Fall 2018 Internship Openings

Food Systems

To apply for any of these opportunities, please send a resume and cover letter to Matthew Myers, Food Systems Intern Coordinator: matthew.myers@uvm.edu

If you would like assistance with choosing an internship, or writing a resume or cover letter, please email Matt to set up an appointment.

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**Cathedral Square**

Cathedral Square is a nonprofit organization founded in Burlington, Vermont, in 1977. We are a national leader in the development of affordable, service-enriched housing communities for older adults and people with disabilities and other special needs. For more than 40 years, we have doggedly pursued our mission to advance “healthy homes, caring communities and positive aging.”

**Internship Details:**

**Internship Title: Food Service Professional**

Assist with:

- Food preparation, cooking, serving our residents
- Prepare meals in accordance with master menu
- Assists in developing nutritionally adequate and creative menus consistent with residents’ lifestyles, food preferences, physician ordered diets and textures while meeting budgetary requirements and applicable regulations
- Adapts to and follow residents’ food preferences, physician ordered diets and textures while meeting departmental requirements & applicable regulations
- Actively interacts with site Directors, non-foodservice staff, vendors, regulators and consultants in team oriented and professional manner to insure effective problem solving, goal setting and inter-departmental cooperation
- Frequently interacts directly with residents and their families in an empathetic, honest and professional manner to ensure to the extent possible within scope of foodservice operations, that their dining experience meets their nutritional needs, honors their food preferences and is a positive aspect of their daily lives
- Accurately completes record keeping, such as menu changes on master menu, freezer and walk-in temperatures on log sheets
- Actively participates in required meetings, in-service and special events
- Orders food and supplies as required
- Ensures proper use, maintenance, cleaning and repair of foodservice equipment
- Accurately records all food temperatures, equipment temperatures, menu changes as required
- Communicates in a positive and respectful manner with residents, co-workers, family members and visitors
- Document Independent resident/guest meals to ensure proper billing

**Special Projects:**

- Continuing to experiment with low sugar/sugar free dessert options in accordance with resident preference.
• Revamping of menu as we head into autumn/winter
• Participate in resident/chef meetings to strive to meet requests of participants

Desired Qualifications for Interns:

• Serv-Safe certification
• Experience in a commercial kitchen
• Exceptional people skills, communication, and team work
• Culinary arts degree

Unpaid internship, but UVM credit is available.
City of Winooski, Winooski Senior Center

The Winooski Senior Center’s mission is to empower older adults for personal independence, healthy aging, social connection, and life-long learning.

Internship Details:

Internship Title: Senior Center Support Intern

The Winooski Senior Center Internship will have a focus on food access and healthy aging for seniors in Winooski. The position supports the general work and mission of the Senior Center while also providing an opportunity for the intern to choose a specialized area of focus— including but not limited to working with new Americans and building upon food access services that Winooski offers. Additionally, the intern would help design opportunities for seniors to socialize with one another through event and program planning. The Intern will be responsible for overseeing senior programs and collaborating with staff and volunteers to ensure seniors’ needs are met. Projects assigned through this internship will add value both to our organization and to your professional development.

Intern tasks and responsibilities:

- Intern will work collaboratively with Senior Center staff to communicate about issues and attendance relating to the various Senior Center programs.
- Intern will, through working relationships with the senior participants, ensure everyone’s strengths and comfort levels are matched with the volunteers seeking to work with seniors.
- Intern will have the opportunity to better their leadership and professional development skills while gaining hands-on experience.
- Intern will help to promote senior programs and the Community Garden.

Special Projects:

Several community events are hosted in the Winooski Senior Center throughout the year. These include the Volunteer Appreciation Dinner, the MLK Jr. Day Dinner, elections, and more. There is a huge potential for event planning in this position, and if the intern has a particular area of interest, the Senior Programs Manager would be happy to accommodate that into the position.

Desired Qualifications for Interns:

- Technology proficient with Microsoft Office and navigating web-based tools

Knowledge/Experience Needed:
• Customer service experience ideal, possible majors include: hospitality, anthropology, sociology, any arts & sciences major.

Interests and personal/work qualities:

Interest in working and socializing with seniors, volunteers of various ages, and customer service skills. Ability to communicate effectively with senior program participants and volunteers, conflict resolution skills, hospitality skills.

