Excellent Fall **Food Systems** Internship Opportunities!!!

(Hands on experience in the field is critical to future employment!)

APPLY NOW!!!

Apply by Sending a resume and cover letter for each position to: [Matthew.myers@uvm.edu](mailto:Matthew.myers@uvm.edu). Let Matt know if you want to meet with him or need help with resume/cover letter. This is on a very short time frame: Apply NOW!!! (some are paid!)

*Also, Consider enrolling in Matt Myers’ “Intern in Food Systems” Fall course!!*

AS 190 A – (CRN: 95587) Mondays 3:30-4:45pm
All Students will have *early access to fall internships*
Contact Matt Myers for more information

“Examine who you are and what your work is in the world through hands-on learning and reflective dialogue.”
Vermont Brewers Association

**Internship Title:** VBA Intern

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.

**Internship Details**

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.

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.

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

**Intern tasks and responsibilities:**

- Support the Executive Director in daily operations, administrative projects, event planning as needed and marketing support of social media presence, website updates, and electronic communications.
- 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 brewer’s 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**

Technical and Other Skills:
- 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**

Season for Internship (circle all that apply)
- Fall x
- Spring x
- Summer x

Start Date: Fall (early September) Spring (mid January) Summer (mid May)
End Date: Fall (mid December) Spring (early May) Summer (mid August)
Hours per Week: 12

Pay/hour?
Unpaid? x Must enroll for college credit

**Application Materials Requested**

(Circle all that apply)
- Cover Letter x
- Resume x
- Unofficial Transcript
- Other
Community Harvest of Central Vermont (CHCV)

Internship Title: Gleaning Program Assistant

CHCV works to bring our community together through gleaning to recover surplus food produced on Central Vermont farms and to utilize this recovered food to feed those in our community who have limited access to healthy, fresh local food. In 2014, our first formal year, with the help of over 180 volunteers we recovered and donated over 29,000 pounds of produce to those in need in Central Vermont. In 2015 we have recovered another 10,000 pounds to date. The food is donated to food shelves, senior meal programs, schools with free and reduced meal programs, and early childhood programs. Through our engagement of volunteers and partnerships in the community we work to help people gain a greater appreciation and awareness of our local food system.

Internship Details

Intern tasks and responsibilities:
- Assist Director in day-to-day gleaning and general operations.
- Hands-on gleaning with volunteers during harvest season (summer (July) through fall (mid Nov.)), at least one glean a week.
- At least half of time spent during harvest season in person gleaning and on other operational tasks.
- Remainder of time is flexible in terms of schedule and location – work from home, etc.
- Recruitment of fellow UVM and other students to glean/volunteer.

Special Projects not described above?
Projects and activities may include depending on the Interns interest and skills:
- Grant research and writing
- Data management and tracking
- General community volunteer recruitment and outreach
- Food storage creation and development
- Investigate possible 501c3 formation
- Coordinate special events
- Tabling and community outreach
- Scheduling meeting and outreach
- Developing nutrition and recipe education and information
- Evaluation of service to partners
- Food system and food waste education
- Farm to school partnership work
Desired Qualifications for Interns

Technical and Other Skills:
- Good communication and interpersonal skills
- Use of a computer and the internet
- Research and writing skills
- Clean driving record, access to vehicle helpful

Knowledge/Experience Needed; Possible Major(s)
- Interest/passion about local food system
- Possible majors:
  - Food Systems
  - Environmental Studies
  - Elementary or Secondary Education
  - Natural Resources
  - Nutrition and Food Sciences
  Open to any others

Interests and personal/work qualities
- Self-motivated
- Organized and detail oriented
- Willingness to work outdoors in many types of weather
- Able to lift heavy boxes of produce

Timeframe for Internship

Season for Internship (circle all that apply)
- Fall
- Spring
- Summer

Start Date: Immediately
End Date: End of Term (unless there is an agreement to continue)
Hours per Week: Average 10+/ - per week (more during busy gleaning season, less when gleaning is not happening)

Pay/hour?: Unpaid?

Application Materials Requested
(Circle all that apply)  Cover Letter  Resume  Unofficial Transcript  Other
Salvation Farms

Description of Business Organization
Salvation Farms manages unharvested and unsold but edible quality crops to distribute to individuals around Vermont. 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.

