Bike the Barns Internship 2020

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.

Position Title: Bike the Barns Intern
Position Period: Late May to late September, with some flexibility around start/end date. (Must be able work the event on September 20, 2020)
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 $9/hr.

Qualifications & Expectations:
Employees are hired without regard to race, national or ethnic origin, religion, age, education, gender, sexual orientation, or disability. FairShare encourages applicants of all backgrounds to apply.

- Interest/experience in event planning, 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 processes.
- Physical Requirements: Ability to sit at a desk and operate a computer for extended periods of time.
- This position makes occasional trips to farm sites, which requires walking over uneven terrain, and may be asked to lift up to 20lbs. Accomodations can be made.

Responsibilities:
Bike the Barns Support - 85%
- 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

Organizational Administration, Outreach & Special Events - 15%
- 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 the Bike the Barns FairShare CSA Coalition 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 6 will be given priority