



Inter-Faith Food Shuttle

We feed. We teach. We grow.

Farm Stand Manager Internship

BACKGROUND: The Food Shuttle Farm is a ten-acre urban production farm in the heart of Raleigh dedicated to growing the freshest produce possible for the Food Shuttle's hunger relief programs. Eighty percent of produce grown is distributed through Food Shuttle Mobile Markets and school pantries. The remaining twenty percent of produce is sold to local restaurants and at the farm stand. All proceeds from sales support the organization's programming.

RESPONSIBILITIES: The Food Shuttle farm seeks an intern to manage the farm stand. The intern will learn project management marketing basics while supporting Farm Stand operations in a variety of ways. Responsibilities include:

- Track inventory and sales of produce sold at the Farm Stand and prepare a weekly report for the farm staff.
- Collaborate with farm staff to update Farm Stand operating procedures outlined in an official manual.
- Promote the Farm Stand through email and social media. The intern will be responsible for emailing customers weekly updates using Constant Contact and creating weekly Facebook and Instagram posts.
- Create produce displays at the Farm Stand to optimize space, storage and visual appeal of the product.
- Develop new merchandising strategies to enhance produce sales. This will include visiting nearby grocery stores and farmers markets for ideas and inspiration. The intern will be responsible for recording new strategies in the farm stand manual.
- Interact with customers while working at the Farm Stand to promote the organization's mission and increase awareness of the farm's role within the organization.
- Work alongside farm staff and volunteers to harvest produce to be sold at the Farm Stand. This involves 2-3 hours of fieldwork once a week.
- Interns must complete required training and orientation provided by the farm team.

REQUIREMENTS:

- Interns must complete required training and orientation provided by the farm team.
- Enjoy working in a team environment.
- Friendly and outgoing demeanor, eager to engage customers and volunteers in discussions about the organization's mission.
- Must be prompt and can commit to a set schedule.
- Excellent attention to detail.
- Must have reliable transportation.
- Manage budgets.
- Good organizational skills and the ability to manage a variety of tasks.
- Strong interpersonal skills and the ability to deal with a diverse range of people.

HOURS: The internship is from April 2, 2018 to end of August. Intern must commit to a minimum of 15 hours per week. The position will require occasional Saturday availability.

LOCATION: The Food Shuttle Farm, 2300 Dover Farm Road, Raleigh 27606.

COMPENSATION: This is an unpaid internship.

TO APPLY: Submit your completed application, resume, and two references to Janny Chappell at janny@foodshuttle.org.



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Farm Stand Internship Application

Please email completed application and a current resume to
Janny Chappell at Janny@FoodShuttle.org.

Name: _____

Address: _____

Phone: _____ Email: _____

Please select your positions of interest:

___ Farm Stand Manager

___ Farm Stand Assistant Manager

___ Farm Stand Volunteer Coordinator

***Use the table below to include a weekly schedule of your outside responsibilities
(work/school/etc.)**

<i>EXAMPLE</i>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>8-9:30am Class</i>						
<i>10am-2pm Work</i>						
<i>5-6:15pm Flag football</i>						

Questions *(please limit total response to two pages):*

1. Why are you interested in interning with Food Shuttle Farm?
2. What related previous experience do you have, if any (not a requirement)?
3. What practical skills and knowledge do you hope to acquire through this experience?
4. Do you have experience working in the agriculture field?
5. Please tell us something interesting about yourself (hobbies, pastimes, travels, etc.).
6. Please list 1-2 references (professional or educational) and their contact information (phone or email) that would be willing to speak on your behalf.
7. Do you have any concerns or limitations that might affect your ability to fully participate in this internship?