

FOOD POLICY RESEARCH & ANALYSIS

INTERN JOB DESCRIPTION



ABOUT THE RI FOOD POLICY COUNCIL

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 Systems Research Intern. The primary objectives of the person in this role are to:

- Utilize the [RI Food Systems Metrics Dashboard](#) to create a data-based “State of the State of RI’s Food System 2023” report
- Leveraging information from the [RI Food Policy Bill Tracker](#), related resources, and interviews with key NGO and public leaders, to analyze and present key policy opportunities for improving the state’s food system during the 2024 state legislative session
- Contribute to the RIFPC Summer 2023 Policy Retreat and provide draft materials regarding 2024 legislation session priorities after the event

The ideal candidate for this position will be:

- **Interested in understanding how data can inform our understanding of the food system.** Someone adept with using population-level data and key informant intelligence to form policy recommendations.
- **A good communicator.** Someone who is comfortable interacting with leaders at the helm of statewide NGOs and state agency leaders to ask questions, and who brings ideas to conversation with staff and state partners while remaining open minded. Experience with developing and implementing key informant interview instruments is a plus.
- **An accountable teammate.** Someone who manages time well, and can be counted on to work either independently or cooperatively. A helpful-in-nature person who enjoys “owning” projects, but also understands the importance in checking in often and being responsive to the team.
- **A true believer.** Someone who is committed to making Rhode Island’s food system more just and resilient.

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The intern reports directly to the Network Director, reviewing materials, performing independent secondary research, and reporting back findings and questions. 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 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 the late spring and continuing through the summer.

RESPONSIBILITIES

- Review a predetermined set of available, high-priority metrics contributing to our understanding of RI's food system
- Write a concise report outlining key findings about systems level challenges and opportunities, with assistance from Network Director and key Federal and state research staff
- Perform research and outreach to key informants to assess policy needs and opportunities, and related political impacts, present findings and draft recommendations to Council members
- Support the Network Director and Communications Manager in producing a Policy Retreat agenda and executing the event itself
- 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

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.

- Strong primary and secondary research and organizational skills
- Excellent active listening, verbal and written communication
- Developing and professionally presenting materials that communicates data and related messaging clearly
- Comfort working and communicating with a broad range of demographically, experientially, and cognitively diverse people
- Experience with Excel and facility navigating online data resources

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- Experience using Google Drive, Excel, MS Office Suite, Zoom, Basecamp, and other common professional platforms/programs
- Knowledge or awareness of the Rhode Island and New England food system preferred
- High school diploma/GED, some college courses in communications or related departments 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

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, two letters of recommendation from a professor or former supervisor, and a writing sample to **info@rifoodcouncil.org** with **"Food Systems Research Intern"** in the subject line.