The business seeks two interns for its new Vermont Commodity facility in Winooski, less than three miles from the Davis Center. This facility will handle large volumes of surplus fruits and vegetables through offering workforce development training to individuals who have barriers to employment in Chittenden County.

During the first trainee cohort in the fall of 2016, Salvation Farms processed more than 60,000 lbs. of quality root crops, winter squash, and apples. The second program training cycle will run from January 17th to May 5th.

Vermont Commodity Program

Internship Title: Operation and Education Intern
Positions available: 1

The Vermont Commodity Program seeks to fill one intern positions to support both operations and education in our surplus food hub and 16-week workforce development training program. The Intern will be supervised by the on-site Program Director. The Intern will work directly with individuals in transition who have barriers to employment, i.e. formerly incarcerated, out of school youth, veterans, individuals in recovery, etc.

Intern Tasks and Responsibilities

The Vermont Commodity Program Intern will be responsible for assisting the Director with all elements of the program, which may include the following:

- Providing support to a team of 6-8 workforce development trainees during their designated classroom time. This includes: tutoring, facilitating independent and group study sessions, teaching job search skills, and fostering “soft skill” development, such as communication and teamwork.
- Assisting guest instructors, as needed, who will teach courses in food and workplace safety.
- Assisting with food handling in the pack room, including shipping, receiving, washing and packing produce.
- Supporting sessions in the kitchen, including blanching, cooking, and freezing crops.
- Reviewing and completing production logs and data entry to ensure accurate records and up-to-date inventory.
- Facilitating logistics for field trips, scheduling instructors and guest presenters, and organizing a job fair.
- The assistants will have the opportunity to fill a leadership role among a diverse trainee crew.

**Desired Qualifications for Interns**

**Knowledge/Experience Needed; Possible Major(s):**
- Experience working in a team setting – on farms or with food a plus
- Possible majors include education, business, social work, manufacturing, environmental studies, resource management, food sciences, anthropology, sociology, or outdoor education
- Experience with tutoring or supporting adult learners, especially in non-traditional settings

**Technical and Other Skills:**
- Strong knowledge of Microsoft Office
- Ability to lead and/or instruct adult learners

**Interests and Personal/Work Qualities**
- 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, etc.)
- Self-motivated, organized, dependable, and confident
- Able to clearly communicate and give and receive direction
- 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, etc.)
- Ability to work with diverse learning styles and draw on individual strengths
- Creative, self-motivated, organized, dependable, and confidence
- Clear communication, dedication, and patience

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

**Timeframe for Internship**

**Season for Internship (circle all that apply)**
- Fall
- Winter

Start Date: September 4, 2017
End Date: December 21, 2017
(Potential opportunity to continue into the winter and spring session for the right person)
Hours per Week: 8-12
Pay/hour? Unpaid

**Application Materials Requested** (Circle all that apply)
Cover Letter  Resume  Unofficial Transcript  Other
Farm to School Interns (4 positions) Sept – Dec 2017
Underwood Farm and Farm at South Village Interns (2/3 positions)

Internship sponsored by Common Roots, a non-profit organization, since September 2009, based in South Burlington, Vermont

Common Roots Mission Statement

Common Roots connects farmers, educators, youth, families, and the wider community in building 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, established as a 501(c)(3) nonprofit organization in September 2009, engages the community in local food education. Our goal is to foster place-based learning in our schools, while securing food for local families facing food insecurity.

Programs

Common Roots has initiated six core programs to fulfill our mission over the past 8 years: Farm to School, Farm to Go, Community Food Shares (CFS), Growing Gardens, and the POP (Power of Produce) Club, and we manage the South Burlington Farmers Market. We are currently building two revenue streams, farm produce and early childhood education programs.
Tasks and Responsibilities of Common Roots Farm to School Internship:

Assist Farm to School Educator with the following:

- Lesson plan design including age appropriate hands on activities, creation and management of taste tests including data analysis, related cooking activities, harvesting/planting in the school gardens, 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.
- Support related activities/curriculum components/data collection in the classroom to engage students; especially in programing related to health, nutrition, agriculture and food systems. The possibility of co-teaching or presenting material may be possible depending on the skills of the intern.
- Develop a monthly school newsletter (adapted for each school) to include the basic curriculum of the month as well as student quotes, pictures and recipes.
- Share related FTS stories and approved pictures via the Common Roots Webpage and Facebook page.
- Participate in the preparation or running of at least one Common Roots FTS Community/School event such as a Community Dinner or Farm Field Trip.
- Willingness to be: a positive team player with commitment; punctual; eager to work and support our staff; collaborate; interface with the teachers and children as the weekly schedules requires.