Timeframe for Internship:

Start Date: tbd by student’s schedule
End Date: tbd by student’s schedule
Hours per Week: 10-15

Unpaid Internship, but UVM credit is available.
Common Roots Farm  
South Village, South Burlington, Vermont

Organic Vegetable Production, Processing, Distribution & Marketing:  
A Complete Food System Experience

Common Roots is a local non-profit organization whose mission is to foster the relationship amongst farmers, educators, youth, families and the wider community through place-based and service programs. Our work is to provide several avenues for children, parents and the community to participate in food education and build the capacity to provide fresh organic produce for families, our schools and programs.

Internship Details:

Internship Title: Farm Internship

- Participate in all aspects of vegetable production: greenhouse work, seeding, transplanting, mulching, irrigating, weeding, harvesting, sorting and packing for our on-site Farmstand
- Learn the necessary skills in order to run your own operation (or at least grow your own garden!)
- Learn about how we apply principles of sustainable agriculture on our farm
- Support student learning/education on the land
- Acquire experience in food processing, culinary techniques and recipe development, particularly to support making value added product for our Farmstand
- Gain valuable experience in facilitating community relations, especially at our on-site Farmstand
- Work with students and community members of all ages on the land
- Interface with the growing community of Common Roots employees, farmers, students, interns and volunteers
- Work outside in a most beautiful setting, with views of the Green Mountains, Adirondacks and Lake Champlain
- Bring home amazing farm fresh organic vegetables to feed your body and soul

Desired Qualifications for Interns:

- Overall good physical condition as the intern will be standing/active for long periods of time throughout the day
- Ability to work a minimum of 5 hours per week (with some flexibility)
- Background Check/Fingerprinting as the intern will be working with students and children in the community
- Responsible and hardworking
- Dedicated to community involvement and service
- Passionate about the mission and goals of Common Roots
- Friendly, personable and a positive outlook; able to comfortably and pleasantly deal with a variety of people
- Skilled in Social Media a plus
- Problem solving capabilities
- Detail oriented
- Capable of working individually and as part of a team
- Willingness to learn/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
- Interface with other programs as the weekly schedules require within your internship agreement

Timeframe for Internship:

Fall Semester
End Date: @ November 30, 2018
Hours per week: 5 hours minimum, up to 10 hours or more; but we are flexible to individual schedules
Unpaid: However, all work goes toward earning credit for produce at the Farmstand
Positions Available: 6 internships

Common Roots is a 501(c) (3) nonprofit organization.
Common Roots | Homestead at Wheeler Nature Park | PO Box 9335 | South Burlington VT 05407
www.commonroots.org
Common Roots
South Burlington, Vermont

Common Roots is a local non-profit organization whose mission is to foster the relationship amongst farmers, educators, youth, families and the wider community through place-based and service programs. Our work is to provide several avenues for children, parents and the community to participate in food education and build the capacity to provide fresh organic produce for families, our schools and programs.

Internship Details:

Internship Title: Farm to Go Education Internship

Do you enjoy cooking and would like to share that passion with middle school students? Consider an internship with this after school culinary and nutrition program for grades 6 - 8, where students create dinner to take home to their families. Our interactive Farm to Go Education Program is a very popular with the students and parents, has a wait list of applicants and is a rewarding experience for all parties involved.

- Menu planning and lesson plan design including age appropriate hands on activities, creation and management of recipes including data analysis, related cooking activities, and other farm/food related activities as assigned.
- Engage students in the above mentioned tasks, in particular to help students understand where their food comes from, to encourage acceptance of new foods and enhance healthy eating and lifestyles through cooking activities and farm visits.
- Support related activities/curriculum components/data collection in the kitchen to engage students; especially in programing related to health, nutrition, agriculture and food systems.
- With training, teach/present the designed Farm to School lessons and cooking activities in the kitchen typically in a small group centered station, with the Farm to Go Educator available to help as needed.
- Participate in the preparation or running of at least two Common Roots FTS Community/School events such as a Community Dinner on the Farm.
- Willingness to be: a positive team player with commitment; eager to work and support our staff; collaborate; interface with the teachers and children as the weekly schedules requires.
- Interface with the growing community of Common Roots employees, farmers, students, interns and volunteers
- Experience the strengths of the team approach to menu planning and program development in the kitchen and on the farm.
- Create impact in the area of food education via hands on learning.
- Acquire skills on how to effectively educate children on the importance of healthy eating and to teach them how to make these healthy choices.
- Gain an understanding of the Vermont Food System
- Obtain experience in community engagement and event planning
Desired Qualifications for Interns:

