



## Communications Intern

### About 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 settings. Farm to school activities, when firmly centered in equity, can create opportunities for children and families to make their own 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 from states, Washington D.C., U.S. Territories, and Native nations, an advisory board, and thousands of farm to school supporters. For more information, please visit [www.farmtoschool.org](http://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](http://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. Contributing to NFSN's overall strategic communications efforts, 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 an anticipated start date by the end of December 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](mailto:info@farmtoschool.org) and track and reply to general inquiries; monitor social media channels and reply to inquiries
- Content Development: Draft blogs, newsletter content, social media copy, graphics (using tools such as Canva), and video for TikTok, IG Reels, etc.
- Media Tracking: Review Google Alerts to identify relevant farm to school stories and mentions of NFSN and/or Partners
- Website maintenance: Assist with updating website content
- Resource Library: Add new resources to online resource library; update existing entries, as needed; research new/additional resources to be added; clean/curate list of best resources for each topic area
- 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 staff meetings, as needed



- Complete reporting and track activities, as needed (staff surveys, communications evaluation, etc.)
- Travel as needed for conducting the duties of the position and for representing NFSN (travel is currently on hold for COVID-19 but will resume when safe)

#### Education and/or Experience

- College degree or currently enrolled in undergraduate/graduate program, or 3 years of equivalent work experience
- Excellent performance history in prior positions

#### Knowledge, Skills and Abilities

- Knowledge and/or interest in the following:
  - Farm to school, education, nutrition, agriculture, community building
  - Racial and social equity principles
  - Using social media in a professional context
  - 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

The Communications Intern reports directly to the Communications Director and works closely with NFSN staff and partners.

#### Compensation and Benefits

This position is non-exempt, part-time (under 20 hours/week) and is not eligible for health benefits. Hourly pay ranges between \$15-\$17 and is commensurate with experience.

#### Culture

NFSN is undergoing significant transformation to align internal systems and external programming with NFSN's Call to Action. This includes updates to our mission, vision, and core values, and ongoing assessment and refinement of NFSN practices, policies, and programs to identify and address white supremacy culture. Work is in progress and requires all staff – including new employees – to possess a deep commitment to racial equity and to disrupting inequities, both organizational and systemic.

#### Physical Demands

This position requires approximately 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 some travel to conferences and events within the United States to represent NFSN, and to attend organizational events and meetings (travel is currently on hold for COVID-19 but will resume when safe).



### Work Environment

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

### To apply

This position is open until filled. Candidates are encouraged to apply early. To apply for this position, please complete this screening form: <https://forms.gle/rBnPSzP35H2hLNtk9>. Candidates who advance past this screening will be asked to submit a resume and complete a phone interview. Final candidates may be asked to provide contact information for two references.

*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.*