

Engagement & Storytelling Internship

JOB DESCRIPTION



ABOUT THE RHODE ISLAND 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, over 125 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.

RIFPC seeks a part-time paid **Engagement & Storytelling Intern**. The primary objectives of the person in this role are to:

- Support the growth and diversification of the RIFPC network through communications and outreach, both web-based and in-person
- Create compelling, informative digital-ready stories about the individuals, businesses, and organizations involved in RIFPC's network, with a special emphasis on the Rhody Feeding Rhody Alliance.
- Assist with meeting and event planning - both in-person and virtual - including promotion, registration management, and day-of implementation

The ideal candidate for this position will be:

- **An open, confident communicator.** Someone who is equally comfortable speaking in a group and in one-on-one conversation, and can disseminate stories and information without appropriation.
- **A relationship-builder.** Someone who is energized by interacting with others, values the pursuit of meaningful connections, and enjoys exploratory conversation. Someone who understands the connectedness, codependency, and power of networks.
- **An accountable teammate.** Someone who can be relied on to be responsive, meet deadlines, and work equally well in collaborative or independent projects.
- **An excellent writer** who can also create visual materials (promotional copy, short stories, news pieces, photos, videos).
- **A true believer.** Someone who is invested in RIFPC's mission and appreciates the value of our food system.

The **Engagement & Storytelling Intern** supports the RIFPC's core strategies for growth, playing a key role in processes and activities that strengthen capacity, foster learning and collaboration, and uplift advocacy actions to influence positive food systems change. Weekly activities include producing regular storytelling deliverables, communications team and other

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staff meetings, and executing pre and post-special event duties. Tasks may vary depending on time-sensitive opportunities that arise.

The Engagement and Storytelling Intern reports directly to the **Engagement Manager for 10-15 hours per week at \$15 per hour**. Some work will be conducted remotely, while other work will require travel around the state. Most hours are flexible, but consistent “in-office” hours are expected. Attendance for in-person activities will be scheduled as needed. The position starts in the Fall.

RESPONSIBILITIES

- Design and implement public-facing social media and newsletter-ready communications that uplift the voices and stories of diverse people in RI’s food system
- Help ensure all external communications are accurate, relevant, and share-worthy
- Organize and maintain comprehensive and useful information related to network members, including contact lists, mailing lists, registration lists, and decision-makers, partners, and other influencers.
- Assist with onboarding and orientation, including document and presentation development and meeting management
- Be a proud ambassador of RIFPC’s mission, actively engaging in both in-person and virtual opportunities to research and relate to food systems work
- Represent RIFPC enthusiastically and in a manner consistent with our mission and values

REQUIREMENTS

- Reliable access to transportation
- Located in or very near Rhode Island
- Experience using Google Drive, MS Office Suite, Zoom, Basecamp, Mailchimp, and other common professional platforms/programs
- High school diploma or equivalent, with higher education/courses in communications, customer service/hospitality, or related areas preferred
- Knowledge or awareness of the RI and New England food systems 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

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

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 with **“Engagement & Storytelling Intern”** in the subject line.