



Food Economy Intern
Hiring Immediately
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Posted November 26, 2018

The Montgomery County Food Council is an independent nonprofit that is leading the way to a more healthful and sustainable community by connecting stakeholders in a collaborative effort to address the broad range of issues connected to the food system in Montgomery County. The activities of the Food Council are accomplished primarily through our Working Groups, led by Council Members and populated by concerned residents with a shared commitment to making a positive impact in our food system: Food Recovery and Access, Food Economy, Food Education and Environmental Impact. The Food Council is currently seeking a self-motivated, skilled, and goal-oriented Food Economy Intern to assist staff with responsibilities related to Food Is Opportunity, an event that will be held on February 12, 2019 at Universities of Shady Grove (USG), as well as contributing towards other Food Council work.

This is a primarily work-from-home internship with occasional travel to meeting and event sites within Montgomery County, MD. The intern must commit to working through Food Is Opportunity on February 12th, 2019, and an extension of the internship beyond this date is likely. A minimum of 10 hours per week is required, in addition to being available from 8am-6pm on February 12th. On other days, the internship hours are flexible, and the wage is \$15/hr. The Food Economy Intern will report to the Development and Communications Manager.

Event Description: Food is Opportunity will be a three-part event, intended to engage the students and programs within the USG community with the County's thriving local food and beverage sector. The event will include two educational panels regarding food system careers and expansion within the local food system, as well as an expo featuring sampling from Montgomery County food and beverage businesses, and information tables hosted by USG programs and local partner organizations. The Food Council will showcase the diverse opportunities available within the food system, from unexpected career paths, to current job openings with local food businesses, to improved food access through on-campus initiatives, and more.

Roles and responsibilities of the Food Economy Intern include:

- Assist with planning logistics for Food Is Opportunity
- Participate in team meetings to help brainstorm event strategies
- Assist with creating and proofing content for distribution, including, but not limited to press releases, partner communications, email and social media content
- Track event registrations, and help organize event materials
- Assist with set up and take down at Food Is Opportunity
- Manage check-ins at the event
- Provide general administrative support to the entire Food Council staff
- Support ongoing Food Council projects as needed

The ideal candidate will have the following skills/attributes:

- In progress or completed Bachelor's Degree, with an interest in food system issues
- Self-motivated, able to work independently, and organized
- High level of accuracy and an attention to detail
- Strong professional communication and writing skills
- Proficiency in Excel is a plus

To apply, please email a cover letter and resume to info@mocofoodcouncil.org by December 10th with the subject line "Food Economy Internship Application." No phone calls please.