phone calls with the program committee;
  - Assisting with outreach when the Call for Proposals is completed in September/October, specifically helping us reach students from across the region;
- Drafting content related to Farm & Sea to Campus for the FINE blog and social media, as directed. This may include correspondence with stakeholders by email, by phone or in person.

Special Requirements:
- Access to a vehicle, Driver’s License and ability to travel within New England occasionally;
- Must have access to a computer for working remotely.

Qualifications:
- Interest in or experience with farm to institution and food system work;
- Bachelor’s Degree or working towards a Bachelor’s Degree;
- Proficient in Microsoft Office and Google Drive;
- Strong organizational skills;
- Flexible, willing to shift between multiple tasks or projects based on needs;
- Ability to work independently and manage time effectively once provided with some direction;
- Proficient in various social media platforms, including Facebook and Twitter;
- Ability to write clearly and concisely about complex topics for various audiences;
- Ability to build draft content for social media, websites, blogs and newsletters;
- Strong interpersonal skills – feel comfortable making phone calls, conducting interviews by phone or in-person and interacting with staff;
- Comfortable working in a team that is primarily virtual;
- Not required, but helpful: familiarity with Adobe InDesign, PhotoShop, etc.
England (TSNE), is a six-state network of non-profit, public and private entities working collaboratively to strengthen our food system by increasing the amount of New England-grown and processed food served in our region’s schools, hospitals, colleges and other institutions.

FINE’s Farm & Sea to Campus Project focuses on engaging stakeholders who are most involved in the campus sector such as food service directors and chefs, students, faculty, sustainability coordinators, administrators, distributors, farmers, fishermen and other advocates. Engaging these individuals and organizations is done in a variety of ways, including the following:

- Hosting gatherings of stakeholders so they can network, share best practices and lessons learned;
- Collaborating with partner organizations on focused projects such as the Maine Food for the UMaine System project;
- Conducting surveys of dining directors to better understand their successes and challenges;
- Sharing stories about campuses who have successfully incorporated local foods on their menus through case studies, blog posts and in presentations;
- Offering recipes, toolkits and other resources via our website;
- Connecting farmers and institutions directly where there are opportunities and/or creating spaces where this can happen;
- Building a Farm & Sea to Campus Network that will provide both formal and informal opportunities for wide range of stakeholders to contribute, share information and collaborate.

Much of what we do involves having a strong presence via our website, in social media, in presentations and in other written documentation.

Given our strong focus on communication and an interest in providing more internship opportunities, we would like to identify a qualified intern who can help the Farm & Sea to Campus Project with our current communications work and help us develop new resources. The internship would start on September 12, 2016 and conclude on December 16, 2016 and would require a commitment of eight to fifteen hours per week depending on the candidate’s availability. FINE is willing to work with students to create internships that can also qualify for academic credit.

**Essential Job Functions:**
Under supervision of the Farm & Sea to Campus Coordinator and with input from the Communications Coordinator, the Farm & Sea to Campus Communications Intern will work on a variety of tasks and projects related to the work of FINE:

- Participating in weekly planning calls with the Farm & Sea to Campus Coordinator for which you will prepare any questions or materials necessary for review;
- Drafting content related to Farm & Sea to Campus for the FINE blog and social media, as directed. This may include correspondence with stakeholders by email, by phone or in person:
  - Support for metrics/local foods tracking case studies;
  - Content development and outreach for a producer/vendor/processor newsletter;
• Additional newsletter and blog content development and outreach;
• Adding social media content relevant to farm and sea to campus (using consistent voice to what is currently used for current Facebook and Twitter posts);
• Support and participate in the Farm & Sea to Campus Network’s Communications & Outreach Working Group as needed, including, but not limited to:
  o Note-taking for their monthly calls;
  o Assisting in providing perspective on communications strategy and audience outreach;
  o Support and offer perspective on communications and outreach for student engagement for Food Day 2016 and ongoing student engagement in the Network;
• Assistance in data entry and collection and contact database management;
• Assist in providing communications or design support to other working groups or the Farm & Sea to Campus Network Steering Committee, if needed;
• Create infographics that help tell a story based on results from the Farm to College survey;
• Add to our existing recipe card series that exists online and in print format;
• Assist in the creation and editing of short videos about Farm & Sea to Campus in the region;
• Assist in developing materials to be used for upcoming presentations and meetings.

Special Requirements:
• Access to a vehicle, Driver’s License and ability to travel within New England occasionally;
• Must have access to a computer for working remotely.

Qualifications:
• Interest in or experience with farm to institution and food system work;
• Bachelor’s Degree or working towards a Bachelor’s Degree;
• Proficient in Microsoft Office, Adobe InDesign, Adobe Photoshop and other graphic design tools and resources;
• Familiarity with or willingness to learn about Drupal for web content management;
• Ability to write clearly and concisely about complex topics for various audiences;
• Ability to build draft content for social media, websites, blogs and newsletters;
• Ability to assist staff in creating infographics for farm and sea to campus materials;
• Experience with video editing;
• Strong interpersonal skills – feel comfortable making phone calls, conducting interviews by phone or in-person and interacting with staff;
• Comfortable working in a team that is primarily virtual;
• Ability to work independently once provided with some direction.

Migrant Justice Intern
Interns will work closely with staff on an array of projects depending on our needs and your strengths and interest. Our interns perform a variety of day to day work such as helping with outreach on the phone, data entry and other administrative support. In addition, our interns focus on at least one bigger project that they develop in partnership with staff. Some of the work
includes improving internal informational systems to finding and analyzing reliable data sources, many interns are deeply involved in research and data analysis. Opportunities will also be available for policy, and system analysis with projects such blog posts, creation of maps and applications to support ongoing research efforts.

Projects focused on Communications and Media, such as social media marketing, blogging, brochure and flyer design, press release drafting, and website updates. Interns will be taught to perform these functions and become familiar with our overall communications plan. After this training interns will then have responsibility for various aspects of our communications program.

Get involved with the farmworker community! We are starting a training program for farmworkers! Interns fluent in Spanish may be part of this project. Coordinating, attending, workshops with our members to strengthen skills and develop leadership.

**Desired Qualifications for Intern:**

- Basic computer skills (Office, Adobe, Google Docs)
- Preferably Spanish knowledge (conversation, writing)
- Possible Major: Political Science, Education, Spanish, Global Studies
- In order to involve more allies in our work we need to be doing outreach, trainings, and education. Advanced allies step up from 'plugging in' and start to coordinate how to reach, educate, and train new allies and then coordinate them to 'plug in' and get started

**Application Material Requested:**

- Cover letter
- Resume