Desired Qualifications for Interns

- Interest in gardening/farming/agriculture, nutrition, and education.
- Interest in working with grade Preschool - 5 students (and possibly middle school students as the program evolves) 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 FTS related curriculum.
- Interest in produce processing, food preparation and nutrition education.
- Some social media/marketing skills required.
- Responsible and able to work independently as well as in collaboration.

Your own transportation is required as we will work at several South Burlington schools

- Orchard School, Chamberlin School, Central School (3 elementary)
- FHT Middle School as time permits and our program evolves

Timeframe for Internship

Fall Semester – see timeline
End Date: December (or longer if interested)
Hours per Week: 6 - 15
Unpaid
Application Materials Requested

Cover Letter          Resume

Tasks and Responsibilities of Common Roots Underwood Farm Interns:
- 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

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.

Timeframe for Internship:
- Fall Semester
- End Date: TBD
- Hours per week: 5-15
- Unpaid – we prefer students who are getting credit, including independent studies, some stipends available

Application Materials Requested:
- Resume
- Cover Letter
Internship Title: Agronomy Research Field Intern

The Champlain Valley Crop, Soil & Pasture Team is a group of UVM Extension professionals and their partners working to provide technical assistance to Vermont Farmers in the Lake Champlain Watershed. We strive to bring farmers research-based knowledge that has practical applications on their farms, and address many production related issues associated with water quality and farm profitability.

Our areas of focus are:
- Forage and Crop Production
- Grazing and Pasture Management
- Soil Health
- No-Till Agriculture
- Cover Crops
- Nutrient Management

Internship Details

Intern tasks and responsibilities:
- Assist agronomy staff with forage/soil sample and data collection from on-farm research and demonstration plots (cover crops, pasture, no-till field crops, soil health, etc)
- Prepare, handle and log samples for laboratory analysis
- Keep detailed field notes, photo documentation, GPS points
- Enter collected field data into spreadsheets with accuracy
- Communicate with a team of agronomy faculty/staff
- Operate and maintain field equipment/tools
- Interact and communicate with participating farm operators and employees
- May also help with outreach efforts for field days, workshops, newsletters, etc.
- May be asked to write short articles for monthly newsletter

Desired Qualifications for Interns

Technical and Other Skills:
- Must be able to work outside for extended periods of time
- Must be able to walk long distances
- Must be able to lift and carry 50 pounds
- Must have reliable transportation (mileage reimbursement available)
- Experience with Excel spreadsheets, data management a plus
- Attention to detail
- Good communication skills
Knowledge/Experience Needed; Possible Major(s)
- Plant & Soil Science or Environmental Science majors (preferred)
- Environmental Studies, Food Systems or other associated majors
- Field data collection experience (of any kind) desired
- Experience working on farms a plus

Interests and personal/work qualities
- Must be an ambitious self-starter
- Must be able to work independently and as a member of a dynamic team
- Willing to be flexible with daily assignments
- Committed to quality work
- Must enjoy field-based work, and also be able to work appropriately in an office environment
- Positive attitude and a good sense of humor

Timeframe for Internship
Season for Internship (circle all that apply)
- Fall
- Spring
- Summer

Depending on individual and our workload, there is potential for spring/summer/fall position. Hours may vary by season.

Start Date: September 2017
End Date: November 2017
Hours per Week: 20 hours/week (+/-)
Pay/hour? Minimum wage

Application Materials Requested
(Circle all that apply)
- Cover Letter
- Resume
4-H Special Interest Program General Information

4-H is UVM Extension’s youth development program.

