



INTERN: JUST FOOD DIGITAL PROJECT MANAGER

ABOUT JUST FOOD

Just Food envisions a sovereign and healthy food system rooted in racial, social, economic, and environmental justice. Since 1995, Just Food sparks community members into action- on the individual, community, and systemic level through our dynamic learner-centered trainings, community- led direct to farm access models, grassroots advocacy efforts and successful convenings.

POSITION DESCRIPTION

Just Food is seeking a digital project manager to manage the transition and launch of our website (built on SquareSpace). Your main responsibilities will include:

- Developing project plan, timeline and schedules for key phases of the project, including content development, website creation and deprecating the previous website.
- Tracking project progress and provide regular updates to Just Food Executive Director and staff.
- Assist with developing page templates, building new web pages, and receive Executive Director approval on all content. Provide support and training to staff on how to update content on new website.
- Liaise with SquareSpace customer support for troubleshooting and resources (i.e. tips, webinars, workshops, etc). Also serve as point of contact for Storepoint, third party provider of community partner map.
- Manage 1 intern who will assist with content transition.

QUALIFICATIONS

- Passion for social justice and community empowerment.
- Ability to work well in teams with diverse groups across race, class, and urban/rural divides.
- Experience managing web projects (website transition experience a plus).
- Excellent communication and interpersonal skills, with the ability to multi-task and willingness to learn new skills.
- Ability to be flexible and patient with a sense of humor.
- Computer skills (Microsoft Word, Excel, Google Apps and Internet research) strongly preferred.
- Familiarity with SquareSpace preferred, but not required.

TIME FRAME

- Starts ASAP and runs through August, exact start and end dates are flexible.
- 12-24 hours/week (option for combination of in-office and remote work if desired).

COMPENSATION

This internship is unpaid. Just Food will also provide interns with a positive reference upon successful completion of their internship.

HOW TO APPLY

This position reports to Just Food Executive Director. To apply, send an email to jobs@justfood.org with the subject line "Digital Project Manager." Please attach your resume, your weekly availability, and a short cover letter addressing the questions below (1-3 sentences per question is sufficient):

1. What are you hoping to gain from this internship with Just Food?
2. What does food justice mean to you?

If your application has been selected for consideration, we will contact you to schedule an interview. Thank you for your interest in volunteering with Just Food!