- Interest in culinary education, nutrition, and gardening/farming/agriculture.
- Interest in working with grades 6 – 8 students as well as participating in community engagement and event planning.
- Desire to observe and practice teaching students about healthy eating, locally sourced foods, plant science and other farm to school related curriculum.
- Interest in produce processing, food preparation and nutrition education.
- Responsible and able to work independently as well as in collaboration.
- Background Check/Fingerprinting as the intern will be working with students and children in the community
- Dedicated to community involvement and service
- Passionate about the mission and goals of Common Roots
- Friendly, personable and a positive outlook; able to comfortably and pleasantly deal with a variety of people
- Punctual and manages time wisely; ability to plan daily/weekly schedules and to complete assigned tasks
- Interface with other programs as the weekly/monthly schedules require within your internship agreement

Timeframe for Internship:

Fall Semester
Orientation and Training Class: Date TBD
End Date: December 7th (or longer if interested)
Hours per week: 4 – 6 hours (or more if interested)
Unpaid internship, but UVM credit is available.
Positions Available: 2 internships
Note: Farm to Go classes are held as an after school program on Thursdays from @ 2:30 – 6:30 pm

Common Roots is a 501(c) (3) nonprofit organization.
Common Roots | Homestead at Wheeler Nature Park | PO Box 9335 | South Burlington VT 05407
www.commonroots.org
Good Food Truck and Trailer Programs
Chittenden Emergency Food Shelf

There is a food revolution happening in Vermont. As a state, we top the charts in nearly every category measuring local food consumption and production. At the same time, a huge number of Vermonters are being bypassed by this revolution and are cutting corners in their food budgets to pay for rent, medicine and transportation. There are almost 20,000 people in this situation in Chittenden County alone. Every day we are chipping away at that number. You can help us do it by interning on the Good Food Truck and Trailer.

CEFS, the largest direct service hunger relief organization in the state, serving 12,000 people in Chittenden County annually. The Good Food Truck is a new project of CEFS, a fully equipped mobile kitchen that serves high quality meals, made with local ingredients to low income Vermonters. It also serves as a job training opportunity for Community Kitchen Academy Students while raising funds through events and catering. The Good Food Trailer operates through the winter months, we make the same high quality meals but package them to be distributed with local veggies and other staples. The trailer pops up around Chittenden County to expand the reach and accessibility of our food shelf.

www.goodfoodtruckvt.org
www.feedingchittenden.org/community-kitchen-academy

Internship Details:

Internship Title: Good Food Truck Volunteer

The Good Food Truck program has many elements and interns can focus on the areas in which they have the most interest and passion. Some examples are listed below. The Good Food Truck will be back on the road beginning in April 2017. During the winter months (Jan-April) Interns will assist with the Good Food Trailer, a companion program to the food truck. The Good Food trailer is a mobile food pantry which pops up at various sites around Chittenden County to deliver premade meals and groceries to families in a convenient and accessible manner.

- Sourcing Local gleaned vegetables
- Preparing community meals
- Serving meals at low income housing sites
- Providing outreach services at community meals and trailer stops
- Providing outreach at revenue generating events (ie. South End Arthop, Festival of Fools, Artsriot Truckstop)
- Volunteer recruitment
- Social Media/Video Production
• Conducting client and customer surveys.

**Desired Qualifications for Interns:**

These skill sets can relate to the intern’s specific areas of interest, not all skills are necessary for all candidates.

1. Restaurant or culinary experience or strong interest in cooking
2. Farm work experience a plus
3. Survey Design/Research
4. Customer Service
5. Graphic design/Film Editing
6. Social Enterprise Business planning

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

Food Systems, Social Services/Social Work, Nutrition, Community Development

Interests: Food security, Food Justice, Social Enterprise, Localvore Cooking, Food Trucks

Qualities: Hard worker, Approachable, Able to empathize with people living in poverty and people of diverse socio-economic backgrounds, Curiosity, Able to deal with moderately stressful environments.

**Timeframe for Internship:**

Minimum commitment: 6 weeks
Start Date: 08/15
End Date: 12/01
Hours per Week: 10-40 as desired by volunteer

Unpaid. *UVM credit available. Funding is potentially available through career services.*
HLTH 137A: MINDFUL EATING
TA or WorkStudy

This course introduces students to the principles and practice of mindfulness as taught by the contemporary mindfulness-in-healthcare movement. True mindfulness of eating includes mindfulness of all aspects of eating. Thus, in this course, we will explore the web of cultural, environmental, economic, health-related, sociological and spiritual connections we make every time we take a bite. This course has a Service Learning (SL) component.