The 4-H Afterschool Nutrition Education Intern will perform the following tasks:
Create a syllabus and objectives for the after-school program
Devise a lesson plan for a one hour after school class that is geared towards 4th and 5th graders
Use the experiential learning theory to develop nutrition related activities
Help the students understand nutrition topics
Evaluate the level of student understanding
Create a positive atmosphere for discussion and application of learning
Be a leader and facilitate group participation and cooperation among students while providing a fun atmosphere to learn about nutrition

What does a program facilitator do?

- 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 (see page 2).
- 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).

The Sustainable Herbs Project

**Internship Title:** Social Media Intern

The Sustainable Herbs Project is a new project by the producers of the award winning documentary, *Numen: the Nature of Plants*, the first feature length film on the healing power of plants. We are creating an interactive documentary following medicinal plants through the supply chain to provide the information needed for consumers to feel more confident about the herbal remedies they purchase. With stories, videos, and facts, we’ll bring the supply chain to life with interviews with men and women involved in all aspects of the industry.

Our vision is to use this site to launch a more educated and responsible consumer movement supporting high quality herbal remedies and sustainable and ethical sourcing. We wanted this interactive multi-media website to be available for free so we launched a Kickstarter Campaign to cover our costs up front. Proceeds will go to the design and development of the website/interactive documentary and to birthing an organization to carry on this work.

**The SHP site will include:**

- **FACTS:** A general overview of the botanical industry, tracing and mapping the different supply chains of key products such as essential oils, medicinal tea, liquid extracts, super critical extracts, etc.
- **STORIES:** Video interviews and photographs following medicinal plants from different regions of the world through their supply chains, bringing the journeys these plants make alive through the voices of individuals we do not typically see when we reach for a herbal remedy on the shelf or order bulk herbs online.
- **ACTION:** An outline of challenges to quality, sustainability and equity in different supply chains; action steps consumers can take to support responsible sourcing; best practices for companies wanting to improve their sourcing and processing.
Intern tasks and responsibilities:
The Sustainable Herbs Project Social Media Intern will assist Harvard trained Anthropologist, Ann Ambrecht, in building a robust community of followers (FB now at 8,000) on Face Book and Instagram who care about the quality, sources and safety of the herbs they use every day. Review video, audio and transcripts of fascinating interviews with herb growers from around the world. Identify key images, video and text that can help tell the story of different highly sustainable sources; the culture and people behind the herbs.

Manage Face Book and Twitter accounts for the Sustainable Herbs Project, develop profiles of different growers to post, respond to friends comments, identify and share relevant news articles, resources, etc. that engage and build on the already large community of social media followers. Assist with the preparation of a major website for the Sustainable Herbs Project that will be launched with the intent of generating a meaningful social impact.

Desired Qualifications for Interns
- Interest in herb quality and sources
- Interest in anthropological and environmental implications of herb sourcing
- Excellent written and oral communications
- Ability or willingness to learn technical aspects of social media platforms
- Ability to select images/text that tell a story in social media
- Self-directed, ability to work autonomously and in collaboration with others
- Interest in using social media to generate a positive social impact

Timeframe for Internship
Spring, possible summer

Start Date: Early September, 2017
Hours per Week: 5-15
Unpaid. Credit may be available.
Migrant Justice


**Internship Title:** Migrant Justice Intern

Intern tasks and responsibilities:

- 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.

Special Projects not described above?

- We are in the middle of “Milk with Dignity Campaign” Interns get involved in campaign events, such as helping coordinate the MWD Tour in different cities around the country. Tabling and being spoke representatives of the campaign in many places where we are invited.

**Desired Qualifications for Interns**

Technical and Other Skills:

Intermediate or fluent Spanish. Knowledge with Google Docs, Spreadsheets. Preferible drives Some knowledge about data entry

Knowledge/Experience Needed; Possible Major(s)

- This type of internship is not for everyone; it definitely helps that people understand Latin culture (and to be patient), have working Spanish, and can be flexible when logistical challenges and/or decision making needs to adapt to the situation. But, this is a great internship for anyone studying or has an interest in politics, immigration law and the general liberal arts.
Interests and personal/work qualities

- Understanding or willingness to learn about the struggles of immigrants, white privilege, solidarity vs charity, most of all want to come as an ally to the farm worker community in Vermont

