

# Local Food Economy 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](http://www.rifoodcouncil.org).

The RI Food Policy Council seeks a part-time paid **Local Food Economy Intern**. The primary objectives of the person in this role is to:

- Support the development of a funding strategy for RIFPC Food Business and Economic Development projects.
- Contribute to the grant application process, including researching, drafting, editing, and budgeting.
- Assist in reporting activities for federal grants.

The ideal candidate for this position will be:

- **A storyteller.** Someone who enjoys weaving performance metrics data with stakeholder experiences to create compelling narrative.
- **A person who wants to learn how to fund food systems activities.** Someone who recognizes that managing budgets and navigating grants is a key component of growing and supporting resilient food systems.
- **A systems-thinker.** Someone who understands the relationship between the “big picture” and determining goals and actions that support it.
- **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.

The intern reports directly to the **Program Director for Food Business and Economic Development**. 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 Program Director for Food Business and Economic Development. In-person meetings and events may occur at a rate of 1-2 per month. Start date is flexible, initiating sometime in September and continuing until sometime in December.

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### RESPONSIBILITIES

- Support data collection and grant reporting for RIFPC's Beginning Farmer Rancher Development Program (BFRDP) USDA NIFA grant
- Track and organize RIFPC activities required for reporting to partners on federal grant commitments
- Conduct research, including internet searches and pipeline leads, to identify funding sources, potential projects, and appropriate partners for growing RIFPC's Food Business and Economic Development programming
- Report back research findings and questions, develop and update spreadsheets, review materials, write drafts and respond to review comments
- Evaluate the inventory of funding sources for mission-alignment, feasibility, and overlaps with existing projects and organizations in Rhode Island
- Initiate application process for an identified federal grant opportunity, including the development of a timeline and punch list, outlining and drafting narrative responses, and generating initial budget expectations
- Take part in weekly staff meetings and communicate with staff, Council members and community members on specific tasks, depending on the research findings and questions that arise during the intern's term
- Perform other work as requested by Program Director for Food Business and Economic Development

### 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 English, data collection, or public or business administration 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.*

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Individuals who want to apply should send a cover letter and resume to **info@rifoodcouncil.org** with **"Local Food Economy Intern"** in the subject line. A writing sample is appreciated, but not required at this stage.