



## Northeast Organic Family Farm Partnership Program & Communications Intern

### **Program & Communications Intern**

The Northeast Organic Family Farm Partnership seeks a part-time Program & Communications Intern to support the development of a Chef Partnership program and ongoing communications through social media and partner reports. **This temporary position starts in May 2022 and runs for 16 hours per week for three months.** This role is a remote position, and the individual may be located anywhere in the Northeast.

The Program & Communications Intern will report directly to the Executive Director and work closely with the Partnership board and advisors.

### **Essential Duties and Responsibilities**

In supporting the development of a Chef Partnership program, responsibilities will include:

- Complete research of chefs and restaurants in the northeast and identify potential chef partners; make recommendations to the executive director;
- Create an introductory package for chef partners;
- Assist with outreach to chefs and restaurants, including calling, emailing, scheduling and follow-up;
- Develop a strategy for measuring the program's success, and create reporting mechanisms that can be used for updating the board, partners, and press.

In supporting the ongoing communications through social media and partner reports, responsibilities will include:

- Assist with the regular creation and posting of social media posts on Twitter, LinkedIn, and Facebook to announce new partners and share noteworthy updates
- Tracking social media posts from partners' pages and cross-posting as appropriate
- Assist in creating reports and email updates to strengthen relationships with brand partners, retail partners, and funders.

### **Other Duties and Responsibilities**

- Notetaking and time tracking for assigned duties
- Participate in Board and partner meetings as schedule permits

### **Education and Experience**

- College degree or currently enrolled in undergraduate/graduate program, or three years of equivalent experience
- Excellent performance history in prior positions

### **Knowledge, Skills, and Abilities**

- Previous experience, knowledge, or interest in:
  - The local food system, agriculture
  - Commercial food production
  - Dairy industry
- Experience with Microsoft Office applications, including Word, Excel, and PowerPoint
- Familiarity with Google Drive and related applications
- Excellent verbal and written communication skills
- Responsive and prompt in communications
- Organized, including the ability to manage time and implement projects
- Proven ability to ensure completeness, accuracy, and timeliness in all work
- Ability to work independently and remotely; self-motivated and conscientious
- Exceptional troubleshooting and problem-solving skills; ability to resolve issues proactively and creatively
- Ability to develop good working relationships with organizational colleagues, partners, and contractors
- Passion and interest in the Partnership's mission

## **Compensation**

The Program & Communications Intern is a contractual, temporary, part-time position working approximately 16 hours per week with an anticipated end date of August 2022. Hourly pay is \$20/hour.

## **About the Northeast Organic Family Farm Partnership**

In August 2021, 135 organic family dairy farms across eastern New York, Vermont, New Hampshire, and Maine were suddenly and unexpectedly notified that their contracts with Horizon Organic and Maple Hill Creamery would not be renewed after the following year. In response to this crisis, the Northeast Organic Family Farm Partnership (NOFFP) was formed to increase the regional demand for organic milk produced in the northeast by family farms. Increased demand for regionally supplied organic milk is necessary to save the at-risk farms, build market stability for the dairy industry, and create resiliency in the northeast regional food system as our family farms disappear at increased frequency.

The only long-term solution for these farmers, and all of the region's organic family farmers, is to encourage grocers, food co-ops, restaurants, and foodservice venues to increase their purchases from the brands that purchase milk from the region.

The NOFFP's program has three pillars:

- Brands - We engage with 35 brands committed to sourcing milk from regional organic family farms. These are our "Brand Partners."
- Retailers - We invite retailers and institutional foodservice outlets to join by committing to promoting products from Brand Partners by signing a license agreement to use our trademarked NOFFP seal in their in-store and digital outreach. These are our "Retail Partners."

- Consumers - We circulate a pledge asking consumers to buy one-fourth of their weekly dairy purchases from the Brand Partners and to patronize the Retail Partners.

The partnership is fiscally managed by the Maine Organic Farmers and Gardeners Association (MOFGA) and is a 501(c)3 organization located in Maine.

Website: [www.saveorganicfamilyfarms.org](http://www.saveorganicfamilyfarms.org)

**To apply for this position**, submit a cover letter indicating why you think you'd be a good candidate for the role and your resume to [olga@saveorganicfamilyfarms.org](mailto:olga@saveorganicfamilyfarms.org). Please include "Partnership Intern" in the email subject line. The deadline to apply is April 29, 2022.