**Timeframe for Internship**

Season for Internship (circle all that apply)
- Fall
- Spring
- Summer

Start Date: Beginning of the semester  End Date: End of the semester
Hours per Week: 15-20
Pay/hour? Unpaid? X

**Application Materials Requested**

(Circle all that apply) Cover Letter Resume Unofficial Transcript Other

---

**Farmers to You**

*Farmers To You is a partnership of families and farmers who feed and support each other. Join our team as we build a safe, just, and regenerative food system.*

**Internship Title:** Communications and Marketing Intern

The communications and marketing intern will support our goals through:

- Assisting with promotion of Farmers To You through our communications/marketing initiatives
- Providing exceptional customer service
- Compiling, editing and delivering email newsletters
- Drafting, creating and publish original content for various communications channels
- Helping to tell the Farmers To You story on Facebook, Twitter, and other social media platforms
- Working to devise and implement social media strategies
- Building and organizing our PR database

**Qualifications:**

- Must have excellent written and verbal communications skills, and ability to communicate via phone
• Must be detail and process oriented
• Must understand and currently use social media. We want to see your Instagram feed, Twitter skills, etc...
• Must like people and food
• Experience with WordPress blogging software preferred
• Familiarity with Google Apps preferred
• Basic html a plus
• Cooking skills a plus

Pay/Hour: Unpaid (paid with free farm fresh food) minimum 10 hours/week

Location: Berlin Food Hub

UVM Extension Master Gardener Program

The Extension Master Gardening program supports UVM by recruiting, training and overseeing volunteers who teach others about research based horticulture, and promoting sustainable and healthy landscapes, healthy people and a healthy planet.

Internship Title: EMG Marketing Committee Associate

Intern tasks and responsibilities:
- Help the volunteer Marketing Committee on all EMG Marketing –related tasks, e.g. market research
- marketing strategies and campaigns
- developing content/advertising
- support of Events Committee’s activities, as needed
- outside vendors to execute EMG marketing
- help with the analysis of marketing efforts to shape future EMG marketing.

1. Market research--running surveys, analyses, reports of results, implications/summaries re how we plan to use the results, etc.
2. Development of a marketing database--active and lapsed EMGs, stakeholders such as nurseries/garden centers, State government decision makers, whatever. Among other issues: integration of existing databases, privacy issues, collecting of contact information going forward, identifying useful fields and who gets what messaging, etc.
3. Marketing content development for marketing materials, e.g. marketing partner kits, emails, marketing support for events, social media/PR, signage, handouts. This would involve copy and/or design to some degree, working with outside vendors (printers, etc.), too.

There may be opportunities for trainings related to relevant topics, as well as participation in EMG related events and activities.

All of the above would entail direction from the EMG Marketing Committee Director, Bob Kesner and EMG State Coordinator Beret Halverson

**Desired Qualifications for Interns**

Technical and Other Skills:

- Expertise/knowledge/conversant re web; digital marketing; social media; e-mail marketing; public relations.

Knowledge/Experience Needed; Possible Major(s):

- Marketing/business, Communications, or a strong desire to learn, especially as might relate to home horticulture or similar fields.

Interests and personal/work qualities:

- hard working; good interpersonal skills; interest in consumer horticulture; desire to learn and teach; good communication skills (writing and conversational)

**Timeframe for Internship**

Season for Internship (circle all that apply)

- Fall 2017
- Spring 2018
- Summer

Start Date: September 2017
End Date: End of Fall or Spring Semester. Preference may be given to people available for both fall and spring semesters.
Hours per Week: 8-15 hrs/week for 14 weeks
Pay/hour: Unpaid but a stipend may be available in the future
Credits: 1-6
**Application Materials Requested**
(Circle all that apply)
Cover Letter: YES
Resume YES
Unofficial Transcript: YES
Other REFERENCES: YES
Other: Writing Sample and a sample of marketing materials/reports/graphics/videos etc.

