Position Title: Program Intern
Position Period: April to September, with some flexibility around start/end date
Location: This position will be primarily remote, with occasional hours at the FairShare office in Madison, WI
Hours: 15 hrs/week (Hours are flexible, and will vary depending on the stage of event planning.)
Wage: This internship is a paid position, at $10/hr.

FairShare CSA Coalition supports and connects farmers and consumers through Community Supported Agriculture (CSA). Through outreach and education we foster a cohesive network of farmers and community members who believe in a vibrant, just and healthy food system where all families have access to locally produced, organic food. 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.

The Program Intern provides foundational support for FairShare’s summer-long, Routes to Roots app-based event. This includes creating and collecting written, audio and visual content to feature in bike, driving, and walking tours, communicating with event participants and community partners, and assisting with event registration and logistics. This position will also support the administration of FairShare’s Partner Shares food access program.

Qualifications & Expectations:
FairShare is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity of expression, sexual orientation, national origin, genetics, disability, age, or veteran status. FairShare encourages applicants of all backgrounds to apply.

- Interest/experience in local food, sustainability, and/or sustainable agriculture
- Excellent written/oral communication skills
- Ability to consider different viewpoints and incorporate the perspectives of diverse communities into decision-making.
- Physical Requirements: Ability to sit at a desk and operate a computer for extended periods of time. This position makes occasional trips to tour sites, which may require walking over uneven terrain. Accommodations can be made.

Responsibilities:

Routes to Roots Event Support - 75%
- Assist with overall event coordination & administration, including:
  - Tour content curation (audio, video, and written) and Routes to Roots app support
  - Registration, rider communication and support
  - Outreach and promotions
  - Assist with volunteer coordination

Partner Shares Program Administration - 15%
- Assistance administering the Partner Shares food access program, including:
  - Email and phone communications with participants, farms, and community partnerships
  - Maintaining detailed program documentation and participant files

Organizational Administration, Outreach & Special Events - 10%
- Support FairShare events and office responsibilities as needed in coordination with staff
- Meet with staff supervisor weekly or bi-weekly and with other staff as needed

To apply for FairShare’s Program Internship please email liv@csacoalition.org a resume and short response to the following prompts:
- Your interest in working at FairShare CSA Coalition, and this position in particular
- Describe your skill set related to customer service, event planning, and/or any relevant experience
- Provide examples of how you have used your written and verbal skills
- Include details regarding your administrative experience and/or detail-oriented projects
- Let us know how this position will help you achieve your future career plans

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

Applications submitted by March 26 will be given priority