

Food Climate & Environment Program Intern

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.

The RI Food Policy Council seeks a part-time, paid **Food Climate & Environment (FCE) Program Intern**. The primary objectives of this role are to:

- Support RI Food Policy Council's FCE Work Group, which is currently working on state policy advocacy initiatives to increase food waste composting and surplus food donation.
- Assist FCE Program Director with development of the state's first Wasted Food Solutions Action Plan
- Assist with coordination of the Rhode Island Compost Conference, planned for March 2025

The ideal candidate for this position will be:

- **An excellent time manager:** Someone who can juggle multiple tasks without losing things along the way.
- **Well organized:** Someone who uses spreadsheets and lists to ensure that projects are completed and people are kept up to date on progress.
- **A capable researcher,** both with secondary sources and via direct outreach to stakeholders.
- **A strong writer.** Someone who is able to turn big ideas into concise documents and synthesize disparate ideas into the "big picture."
- **A relationship-builder.** Someone whose genuineness is apparent. A person who makes an effort to reach out, ask thoughtful questions, and learn from others.
- **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 has a genuine interest in creating a just and resilient local food system. A person who wants to do the work.

Food Climate & Environment Program Intern

JOB DESCRIPTION



The intern reports directly to the Program Director - Food, Climate and & Environment. The intern takes part in weekly staff meetings and other events as the intern's schedule allows..

The **FCE Program Intern** will work up to 15-18 hours per week at \$15 per hour. Most work will be conducted remotely. There will be virtual meetings throughout the week, with frequent interaction with the FCE Program Director. In-person meetings and events will occur occasionally.

RESPONSIBILITIES

Primary:

- Support RI Food Policy Council's FCE Work Group
 - Taking notes, tracking and sharing next steps from WG meetings
 - Engaging in research around policy priorities and the compost industry as needed, which could include:
 - Cataloging municipal DPW leads, composting programs, and sustainability committee existence/leads after the Compost Conference.
 - Create city/town specific one-pagers on composting.
 - Creating and updating spreadsheets to support this research
 - Drafting materials to support communications and outreach efforts

Secondary tasks may include:

- Assist FCE program director with secondary research to support the completion of the RI Wasted Food Solutions Action Plan
- Conduct outreach to municipal partners to schedule meetings regarding moving composting programs forward
- Working collaboratively with Rhode Island College, RIFPC and the FCE Work group to help plan and execute the annual Compost Conference

REQUIREMENTS

Please note: We encourage applications from individuals of diverse experiences who possess the key competencies and ability to execute the responsibilities of this position, even if they do not have every listed qualification/skill.

- Strong research, organizational and time management skills
- Ease with outreach to diverse stakeholders via phone, email, text, and in-person meeting
- Excellent active listening, verbal and written communications
- Ability to develop materials that communicate ideas clearly
- Knowledge or awareness of the RI and New England food system preferred
- At least 17 years of age
- Reliable access to transportation

Food Climate & Environment Program Intern

JOB DESCRIPTION



- 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
- *Preferred, but not required:* Experience using Google Drive, Zoom and Basecamp

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 info@rifoodcouncil.org with **"FCE Program Intern"** in the subject line.