

# COMMUNITY FOOD SYSTEMS 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](http://www.rifoodcouncil.org).

The RI Food Policy Council seeks a part-time paid **Community Food Security Research Intern**. The primary objective of the person in this role is to complete an assessment that identifies and quantifies current funding gaps in advancing long-term community food security. Community Food Security is defined for the purposes of this position as a state where all Rhode Islanders in need have reliable access to fresh, local, culturally-appropriate food.

The ideal candidate for this position will be:

- **Interested in Rhode Island's local food system, specifically funding sources for food systems justice and resilience.** Someone who wants to understand how grants, government funding, and policies can better support efforts to ensure Rhode Islanders in need have reliable access to fresh, local, culturally-appropriate food.
- **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 communicator.** 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 Executive Director, develops and updates spreadsheets, reviews materials, writes drafts and responds to review comments. The intern takes part in weekly staff meetings and also communicates with members of *RIFPC's Community Food Security Endowment Fund Group* and others, depending on the research findings and questions that arise during the intern's term.

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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 Executive Director. In-person meetings and events may occur at a rate of 1-2 per month. Start date is flexible, initiating sometime in June and continuing until sometime in August.

## RESPONSIBILITIES

- Conduct research, including internet searches, document analysis and interviews (via email, phone, Zoom, and at least one in-person focus group) to identify and quantify current funding sources and unmet needs of Rhode Island nonprofits, farmers, fishers, policy educators, and others who are contributing to community food security
- Create a written inventory that details your research findings
- Perform other work as requested by the Executive Director

## REQUIREMENTS

- Research experience, including internet searches, document analysis, and interviews
- 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 skills
- High school diploma/GED, some college coursework related to planning, food systems, or data collection preferred
- Knowledge or awareness of the Rhode Island/regional food system preferred
- At least 17 years of age
- A US Citizen, U.S. National, or Permanent Resident
- Willingness to undergo a National Criminal History Background Check

*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 “**Community Food Systems Research Intern**” in the subject line. A writing sample is appreciated, but not required at this stage.