



Program Intern

About the National Farm to School Network

The National Farm to School Network (NFSN) is an information, advocacy, and networking hub for communities working to bring local food sourcing, gardens, and food and agriculture education into schools and early care and education (ECE) settings. Farm to school creates opportunities for 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 and national levels to connect and expand the farm to school movement. Our network includes national staff, Core Partners and Supporting 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

The Program Intern will support multiple aspects of NFSN's programmatic initiatives aimed at advancing and institutionalizing farm to school and ECE across the country. The intern will gain experience in farm to school resource creation, project evaluation, virtual networking and facilitation, and partner capacity building. This is a remote position with virtual interaction with the direct supervisor (calls and video meetings). The position is part time (10 hours per week) with an expected minimum commitment of one semester (January-May 2019). The Program Intern will report directly to the Program Manager.

Essential Duties and Responsibilities

- Support development and revision of farm to school resources, including but not limited to: Benefits of Farm to School Fact Sheet (updates and revisions), State Farm to School Positions Guide and Network Toolkit (updates), Organics in Farm to School Fact Sheet (resource creation). Process may include:
 - Identifying relevant resources, research, case studies, and/or examples,
 - Drafting content, and
 - Supporting timely resource review, revision, and design in collaboration with supervisor.
- Assist with execution of farm to school evaluation projects. Tasks may include:
 - Stakeholder interview coordination,
 - Transcribing, coding, and analyzing stakeholder interviews, and
 - Analysis of collected program data.
- Coordinate with Programs Team to support NFSN Core and Supporting Partners in their roles. Activities may include:
 - Support planning, coordination, and facilitation of NFSN webinar and call series,
 - Development and dissemination of partner resources, e.g., Planning a State Farm to School Event, and
 - Support in NFSN Annual Meeting program coordination.
- Support virtual meetings/convenings of farm to school and farm to early care and education working groups and committees.
 - Manage group invitation lists and call coordination,
 - Coordinate follow up on tasks identified on calls, and



- Support execution of group projects, e.g., coalition of research, drafting blogs.

Other Duties and Responsibilities

- Participate in NFSN staff meetings via phone or videoconference as requested
- Complete the organizational monthly monitoring survey to report and track activities
- Travel as needed, including attending the 2019 NFSN Annual Meeting in Tampa, FL on April 29 – May 2

Education and/or Experience

- Currently enrolled in relevant undergraduate/graduate program or college degree, or five years relevant work experience
- Excellent performance history in prior positions

Knowledge, Skills and Abilities

- Passion and interest in NFSN's mission and activities
- Collaborative nature, skilled at developing good working relationships with organizational colleagues, partners, and contractors
- Ability to operate in a fast-paced environment, handling multiple tasks
- Exceptional trouble-shooting and problem-solving skills, ability to resolve issues proactively and creatively
- Excellent verbal and written communication skills
- Experience with Microsoft Office applications including Word, Excel and PowerPoint
- Familiarity with Google Drive and related applications
- Ensures completeness, accuracy and timeliness in all work
- Ability to work independently in a remote work environment under virtual supervision

Organizational Relationships

Reports directly to the Program Manager and works closely with NFSN staff and partners

Compensation and Benefits

\$12/hour. This is a non-exempt, part-time position working approximately 10 hours per week and is not eligible for benefits. The Program Intern is a temporary position and is anticipated to end on or before May 31, 2019.

Physical Demands

This position requires 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. This position requires minimal travel to meet with grant project staff or partners, or to represent NFSN at conferences, events or meetings.

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 be working from a remote office / home office set up. While performing the responsibilities of the job, these work



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environment characteristics are representative of the environment the employee will encounter: a basic office environment, visits to funders, schools or farms, and conference centers or hotels where events are being held.

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.