

FOOD SECURITY RESEARCH INTERN

JOB DESCRIPTION



ABOUT RIFPC

The Rhode Island Food Policy Council (RIFPC) is an independent statewide network 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, 20 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.

The RI Food Policy Council seeks a part-time paid **Food Security Research Intern**.

The primary objectives of the person in this role are to:

- Conduct outreach using email, phone calls, and internet research to update a directory of food security network partners. Use this database to create a visual aid (i.e. infographic) of RI's food access network.
- Develop a 'community fridge' toolkit and assist in the planning of a workshop to educate network partners about community fridges.
- Assist the Food Access & Equity Program Manager with other tasks as requested.

The ideal candidate for this position will be:

- **Interested in Rhode Island's food system, specifically the area of food access and food justice.** Someone who wants to understand a policy, systems, and environmental change approach to improving food security in Rhode Island.
- **An accountable teammate.** Someone who manages time well, is highly organized, and can be counted on to work either independently or cooperatively. A helpful-in-nature person who enjoys "owning" projects, but understands the importance of checking in and being responsive to the team.
- **A good listener and an excellent writer.** Someone who is comfortable reaching out via phone and email to individuals in state agencies, nonprofits, and community-based organizations to collect data, and who can write up ideas and information in a compelling, accessible manner.

The intern reports directly to the Food Access & Equity Program Manager, develops and updates spreadsheets, reviews materials, writes drafts and responds to review

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comments. The intern takes part in weekly staff meetings and also communicates with Council members, board members, and community members on specific tasks and projects, which will vary depending on the research findings and questions that arise during the intern's term.

This is a part-time position working 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 weekly interaction with the Food Access & Equity Program Manager. In-person meetings and events may occur at a rate of 1-2 per month. Start date is flexible, with work initiating in October and continuing through the end of the year..

RESPONSIBILITIES

- Update the Hunger Elimination Task Force (HETF) Directory through a combination of collection methods including internet searches, email and phone outreach.
- Work with the Food Access & Equity Program Manager to create an infographic/visual aid that illustrates Rhode Island's food security infrastructure.
- Attend and record notes at the RI Food Policy Council Food Access & Public Health Workgroup and HETF Communities of Practice. Conduct research in between these workgroup meetings as needed.
- Assist the Food Access & Equity Program Manager with the completion of a community fridge toolkit and planning for a Winter/Spring virtual workshop.

REQUIREMENTS

- Strong secondary research skills
- Comfort level with emailing and calling state agency, nonprofit, and community based organization staff
- Experience with Excel and facility navigating online data resources
- Experience using Google Drive, Excel, MS Office Suite, Zoom, Basecamp, and other common professional platforms/programs
- Excellent writing skills
- Comfort working and communicating with a broad range of demographically, experientially, and cognitively diverse people
- Excellent active listening, verbal and written communication
- High school diploma/GED, some college coursework related to planning, food systems, or data collection preferred
- Knowledge or awareness of the Rhode Island and New England food system preferred

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- At least 17 years of age
- 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 donut cake

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.

Individuals who want to apply should send a cover letter and resume to **caitlin@rifoodcouncil.org** with “**Food Security Research Intern**” in the subject line. A writing sample is appreciated, but not required at this stage.