



## Partner Shares Program Intern – Spring 2019 (January – May)

Applications Due on Friday, Nov. 2, 2018

FairShare CSA Coalition, a Madison, WI-based nonprofit, supports and connects community supported agriculture (CSA) farmers and consumers. Through outreach and education we foster a cohesive network of committed farmers and community members who believe CSA is the backbone of a vibrant, just and healthy food system where all families have access to locally produced, organic food and have strong connections to their farms, food and community in Southern Wisconsin.

FairShare interns are key members of our team and assist with all aspects of the organization's work, including outreach campaigns, administrative tasks, event coordination, and resource development. You are encouraged to attend relevant conferences, workshops, and meetings to network with others working within the food system and to increase your knowledge. You will gain valuable experience and contribute to critical programs that work to build the strength and vitality of our local farms, and increase access to healthy food.

### Overview:

- FairShare's internships are paid, hourly positions (\$8/hr.), and course credit may be available to students.
- Interns must commit to a regular schedule for the duration of the internship
  - Depending on intern availability this will be either a 30 hour/week one-person position, or a shared position with another 15 hour/week intern.
  - Please state which hourly commitment you are interested in when submitting your application materials.
- Exact start and end dates are somewhat flexible, depending on scheduling needs.
- This position reports to Carrie Sedlak, Program Manager.

### Partner Shares Program:

This core FairShare food access program provides financial assistance to eligible households toward the purchase of CSA shares. Applications are accepted beginning on January 15 each year. Limited funds are available, and the intern manages the application intake and processing, as well as ensuring basic education for participants on how CSA and the Partner Shares program works.

- Overall program application administration
  - Email and phone follow up, keeping detailed Excel spreadsheets, and maintaining participant files
- Ongoing communications with applicants/participants and farms
- SNAP/EBT benefits processing
- Partnership-building with area leaders and community centers
- FairShare Food Access Committee participation

### General Organizational Administration & Special Events:

- Support FairShare staff with events and presentations, as needed
- Manage main organizational email account, fulfill cookbook orders, respond to general inquiries
- Assist with the planning and implementation of major FairShare promotional and educational campaigns to remind and encourage consumers to sign up for their CSA share, including:
  - Food + Farms Film Festival – Tuesday, March 5, 2019
  - Find Your Farm event – Sunday, March 17, 2019

### Qualifications & Expectations:

- Interest/experience in local food, sustainable agriculture and food access
- Excellent written/oral communication skills, detail-oriented
- Proficient in the use of Microsoft Office suite and Google Drive

### How to Apply:

Please send a letter of interest, resume and three professional references (including email and telephone contact information) to [carrie@csacoalition.org](mailto:carrie@csacoalition.org). Also, please direct any questions regarding the internship to Carrie Sedlak at this same email.