

MUNICIPAL FOOD SYSTEMS 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 **Municipal Food Systems Intern..** The primary objectives of the person in this role are to:

- Update the information in our [Municipal Food System Fact Sheet series](#)
- Work with a small group of Council and municipal advisors to create a 1-2 page document that shares high-level ideas for how municipal governments can use their Municipal Food System Fact Sheet to improve their local food system
- Use existing resources from other states to develop a RI-specific handbook explaining the role of municipal governments in local food system development (e.g., through planning, development, health, schools, public works, public safety, and climate resilience)

The ideal candidate for this position will be:

- **Interested in food systems and/or municipal planning.** Someone who wants to understand how towns and cities can use data to effect positive change
- **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
- **A true believer.** Someone who is committed to making Rhode Island’s food system more just and resilient

The intern reports directly to the Network Director, develops and fills out spreadsheets, reviews materials, writes drafts and responds to review comments. The intern takes part in weekly staff meetings and also communicates with Council

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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 Network Director. In-person meetings and events may occur at a rate of 1-2 per month. Start date is flexible, with work initiating in early September and continuing through the fall.

RESPONSIBILITIES

- Review existing documents related to the scope of work
- Update data using Excel spreadsheets through a combination of collection methods including internet searches, email and phone outreach
- Provide updated data to communications/design team for creation of updated PDFs
- Collaborate with Council and municipal leaders via the Network Director to create a brief 1-2 page document outlining how the municipal documents can be used by municipalities
- Review existing resources from other states related to helping municipalities impact their local food systems and develop a RI-specific handbook
- Be a proud ambassador of RIFPC's mission, actively engaging in opportunities to research food systems work
- Represent RIFPC enthusiastically and in a manner consistent with our mission and values when interacting with Council members and other stakeholders

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

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- Knowledge or awareness of the Rhode Island and New England food system preferred
- 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 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 **info@rifoodcouncil.org** with “**Municipal Food Systems Intern**” in the subject line. A writing sample is appreciated, but not required at this stage.