Internship Details:

• Help facilitate the Service Learning component of the class, which will be gleaning with the Salvation Farms Gleaning Cooperative
• Read and grade weekly discussion questions
• Help grade 3 multiple choice quizzes
• Enter grades on BLACKBOARD
• Support the flow of small discussion groups about the readings

Knowledge/Experience Needed; Possible Major(s):

• Conscientious and detail-oriented
• able to learn to post files on BLACKBOARD
• able to learn to use Excel spreadsheet
• interest in and experience with topics of the course
• prefer upperclassperson or BA/BS grad

Timeframe for Internship:

If not attending class, 4-6 hours/week x 15/16 weeks

If able to attend class, weekly 3-hour class + 4-6 hours/week x 15/16 weeks

• TA for course credit
• Work-study – apply through UVM Work/Study office and receive standard work-study compensation
Sustainable Herbs Project (SHP)

Sustainable Herbs Project Vision

- To educate consumers about the herbal products supply chain and the issues involved.
- To outline steps consumers, herbalists and companies can take to help support more sustainability in the industry overall.
- To bring the same critical engagement to the botanical industry that the sustainable food movement has brought to the food industry.
- To launch a consumer movement supporting high quality herbal remedies, sustainable and ethical sourcing, and greater transparency.

Internship Details:

This would be a remote internship with some possible face-to-face work.

- Work with SHP social media
- Integrate SHP with the work at the Intervale and Vermont Botanicals Program.
- Help develop a larger effort alongside the national NGO, American Botanical Council
- Community outreach.

Desired Qualifications for Interns:

- Self-motivated
- Independent
- Responsible
UVM Dining Services

Employer: Sodexo Education Services
Wage: $12.00/hour

Internship Details:

Internship Title: Student Sustainability Intern

UVM Dining is seeking a UVM undergraduate student to work as the 2018-2019 Sustainability Intern. The primary function of this intern is to support dining units and assist in sustainability and wellness projects. This is a unique opportunity to gain exposure to various aspects of a food service management company and our multiple stakeholders: chefs, farmers, food producers, and students. This positional will take on diverse responsibilities researching, developing, implementing, documenting, and marketing cutting edge programs as we pioneer the field of sustainable dining.

Main Responsibilities:

- Support implementation and execution of new and existing dining programs
- Strengthen and maintain UVM Dining’s social media presence on Instagram, Facebook, Twitter, and Tumblr
- Evaluate strategies for engaging with diverse customer audiences
- Analyze and present relevant findings to UVM Dining personnel and partner audiences
- Support orientation of first year students
- Create messaging and promotional materials that support sustainability initiatives
- Organize and support sustainability events such as Dining Fests (Farmfest, Applefest, Cheesefest, Maplefest), Earth Week, Food Day, Fair Trade Month, and WasteLESS Week
- Quantify and reduce total waste and expand compost initiatives
- Promote and support Vermont First through tabling events, peer-to-peer engagement, and event support for the Student Symposium

Secondary Responsibilities:

- Attend relevant meetings, trainings, lectures and events such as Dining Services Advisory Council, Fair Trade Coalition and Real Food Challenge Working Group
- Provide UVM Dining team with insight and ideas to increase overall sustainability
- Provide a monthly overview of all activities, projects, and ideas for future engagement
- Present findings to student groups, classes, and UVM Dining personnel when applicable
- Offer UVM Dining a student perspective by remaining current with campus issues

Minimum Qualifications:
• Positively and professionally represent UVM Dining
• Knowledge of campus dining services, ideally having participated in the meal plan
• Passion for sustainability initiatives
• Proficiency in MS Office Suite, particularly Excel
• Strong work ethic, self-directed, responsible, curious
• Strong professional written and verbal communication skills
• Ability to manage responsibilities without having regular or designated office hours

Desired Skills

• Excellent verbal, communication, and organizational skills
• Research, presentation, and data analysis experience
• Ability to time manage and work on a variety of projects simultaneously
• Demonstrated success working independently with limited supervision
• Experience working in Adobe Creative Suite
• Familiarity with relevant sustainability and wellness issues

This position is also eligible to receive up to 1 credit per 45 hours of work.

Sodexo is an Equal Opportunity Employer. This company does not and will not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin, veteran status or any other basis prohibited by applicable law. Hiring, transferring and promotion practices are performed without regard to the above listed items.
UVM Extension Sustainable Agriculture Research and Education (SARE)
Vermont State Coordinator Program

The Vermont SARE State Coordinator conducts programs that train agricultural educators and technical service providers in sustainable practices. State coordinator responsibilities include professional development; promotion, networking and coordination, especially of SARE-related activities; and communication and evaluation. More about the SARE state coordinator position is available at the State Coordinator Program Overview webpage.

