



Bike the Barns Internship 2019

Applications Due Wednesday, March 20

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.

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, resource development and research. 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 community organizing experience and contribute to critical programs that work to build the strength and vitality of our local farms and increase access to healthy food.

Overall:

- Internships are open to everyone.
- This internship is a paid position, at \$8/hr.

Requirements:

- Commit 20 hours/week (a detailed schedule will be determined at the time of hire), hours are flexible and will vary depending on the stage of event planning.
- Commit to an agreed upon schedule for a minimum of 4 months. The position will run from late May to late September, although there is some flexibility around these dates.

Responsibilities:

Bike the Barns Support

- Assist with overall event coordination & administration, including:
 - Registration and rider communication and support
 - Outreach and promotion
 - Support site logistics and planning
 - Assist with volunteer coordination
 - Update documents and website materials as needed (optional)

Organizational Administration, Outreach & Special Events

- Support FairShare events and office responsibilities as needed in coordination with staff

Qualifications & Expectations:

- Interest/experience in event planning, local food, sustainability, and/or sustainable agriculture
- Excellent written/oral communication skills
- Meet with staff supervisor weekly or bi-weekly and with other staff as needed

To apply for the Bike the Barns FairShare CSA Coalition Internship please email carrie@csacoalition.org a resume and short cover letter addressing the following questions:

- Your interest in working at FairShare CSA Coalition and this position, in particular
- Describe your skill set related to customer service and/or event planning
- Provide examples of how you have used your professional written and verbal skills in previous positions
- Include details regarding your administrative experience
- Let us know how this position will help you achieve your future career plans

Please direct any questions regarding the internship to carrie@csacoalition.org