JOB POSTING: Community Engagement Internship

ABOUT THE RI 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, 25 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 Community Engagement Intern. The primary objectives of the person in this role are to:
• Increase visibility of RIFPC’s mission in communities across Rhode Island
• Foster meaningful connections with individuals, organizations and agencies in communities that represent a more diverse Rhode Island
• Develop resource materials and a ready-to-go kit for community events, pop-ups, and other community-based opportunities that make RIFPC stand out and speak up

The ideal candidate for this position will be:
• A kind, confident communicator. Someone who listens first, and possesses verbal and written skills that can excite and engage audiences from all walks of life. A person who is empathetic, and meets people where they are in a conversation.
• A relationship-builder. Someone whose genuineness is apparent and welcomes social interactions. A person who makes an effort to reach out, ask thoughtful questions and keeps in touch.
• 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 good thinker. Someone who brings ideas to the conversation and tries to remain open minded. A person who genuinely enjoys learning and contributing.
• 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.

The intern reports directly to the Communications Manager, serving as the go-to for developing/implementing communications that resonate with community members. The intern takes part in weekly staff meetings and also communicates with Council members, board members, and community members on specific tasks and projects, which will vary depending on the community engagement opportunities that arise during the intern’s term.

The Community Engagement Intern will work 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 frequent interaction with the Communications Manager. In-person meetings and events will likely occur at a rate of 1-2 per week. The position timing is flexible, with work initiating in the spring and continuing through the summer.
RESPONSIBILITIES
- Reach out to community-based organizations to learn about their upcoming events.
- Build a spreadsheet or calendar of mission-related events, pop-ups, and other opportunities
- Contribute to envisioning and developing tabling materials and interactive engagement activities
- Participate in outreach activities on a regular basis.
- Interact with the public in community settings
- Monitor and track the number and type of interactions at events
- Assist with social media moderating and content composition, development of promotional or educational materials for print or web use, and/or document preparation for events upon request
- Be a proud ambassador of RIFPC’s mission, actively engaging in opportunities to research and relate in food systems work.
- Represent RIFPC enthusiastically and in a manner consistent with our mission and values

REQUIREMENTS
- Ease in working and communicating with a broad range of demographically, experientially, and cognitively diverse people
- Willingness to work occasional nights and weekends (with advance notice)
- Excellent active listening, verbal, written communication skills
- Multi-lingual a plus
- Ease in using social media platforms and content creation (RIFPC is on Facebook, Instagram, Twitter and LinkedIn)
- Experience using Google Drive, MS Office Suite, Zoom, Basecamp, and other common professional platforms/programs
- Good organizational skills
- Interest in developing and professionally presenting materials that communicates ideas and messaging clearly
- High school diploma/GED, some college courses in communications or related departments preferred
- Knowledge or awareness of the RI and New England food system preferred
- At least 17 years of age
- Physical ability to lift up to 50lbs on occasion
- Reliable access to transportation
- 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

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 contribute meaningfully to promoting a more equitable, economically vibrant, and environmentally sustainable food system in Rhode Island, please send: a cover letter and resume, two letters of recommendation from a professor or former supervisor, and a writing sample/promotional piece example to info@rifoodcouncil.org with “Community Engagement Intern” in the subject line.