Internship Details

Internship Title: SARE State Project Intern

We are seeking an intern to assist with the Vermont SARE Program, primarily to assist with the implementation of a statewide professional development initiative to increase the ability of agricultural service providers to apply evaluation concepts and techniques in their water quality and new farmer development programming. The intern may also assist with general outreach about the SARE program and its grant opportunities to Vermont farmers, agricultural professionals and graduate students.

Tasks will include some or all of the following activities, contingent on a mutually developed work plan for the internship.

- and assist with logistical aspects of planning and implementing the project;
- aggregating and analyzing data from participants’ baseline assessment and follow-up assessments;
- attending in-person and online trainings; taking notes/documenting topics covered and learning demonstrated during trainings and quarterly check-ins;
- assisting with writing, formatting and sending out the project’s monthly electronic update to participants;
- assisting with monitoring and managing the project listserv and/or online social media groups that participants select as networking/sharing tool;
- Assisting with logistics associated with presentations on SARE grant opportunities;
- Staffing the SARE exhibit at farmer conferences
- Assist with grant reporting

The position will provide the intern with opportunities to develop and demonstrate proficiency in project evaluation, communication, organizational and project management knowledge and skills.
Desired Qualifications for Interns:

- Demonstrated research, writing and oral communication skills.

Knowledge/Experience Needed; Possible Major(s):

- No preference as to major/academic or work background.
- Graduate student is strongly preferred
- Some course work in evaluation and/or research methods is preferred

Interests and personal/work qualities:

- Ability to work independently
- Ability to complete assignments on time
- Ability to communicate via email/use distance technology for meetings
- Interest in agricultural sustainability
- Interest program/project evaluation

Timeframe for Internship:

Start Date: Immediately.
End Date: Negotiable. Our preference that the intern will continue through at least May 2019.
Hours per Week: Variable - on average, 12 hours per week
Pay: $15/hour
UVM Extension Women’s Agricultural Network (WAgN)

Through a series of educational, technical assistance, and networking opportunities, WAgN works to increase the number of women owning and operating profitable farms and ag-related businesses, as well as their profile in leadership positions throughout the agricultural sectors of business, government and community. We have been providing education and technical assistance geared to the needs of women farmers since 1995, and we work with established, beginning and aspiring farmers.

Internship Details

Internship Title: Special Projects Intern

We are seeking an intern to help plan and implement WAgN’s 25th Anniversary Celebration in 2019. Tasks will include some or all of the following activities, contingent on a mutually developed workplan for the internship.

- Assisting with logistical aspects of planning and implementing the celebration;
- Assisting with communications to speakers, panelists, etc.
- Assisting with outreach and promotion of the celebration via email newsletters, social media, news releases, etc.
- Assisting with fundraising;
- Assisting with registration and direct communications with registrants;
- Assisting with documenting the celebration – photographs, video, notes, etc.
- Assisting with evaluating the celebration, identifying recommendations for any future similar events, and writing and final report.

Desired Qualifications for Interns:

- Demonstrated research, writing and oral communication skills.

Knowledge/Experience Needed; Possible Major(s):

- No preference as to major/academic or work background.
- Graduate student preferred

Interests and personal/work qualities:

- Ability to work independently
- Ability to complete assignments on time
- Ability to communicate via email/use distance technology for meetings
- Interest in agricultural sustainability
• Interest nonprofit development
• Interest in women’s issues

Timeframe for Internship:

Start Date: Flexible, we are looking for the right person.
End Date: Flexible.
Hours per Week: Flexible
Pay: $12-$15 per hour, depending on the qualifications and experience of the individual.
Vermont Agency of Agriculture, Food & Markets
Agriculture Development Division

The Vermont Agency of Agriculture's mission is to facilitate, support and encourage the growth and viability of agriculture while protecting the working landscape, human health, animal health, plant health, consumers and the environment.

Ag Development Vision: To be the go-to resource for farm and forestry businesses and non-profit partners working to create a vibrant and viable agricultural community in Vermont. A vibrant and viable agricultural community will support equity and a high quality of life for all Vermonters.

Ag Development MISSION: To meet the needs of Vermont’s agricultural community by educating consumers, connecting producers to resources and markets, investing in businesses with financial and technical assistance and promoting Vermont-made products.

