

MUNICIPAL FOOD SYSTEMS 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/access, and waste management. We operate with a collaborative professional staff, over 200 engaged and diverse council members, and hundreds more 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 **Municipal Food Systems Intern**.

The primary objectives of the person in this role are to:

- Update data in our [Municipal Food System Fact Sheet series](#)
- Identify new municipal-level food systems data and sources for RI cities and towns, including key topics such as
 - Municipal composting
 - Community gardens
 - Urban farms
 - Climate change and greenhouse gas emissions
- Compile a Google Spreadsheet of food system grants for municipalities in Rhode Island

The ideal candidate for this position will be:

- **Interested in food systems and/or municipal planning.** Someone who wants to understand how towns and cities can use data to effect positive change.
- **A person with a knack for data collection and basic analysis.** Someone who is confident compiling data, using spreadsheet formulas to run basic analysis, and knows when to ask questions or for assistance.
- **An accountable teammate.** Someone who manages time well, is highly organized, and can be counted on to work independently and cooperatively.
- **A good listener and an excellent writer.** Someone who is comfortable reaching out via phone and email to individuals in state agencies, nonprofits, and community-based organizations to collect data.

The intern reports directly to the Executive Director, updates spreadsheets, reviews materials, drafts and responds to review comments. The intern takes part in weekly

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staff meetings and may also communicate with Council members, board members, and community members on specific tasks.

This is a part-time position working 10-15 hours per week at \$17.50 per hour. Most work will be conducted remotely and most 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 one per month. The start date is flexible, with work initiating in early June and continuing through the Summer.

RESPONSIBILITIES

- Review existing methodology materials, data sources, and other relevant documents related to the scope of work
- Update data in Google Spreadsheets through a combination of collection methods including internet searches, email, and phone outreach
- Provide updated data to communications/design team to update fact sheets
- Research new data sources for key RIFPC focus areas listed above
- Compile new data as available and note data that does not exist
- Identify food systems grants for municipalities
- Develop database in Google Spreadsheets of identified grants
- Represent RIFPC enthusiastically and in a manner consistent with our mission and values when interacting with Council members and other stakeholders

REQUIREMENTS

- Strong secondary research skills
- Experience with Google Sheets and navigating online data resources
- Comfortable with emailing and calling state agency, nonprofit, and community based organization staff
- Excellent active listening, verbal and written communication
- Experience with or coursework in municipal planning, food systems, or data collection strongly preferred
- Knowledgeable of the Rhode Island and New England food system 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

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 jobs@rifoodcouncil.org with “**Municipal Food Systems Intern**” in the subject line.