Communications Intern

About the National Farm to School Network
National Farm to School Network (NFSN) is an information, advocacy and networking hub for communities working to bring local food sourcing and food and agriculture education (including school gardens) into schools and early care and education (ECE) settings. Farm to school empowers children and families to make informed food choices, while strengthening the local economy and contributing to vibrant communities. NFSN provides vision, leadership and support at the state, regional and national levels to connect and expand the farm to school movement. Our network includes national staff, Partners, an advisory board and thousands of farm to school supporters. For more information, please visit www.farmtoschool.org. NFSN is a project of Tides Center, the nation’s largest fiscal sponsor. Tides Center is a nonprofit organization based in San Francisco that works with individuals, groups and funders to implement and accelerate positive social change in the nonprofit sector. For more information, please visit www.tides.org.

Position Description
National Farm to School Network is seeking a Communications Intern to support content development and dissemination of information and resources to partners and general membership. As a member of the Communications Team, the Communications Intern will work closely with NFSN staff and partners, gaining hands-on experience in digital media and farm to school programming. This is a twelve-month, temporary position with a projected start date of January 11, 2021. The Communications Intern will report directly to the Communications Director and work approximately 10 hours per week.

Essential Duties and Responsibilities
NFSN’s Communication Intern will contribute to the development and dissemination of information and resources, including:

- Weekly Newsletter: Collate action items, opportunities, and information from staff and partners; draft This Week in Farm to School emails
- General Information: Monitor info@farmtoschool.org and reply to general inquiries
- Content Development: Assist with drafting blogs, newsletter content and/or social media copy
- Media Tracking: Review Google Alerts to identify relevant farm to school stories and mentions of NFSN and/or Partners; log content in media tracker
- Website maintenance: Assist with updating website content
- Resource Library: Add new resources to online resources library; update existing entries, as needed; research new/additional resources to be added; clean/curate list of best resources for each topic area
- Analytics: Track analytics across content channels (website, blogs, newsletter(s), social media) to inform ongoing content strategy and reporting needs
- Story banking: Interview practitioners (identified by staff) to record their farm to school stories and experiences; assist with updating existing NFSN story bank processes and infrastructure; use stories to develop blog content
- Assist the Communications Director with miscellaneous communications needs as they arise, including outreach activities for events, coordinating orders for printed materials, etc.

Other Duties and Responsibilities
- Prepare for and participate in NFSN Communications Team meetings and staff meetings, as needed.
• Complete monthly reporting forms (e.g., NFSN monthly indicators survey, communications evaluation reporting).
• Travel as needed, including the National Farm to Cafeteria Conference and other duties of the position.

Education and/or Experience
• College degree or currently enrolled in undergraduate/graduate program, or 3 years equivalent work experience
• Excellent performance history in prior positions

Knowledge, Skills and Abilities
• Knowledge and/or interest in the following:
  o Farm to school, education, nutrition, agriculture, community building
  o Racial and social equity principles
  o Using social media in a professional context
  o Website content management and/or familiarity with HTML
• Excellent verbal and written communication skills
• Strong organizational skills, with interest in developing project workflows
• Collaborative nature
• Ability to operate in a fast-paced environment, handling multiple tasks
• Ensures completeness, accuracy and timeliness in all work
• Ability to work independently, self-motivated and conscientious

Organizational Relationships
As a member of the Communications Team, the Communications Intern reports directly to the Communications Director and works closely with NFSN staff and partners.

Compensation and Benefits
Hourly pay for this position is $15. Intern positions are non-exempt, part-time (under 20 hours/week) and are not eligible for benefits.

Physical Demands
This position works 1-5 hours per day either sitting at a desk (responding to emails, developing materials or being on the phone), or attending meetings outside of the office. These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job.

Work Environment
This is a remote position, and applicants may be located anywhere with reasonable access to transportation in the United States. This position will likely be working from a remote office / home office set up. While performing the responsibilities of the job, these work environment characteristics are representative of the environment the employee will encounter: a basic office environment, visits to schools or farms, conference centers or hotels where events are being held.

To apply
To apply for this position, submit a cover letter, writing sample (blog, op-ed, etc.), resume and three professional references to jobs@farmtoschool.org. Please include “Communications Intern” in the email subject line. The deadline to apply is December 11, 2020.

*National Farm to School Network, a project of Tides Center, is an “at-will” and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Applicants from groups most impacted by systemic inequities, including people of color, are strongly encouraged to apply.*

*Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.*