Internship Details

Internship Title: Agriculture Development Intern

The intern will provide general program support to the Ag Development Division, event communication support, outreach material development and execution, project support, and grant reporting/data analysis. The intern will assist with and/or complete:

- Annual Farm to School Grant Program Annual Report
- Farm to School Grant Program Support: grant RFP outreach (including emails, online postings, communication material development), prospective grant applicant webinar, grant review team communications, review meeting preparation and general note-taking support, grant site visits, and grantee success stories
- Producer outreach and education in local school procurement project, in partnership with Vermont FEED
- General event support: Consumer Night at the Vermont Farm Show, Farm to School Awareness Day, other Ag Development Division events
- General support of other division program areas, including: produce safety, business development, and direct to consumer

Special Projects:
Interns are encouraged to find a discrete project that aligns academic goals with Agency’s work. In the past, interns have contributed significantly to projects in the division, including reports on local procurement in state government and milk engagement in Vermont schools.

**Desired Qualifications for Interns:**

Quantitative and qualitative data analysis, strong writing skills, professional communications, graphic design, digital communications, marketing, event management, project management

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

Knowledge, interest, and experience in food systems is ideal. Food systems, environmental studies, CDAE students are encouraged to apply.

**Interests and personal/work qualities:**

Reliable self-starter, able to work independently and as a team, strong written communication skills, ability to prioritize workload and follow through with projects in response to management direction, interest all aspects of agriculture, environmental studies, health and nutrition.

**Timeframe for Internship:**

Start Date: 9/3/18 or 1/19/19
End Date: 12/7/18 or 5/3/19
Hours per Week 24 minimum
Unpaid, UVM credit options available.
Vermont Agency of Agriculture, Food & Markets

Food Export’s Market Access Program

The Vermont Agency of Agriculture’s mission is to facilitate, support and encourage the growth and viability of agriculture while protecting the working landscape, human health, animal health, plant health, consumers and the environment.

Ag Development Vision: To be the go-to resource for farm and forestry businesses and non-profit partners working to create a vibrant and viable agricultural community in Vermont. A vibrant and viable agricultural community will support equity and a high quality of life for all Vermonters.

Ag Development MISSION: To meet the needs of Vermont’s agricultural community by educating consumers, connecting producers to resources and markets, investing in businesses with financial and technical assistance and promoting Vermont-made products.

Internship Details:

Internship Title: Food Export Intern

Seeking a paid intern for 16 hours per week (2 days in office) to support the work completed in partnership with Food Export Northeast. Each intern’s efforts shall be limited to supporting Food Export’s Market Access Program (MAP) export programs. The goal shall be to assist the Food Export Northeast standard performance measures for the State of Vermont. The State will work directly with the intern to outline a scope of work relevant and in support of the MAP export program.

Food Export Northeast will contract directly with a student for the purpose of assisting each member state agricultural promotion agency implement activities that will increase the State’s achievement of the standard performance measures for the State.

Database Primary Tasks:
- Assist with updating State and Food Export databases of companies. Responsibilities may include creating new profiles, updating data, and identifying companies that are no longer in business.
- Encourage companies to log into their NetForum profiles and update their information.
- Facilitate the process of online product catalog participants in uploading of photos and product descriptions to the system.

Digital & Print Media Primary Tasks:
- Collect information for State and Food Export newsletters and websites.
• Utilization of diverse communication channels to promote and recruit companies to participate in ongoing and event-based State and Food Export services.
• Promote Food Export/State events using social media. Compose tweets/Facebook posts with links to relevant articles, pictures and/or Food Export event registration pages.
• Serve as a Food Export contact to the Communication officers and the state agencies to provide information about Food Export activities that can be used throughout their print, digital, and social channels.
• Conduct research and create reports on products or markets that are related to state company interests. Such reports can be uploaded to Food Export and state websites.

Customized Communication Primary Tasks:
• Hold one-on-one discussions with companies about exporting opportunities and available assistance.
• Collect evaluation forms from companies that have participated in Food Export activities.
• Work with Food Export staff to generate cross promotion plans to encourage companies to utilize multiple Food Export events and services.

Stories Primary Tasks:
• Generate Success Stories from companies that have participated in Food Export activities. The primary focus will be updating stories already completed in the past three years for follow-up. Secondary focus would be new success stories derived from new leads. 3 success stories during the internship.
• Generate Stories that focus on the state or a Food Export activity.

Seminars/Events Primary Tasks:
• Assist in recruiting, organizing, planning, and executing State and Food Export Seminars.
• Complete a blog summarizing state seminars/events

Education Primary Tasks:
• Participate in intern training activities including relevant webinars, informational calls with Food Export Staff, meetings with the intern supervisor, or any other activity that will enhance the skills and experience of the intern.
• Assist Food Export and the State with creation of training videos on how to utilize Food Export programs and Services. Training videos can be focused on 1 program or service or on working all programs into a strategy for optimal results. Training videos may also be created to help educate suppliers how to navigate Food Export technology or to help interns better understand how the programs and services work together.