**UVM Extension Master Gardener Program**
Horticulture education program

**Internship Title:** Master Gardener Profile Interviewer

**Intern tasks and responsibilities:**
Work with EMG Member support specialists to connect with and interview Master Gardener project leaders around the state of Vermont (45 in the northern region, and 36 in the southern region) and 1,000 hour master gardeners using a template of questions provided. Gather photographs of each person and their gardens or projects. Prepare information collected for website display working with Extension Webteam staff, and e-book working with Master Gardener member support staff. May require some travel around the state when connecting via phone or web conferencing is not possible.

**Desired Qualifications for Interns**

**Technical and Other Skills:**
- Word processing, internet, writing, editing, photography, adobe InDesign, video editing, graphics, design.

**Knowledge/Experience Needed; Possible Major(s)**
- English, History, Journalism,

**Interests and personal/work qualities:**
- Gardening, horticulture, interviewing, photography, persistence, out going, good communication skills (in person and on the phone), people person, self starter, sets goals and meets deadlines.
  Access to a car, and wiliness to travel if needed
**Timeframe for Internship**
Season for Internship (circle all that apply)
- Fall
- Spring
- Summer

Start Date: November 1, 2017
End Date: March 31, 2017
Hours per Week: 4

Pay/hour?
Unpaid: Yes

**Application Materials Requested**
- Cover Letter - yes
- Resume - Yes
- Unofficial Transcript
- Other – 200 Word writing sample

**Vermont Fresh Network**
**Administrative Intern and a Social Media Intern (PAID!!)**
The Vermont Fresh Network is a community of agricultural and culinary professionals that use Vermont grown and raised foods to create economic, environmental and social gain. We encourage farmers, food processors and chefs to work directly with each other to build partnerships. Building these regional connections contributes to stronger local economies and communities.

Our Vision is to build a flourishing Vermont food and farm economy. Our mission is to advance relationships among farmers, chefs, and consumers to grow markets and eat more locally grown food.

Our purpose also is the education of our consumers. Through our the two websites we manage, events, and published materials, we hope to educate the dining public on the quality and diversity of Vermont grown foods, as well as the economic impact of supporting local businesses. Through our collaboration with other non-profit organizations around our DigInVT partnership, we inspire travelers to seek out local food and authentic culinary experiences. Most of all we hope to educate anyone who visits with us about the philosophy of preserving our rural identity and lifestyle in Vermont, by keeping Vermont farms working and keeping our green spaces open!
Administrative Internship:
Our membership-based organization handles a lot of information - we need an intern to help us manage that information. This work involves data entry, calling members to update information, sending out mailings, reviewing our websites regularly to ensure information is all up to date, and paying attention to food and farm news. For an intern with particular database experience and skills, it can involve helping in a planned redesign of our information management systems (although that skill level is not required). 10 hours / week. Ideally it would be someone who could come in for a 6 hour office day once a week at our Richmond Office, then follow up with tasks remotely for the additional 4 hours.

Intern must be interested in our mission and vision; comfortable making calls to members for updates and to verify information; comfortable with computers and database systems (we will train on our particular platform); Responsible, highly organized, and efficient - Good natured!

Social Media Campaign Internship:
This position is fewer hours a week, and is an assistant to our Communications Manager, handling day-to-day work of social media campaigns that she designs, as well as monitoring food and farm news for relevant information. We can be flexible with location - but we need someone who can be very efficient, highly organized in making sure a lot of little tasks get completed / scheduled, a strong proofreader, someone experienced in maintaining the voice and style set for an organization to ensure continuity between our communications platforms, and very familiar with Twitter, Facebook, and Instagram.

Research Assistant (Graduate Student Preferred)
This is an unpaid internship, but a very good internship for anyone interested in research in economics or social sciences, and we are happy to complete whatever paperwork may be necessary to have it count as an internship for credit. Specific projects depend on the skill level of the intern. Primarily they will center on the impact / potential impact of chefs on local food systems; research into innovative work happening with chefs in local foods in regions beyond Vermont; original research designed to answer specific questions about VFN as an organization and the work of our members. Hours per week are flexible; location is flexible.
Consider enrolling in Matt Myers’ “Intern in Food Systems” Fall course!!

AS 190 A – (CRN: 95587)
Mondays 3:30-4:45pm

Examine:
who you are
and what your work is in this world
through hands-on learning and reflective
dialogue in each class.

Contact Matt Myers for more information:
Matthew.myers@uvm.edu