



## Policy 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 settings. Farm to school (F2S) 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 seeks a part-time Policy Intern to support implementation of NFSN's policy advocacy priorities. The Policy Intern will assist the Policy Director to promote policies that advance NFSN's [Call to Action](#) and engage our Partner organizations through policy research and analysis, development of policy resources for use by Partner organizations, and coordination of educational opportunities for Partner organizations. This temporary position starts in January 2022 and runs through May 2022 at 10-15 hours per week. This role is a remote position and may be located in any location in the United States. The Policy Intern will report directly to the Policy Director and work closely with NFSN staff and partners.

### Essential Duties and Responsibilities

The Policy Intern will assist the Policy Director in implementation of federal and state policy analysis and advocacy activities. Responsibilities will include:

- Research and analysis of timely policy issues, such as federal or state bills
- Policy monitoring of legislative and regulatory developments
- Development of resources for communications on NFSN issue positions and policies affecting NFSN stakeholders
- Support and coordination of opportunities for engagement of NFSN Partner organizations, such as roundtable calls or panels
- Support the Policy and Programs team in using software to track government and coalition relationships
- Contribute to policy content (idea generation, writing) for NFSN monthly newsletter, blog, social media, and other communications
- Participate in organizational efforts to advance racial equity within NFSN, in policy, and in the movement as a whole, as needed

### Other Duties and Responsibilities

- Complete reporting and track activities as needed (staff surveys, time tracking, lobbying tracking, etc.)
- Participate in Programs and Policy Team and NFSN staff meetings as schedule permits



### Education and/or Experience

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

### Knowledge, Skills and Abilities

- Demonstrated competence in policy analysis, knowledge of policymaking process preferred
- Previous experience, interest or passion in the field of farm to school, education, nutrition, agriculture, community building
- Excellent verbal and written communication skills, including translating policy analysis for public audiences
- Knowledge and/or interest in advocacy
- Content knowledge in or capacity to increase knowledge of racial and social equity principles related to farm to school
- Experience with Microsoft Office applications including Word, Excel and Powerpoint
- Basic understanding of databases, such as Salesforce
- Ability to manage time and project priorities, including communicating with supervisor about workload
- Desire and capacity to work large stakeholder groups, partnership relationship building and community driven movements
- Organized and detail oriented
- Responsive and prompt in communications

### Organizational Relationships

Reports directly to Policy Director and works closely with NFSN staff and partners

### Compensation and Benefits

This position is temporary, 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' [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 1-5 hours per day either sitting at a desk (responding to emails, developing materials or being on the phone). This position may require minimal travel to meet with grant project staff or partners, or to represent NFSN at conferences, events or meetings. Travel is currently on hold and will resume after COVID-19 restrictions are no longer needed.



### 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.

### To Apply

To apply, include a resume, 1-page cover letter detailing how your interest and experience fits the requirements, and 2 writing samples. Writing samples should ideally showcase a short format of 1-2 pages each. Please submit all materials in PDF form. Send items to Karen Spangler, Policy Director, at [karen@farmtoschool.org](mailto:karen@farmtoschool.org). Position will be open until January 20th.

*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.*