

**SUSTAINABLE AGRICULTURE &  
FOOD SYSTEMS FUNDERS**



## **Sustainable Agriculture & Food Systems Funders – Intern Position**

### **Description:**

Sustainable Agriculture & Food Systems Funders (SAFSF) is seeking a winter and spring term intern (approximately January 20 – June 20, 2014) to assist SAFSF’s Program Manager in organizing the Annual Forum. The ideal candidate will have excellent knowledge of Google Docs and Microsoft Office programs; be a quick learner; and be able to juggle multiple tasks at once. Experience with online database systems and website editing skills a plus.

The Annual Forum (<http://www.safsf.org/category/events/forums/>) is SAFSF’s three-day premier event attended by approximately 200 funders and non-funder speakers from around the country. The Forum is a combination of in hotel workshops, plenaries, and networking sessions, as well as site visits that get the participants out of the hotel and learning from experience.

The intern will gain hands-on experience in a dynamic nonprofit environment while working on the development of the Annual Forum. Tasks will include (but are not limited to): assistance with writing and editing Forum materials; participating in planning committee calls; planning program logistics; entering information into databases; tracking registration information; and helping with onsite logistics.

This is an unpaid internship. SAFSF will cover the costs of traveling to Denver, CO for the Forum, June 15-20, 2014. The intern **must** be available to travel for the dates of the Forum. The internship will consist of approximately 10-15 hours per week for academic credit; a specific schedule will be mutually developed. Weekly meetings with staff will be used to help the intern guide his/her workflow throughout the internship.

### **Qualifications:**

- Excellent computer skills and experience with Microsoft Office and Google Docs.
- Excellent analytical, writing, and interpersonal skills
- Strong attention to detail
- Ability to work on multiple projects; manage time efficiently; and learn quickly
- An interest and/or coursework in sustainable agriculture, food systems, and/or philanthropy
- Commitment to SAFSF’s mission and values
- Website, online database, graphic design, and video editing experience or coursework a plus

### **About SAFSF:**

SAFSF is an international network for grantmakers that works to foster communication, shared learning and information exchange about issues connected to sustainable agriculture and food systems. Based in Santa Barbara, SAFSF seeks to carry out its mission by providing opportunities for collaboration, increasing awareness of the issues as well as funding needs, and expanding beyond the current

membership to increase support and funding for organizations that (i) promote sustainable and just food production; (ii) link to concerns about sustainability and justice of our food system; and/or (iii) connect food production with issues of environmental stewardship, diet and health, and viability of communities.

SAFSF Values: Collaboration; Diversity; Regionalization and localization; Environmental integrity and Stewardship; and Community. A detailed description of our values can be found online at <http://www.safsf.org/who/safsf-values/>.

**How to apply:**

This position reports to the Program Manager. Please submit a 1-page letter of interest (including dates and hours of availability), and resume/vitae, via email by December 2, 2013, with subject line “SAFSF Internship Application” to [bridget@safsf.org](mailto:bridget@safsf.org).

**Timeline:**

Applications due December 2, 2013.

Candidates selected for an interview will be notified by December 6, 2013.

Interviews will take place the week of December 9, 2013.

The internship will start near January 20, 2014 depending on schedules.