



## **JOB POSTING: Communications & Outreach Internship**

### **ABOUT THE RI FOOD POLICY COUNCIL**

The Rhode Island Food Policy Council (RIFPC) is a statewide network established in 2011 with a mission to promote a more equitable, accessible, economically vibrant, and environmentally sustainable food system. We cultivate partnerships, develop and implement high-impact projects, and advocate for good food policy. We center equity in our work, which touches all parts of the food chain – production, harvesting, processing, distribution, consumption, and waste management. We operate with a small, all-hands-on-deck, collaborative professional staff, 25 engaged and diverse council members, and hundreds of stakeholders from across the Ocean State. More information about RIFPC can be found at [www.rifoodcouncil.org](http://www.rifoodcouncil.org).

The RI Food Policy Council seeks a part-time paid Communications & Outreach Intern. The primary objectives of the person in this role are to:

- Increase visibility of RIFPC's mission and work
- Foster meaningful connections with individuals, organizations, and agencies in communities that represent a more diverse Rhode Island
- Support the development and implementation of content for RIFPC's web-based community (e.g. write news items on RIFPC's initiatives and events, conduct interviews with Council Members and other stakeholders, and create social media posts and campaigns)

The ideal candidate for this position possesses verbal and written skills that can excite and engage audiences and can support RIFPC in building genuine relationships with legislators, community members, and web-based followers. We seek a kind, confident communicator who listens first; a person who welcomes social interactions and makes an effort to connect with people. We need a thoughtful, accountable teammate who responsibly manages their time and understands the importance of being responsive to their colleagues. We also welcome a strong creative thinker who brings ideas to the conversation and remains open-minded; a person who genuinely enjoys learning and contributing. The intern should be invested in building justice and resiliency into Rhode Island's food system.

The Communications & Outreach Intern reports directly to the Communications Manager, serving as the go-to for support in organization-led communications with a focus on RIFPC's website and social network engagement. The intern will help develop and implement communications that resonate with community members, update databases regularly, as well as take part in organization-wide meetings with staff, Council Members, Board members, and other stakeholders.

The Communications & Outreach Intern will work 10-15 hours per week at \$15 per hour. Most work will be conducted remotely and some hours are flexible. There will be virtual meetings throughout the week, with frequent interaction with the Communications Manager. In-person meetings and events will occur occasionally. The position timing is flexible.

## **RESPONSIBILITIES**

- Assist with website content maintenance and updates
- Assist with social media moderating and content development
- Maintain and improve upon a detailed database containing contact information for legislators, municipal leaders, partners, funders, and critical network partners
- Proactively engage in outreach and relationship-building with stakeholders and community partners, including virtual and in-person activities
- Contribute to developing outreach materials and engagement toolsSupport RIFPC staff, Council and Work Groups with research, note taking, and mission-related content curation
- Be a proud ambassador of RIFPC's mission, and represent the organization enthusiastically and in a manner consistent with our mission and values

## **REQUIREMENTS**

Please note: We encourage applications from individuals who believe they possess the key competencies and can demonstrate ability to execute the responsibilities, even if you do not have every listed qualification/skill.

- Proficiency using Wordpress, Google Drive, MS Office Suite, Zoom, Basecamp, and other common professional platforms/programs
- Comprehensive understanding of and experience in content development for Facebook, Instagram, Twitter, and LinkedIn. Knowledge specific to analytics and insights from social media platforms is a plus.
- Ease in working and communicating with a broad range of demographically, experientially, and cognitively diverse people
- Lived experience in and commitment to the RI food system preferred
- Excellent active listening, verbal, written communication skills; multi-lingual a plus

- Willingness to work occasional nights and weekends (with advance notice), with reliable access to transportation
- High school diploma/GED, some college courses in communications or related departments preferred
- At least 17 years of age
- Physical ability to lift up to 50lbs on occasion
- A US Citizen, U.S. National, or Permanent Resident and able to provide documentation of citizenship
- Willingness to undergo a National Criminal History Background Check
- Loves cake

Individuals who want to contribute meaningfully to promoting a more equitable, economically vibrant, and environmentally sustainable food system in Rhode Island, please send: a cover letter and resume, to [allison@rifoodcouncil.org](mailto:allison@rifoodcouncil.org) with "Communications & Outreach Intern" in the subject line.