Special Projects:
• New and special projects are often undertaken by Food Export and by the state agency in which assistance is needed. The responsibilities of the intern would be to work with
Food Export, International Marketing Program and/or state agency to provide input on a work plan for the project and to provide the assistance required and assigned.

Knowledge/Experience Needed; Possible Major(s):

Selected Intern must be a student enrolled in a degree program. Must be a U.S. citizen or have a visa that permits the individual to work. Degree program must be related to agriculture, natural resource planning, land use and regional planning, or related field.

Timeframe for Internship & Particulars:

An intern is defined as any individual matriculating towards a college degree. The intern must have begun work under this program at least six months prior to the graduation and may continue to be employed as an intern for up to one year after graduation. Contracts are not to extend beyond the calendar year. Any extension beyond the calendar year is considered a new program. Renewal will not be granted without the express permission of the state representative and the submission of a contract renewal form. If a contract renewal is not provided, the internship is finished upon completion of the contract’s terms, or that respective calendar year.

Contract: Food Export Northeast shall contract directly with the individual recommended by the State. The individual shall be an independent contractor and shall complete a W-9 Form. Contracts will not be signed with companies.

In-state travel: Company visits or assisting at a seminar may require travel within the state. Such travel must be pre-approved by Food Export Midwest/Food Export Northeast. Total travel costs will not exceed 10% of the total contracted amount.

Training: The Intern/Contractor shall participate in a series of telephone conference calls, pre-recorded webinars, and/or Internet training sessions.

Monitoring: The State shall monitor the Intern/Contractor’s activities in relation to the scope of work and sign off on the Intern/Contractor’s invoices and activity/progress reports prior to submission to Food Export Northeast.

Supervision: The State shall supervise the Intern/Contractor on-site. The intern/Contractor works at the State’s offices under direct supervision by the State at all times. Under no circumstances may the Intern work remotely without direct supervision.

Reporting: The Intern/Contractor shall submit an activity/progress report with each invoice to Food Food Export Northeast.
Evaluation: The primary evaluation criterion for the program will be the program’s contribution to changes in Food Export Northeast standard performance measures for the State:

- Number of generic and branded program participants in Food Export Northeast programs.
- Number of companies that inquire about Food Export Northeast programs.
- Number of companies in Food Export Northeast database.
- Number of new companies added to the Food Export Northeast database.
- Actual increase in export sales.
- First-time export sales in market.
- Projected increase in export sales.
- Contacts with new buyers.
- New distributorships established.
- Number of companies with sales increases more than 20 percent.
- The baseline will be the State’s 2017 performance measures.
Vermont Agency of Agriculture, Food & Markets
School Milk Outreach

For several years our agency has provided funding to Vermont schools to purchase new milk coolers. Throughout those years, we have realized a need to provide outreach and education to both schools and processors, regarding school milk. As a result of this unmet need, we published two reports: Milk Service in Vermont Schools and Milk Service in Vermont Schools: Decision Making Criteria, Best Practices and Case Studies. At this point, we would like to engage in an outreach project to promote the reports and also provide further education and outreach to schools and processors, which will be the focus of the internship or class project.

Internship Details

Internship Title: Fall 2018 School Milk Outreach Internship

Outreach to Schools
- Target Audience: Schools and grantee schools
- Share Milk Report and Bulk Milk Report
- Provide information about processors
- Analyze what the demand is for schools, regarding local product
- Aid schools in assessing a move from carton service to bulk service

Outreach to Industries
- Target Audience: Processors, Co-Ops, Distributors
- Share Milk Report and Bulk Milk Report
- Provide information about school meal regulations, related to fat content, volume, and bidding

Matchmaker
- Assess usefulness of industry partners meeting buyers
  - Is this useful for schools/buyers?
  - Is this useful for industry?

Overall Analysis of Innovation Needs
- Is there more demand for bulk milk in schools than available in the Vermont market?
- What level of technical assistance could help schools make the switch to bulk?
- How could New England Dairy partner, given their current work in schools, with breakfast after the bell and fuel up to play 60?

Timeframe for Internship:
Funding: Unpaid, UVM credit is available.
Location: Remote work
Timeline: September 1 – December 15
Vermont Brewers Association

The Vermont Brewers Association was founded in 1995 to promote and strengthen the culture of craft brewing in Vermont through marketing, educating, and advocating for Vermont made beer.

