



## EVENTS INTERN: JUST FOOD CONFERENCE 2017

### ABOUT JUST FOOD

Just Food's mission is to empower and support community leaders in their efforts to advocate for and increase access to locally and sustainably grown food, especially in underserved NYC neighborhoods. Just Food provides training and education to community members to help them launch projects like farmers' markets and CSAs, provide education in basic culinary and urban agriculture skills for their neighbors, and advocate to make their corner of New York City a healthier place to live and eat.

### ABOUT THE JUST FOOD CONFERENCE

The 2017 Just Food Conference will be held on Sunday, March 12th and Monday, March 13th at Teachers College, Columbia University. "A Call to Collaboration" is the 2017 conference theme and we couldn't be more thrilled to present this year's conference in partnership with the [Tisch Food Center](#) and [Farm School NYC](#). Annually the Just Food conference brings together over 800 community organizers, urban and rural farmers, policy makers, CSA members, educators, and food enthusiasts for a full day of workshops, panels, policy discussions, and good food. This year we excited to be able to extend the conference into a two day event.

With each conference, we aim to address the following objectives:

- Highlight community-driven efforts to tackle racial and economic inequities our food system.
- Feature diverse speakers who don't often have a mainstream platform.
- Offer concrete tools, skills, and learning opportunities relevant to grassroots groups.
- Educate attendees about current strategies and opportunities to advocate for equitable food policy.

### POSITION DESCRIPTION

Just Food seeks 3-4 interns to assist with the planning and implementation of the 2017 Just Food Conference. Events Interns will work both collaboratively and independently, with supervision and guidance from the Conference Producer. Each internship will focus on of a specific area of planning based on the individual's skills, interests, availability, and Just Food's needs. Roles may include any of the following responsibilities:

- Coordinating and providing support to speakers and workshop leaders.
- Coordinating and providing support in-kind food donors and event sponsors.
- Managing conference scholarship distribution process (outreach, application review, communication with applicants).
- Managing work assignments, coordination and communication with conference volunteers.
- Updating and editing content and images for conference website.
- Drafting content and themes for press releases, email blasts, social media, and other promotional efforts.
- Providing support with logistics and general event production tasks (venue layout, schedule, signage, accessibility).
- Assist with day-of event management and execution.

- Provide administrative support to Just Food staff.

## QUALIFICATIONS

- Passion for social justice and community empowerment.
- Ability to work well in teams with diverse groups across race, class, and urban/rural divides.
- Ability to be flexible and patient with a sense of humor.
- Reliable, punctual, and able to work independently as well as collaboratively.
- Communication, writing, editing, research, and organizational skills, a plus, not required.
- Computer skills (Microsoft Word, Excel, Google Apps and Internet research), a plus, not required.
- Marketing/PR/Social Media/Events background a plus, not required.

## TIME FRAME

- Starts ASAP and runs through early April, 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, although the organization will cover transportation costs when travel is required outside of the office. Just Food is happy to work with students so that they may receive school credit when possible. 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 Staff. To apply, send an email to [jobs@justfood.org](mailto:jobs@justfood.org) with the subject line "Events Intern-Just Food Conference." 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?
3. What interests you about the Just Food Conference?

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!