The VBA is a membership organization that supports and strengthens Vermont Brewers through education and festivals. We provide a strong voice to elected officials in Vermont regarding the beer industry. A primary function of the VBA is to market and promote all craft breweries across the state.

Interested in supporting the nation’s leading state for craft beer? Do you have a desire to see that the superior reputation of Vermont breweries is clearly protected? The VBA has tremendous pride in the quality of the beer that our membership produces and we want to see that drive tourism in our great state.

Internship Details:

Internship Title: VBA Intern

The Vermont Brewers Association (VBA) seeks a highly motivated, autonomous student that aspires to learn about the operational membership of the craft beer industry. This position will support the Executive Director in daily operations, administrative projects, event planning assistance as needed and marketing support of social media presence, website updates and electronic communications. Our Passport Program is an integral part of our association’s operations. This position will be the primary person responsible for fulfilling the merchandising requirements needed to keep our program thriving.

Special Projects:

- Fulfillment of the Association’s Passport Program, including packaging and shipping of merchandise and detailed tracking of program participation.
- Membership outreach and marketing efforts including maintenance of a monthly newsletter and writing of press releases.
- Learning the process of brewing beer through a hands-on brew day.
- Attendance at brewers festivals and events as needed throughout the year.
- Travel to member breweries with the Executive Director, taking detailed notes and photos of business operations.

Desired Qualifications for Interns:
• Strong reading, writing, and editing skills.
• Proficiency with Excel and Microsoft Office programs.
• Strong communication skills, both written and verbal.
• Proficiency in social media.

Knowledge/Experience Needed; Possible Major(s):


Interests and personal/work qualities:

Highly motivated, autonomous student with passion for the Vermont craft brewing industry. An individual with a positive attitude who can work independently at times. Must love dogs.

Timeframe for Internship:

Start Date: early September
End Date: mid December
Hours per Week 12
Unpaid. Must enroll for college credit. UVM credit available.

Proof of legal age will be required to participate in any event hosted by The Vermont Brewers Association.
Vermont Community Garden Network

We support and grow the state’s vibrant network of (about 500) school and community gardens by providing education, training, resources, financial and volunteer support to implement and sustain community-based gardens. We envision healthy Vermont communities with high levels of food security, food justice, community resiliency and social connections.

We work with a variety of food systems partners to support community food production to improve the lives of people in schools, businesses, affordable housing sites, hospitals, senior centers, food shelves and anywhere gardens can give people better access to nutritious food.

Internship Details

Internship Title: Network Membership Design and Campaign

Help us grow! Gardeners want and need the resources we have developed and the ability to connect and learn from each other. Food access organizations and community development teams recognize the impact Gardens have on food security, and physical and social health. You can help us design the perfect structure to facilitate connections, deliver programs and build our capacity to do even more!

Intern tasks and responsibilities:

Working with the executive director and staff, the intern will review previously compiled data, research and evaluate additional organization membership structures and recommend elements for the design of a successful VCGN membership structure. This intern will help develop a strategy and timeline for creating, implementing and promoting the membership program in alignment with VCGN’s new strategic plan and annual operations plan, and will help facilitate the plan.

Special Projects:

Intern will participate in meetings with some partnering organizations to gain perspective and direction on network goals, and identify potential collaborate efforts. VCGN will provide professional development and networking opportunities to the mutual benefit of the intern and the project. There is some responsibility for helping manage the organization’s social media, and assist with special events and marketing, as needed.

Desired Qualifications for Interns:

- Computer and social media proficiency; mapping and database experience preferred.

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.

Timeframe for Internship:

Start Date: early Fall
End Date: December 2018
Hours per Week: TBD (12-16, depending on credit requirements)
Unpaid, UVM credit available.
Vermont Fresh Network

The Vermont Fresh Network (VFN) is dedicated to a flourishing local food system for the benefit of our environment, our communities, our health and the overall strength of the rural economy. We approach this work through connections between farmers and chefs. Chefs, and other culinary professionals, play a key role in shaping our daily food lives and present unique market opportunities for Vermont food producers. We are the primary statewide organization representing this perspective in local food work.

Internship Details

Internship Title: Writing intern

Seeking an intern who is good at writing with a consistent voice and adept at copy editing to revise place descriptions on DigInVT, come up with new descriptions for Farmers' Markets and do some pre-writing for events and holidays. The intern could also produce a couple of fun blog / newsletter posts for our website.

Desired Qualifications for Interns:

• Strong, professional writing skills
• Adept at copy editing
• Able to write with a consistent, professional voice

Timeframe for Internship:

Start Date: early Fall
End Date: December 2018
Hours per Week: TBD
Unpaid, UVM credit available.