

SUSTAINABLE AGRICULTURE &
FOOD SYSTEMS FUNDERS



Sustainable Agriculture and Food Systems Funders (SAFSF)
Job Announcement
Program Intern
(Paid, Part-time)

Overview:

The Sustainable Agriculture and Food Systems Funders (SAFSF) (www.safsf.org), a project of New Venture Fund is seeking a **Program Intern**. This position is a part-time (20 hours/week) paid position and intended for a **graduate student or someone with equivalent experience**. The intern must be detail-oriented, with professional communication skills in writing and in group settings. The position heavily involves group coordination and project planning, and careful attention to deadlines is critical.

Projects:

- **Programs:** Under the supervision of the Program and Operations Director and working closely with the Executive Director and Program Associates, the Program Intern will assist with SAFSF's core programming related to the Annual Forum and Policy work, including but not limited to:
 - Event logistics; online registration; speaker research/invites/logistics; session planning calls; note taking; preparation of event materials; post-meeting follow-up; and other tasks as needed.
 - Assist with speaker and consultant travel/reimbursements for Forum and Policy Briefing.
- **Administration and Organizational Development:**
 - Participate in weekly staff meetings
 - Assist in database upkeep and other administrative tasks as requested.
- **Self-directed Project:** Under the supervision of the Program and Operations Director, the intern will develop a self-directed project related to SAFSF policy activities.

Qualifications:

- Dedication to the values promoted by SAFSF: equity, collaboration, respect, stewardship, and integrity.
- Must be graduate student or have equivalent experience
- Strong research, writing, and oral communication skills.
- Strong computer skills (expertise with Microsoft Word, Excel, and email client required; experience with databases (Salesforce) desirable).
- Organized and motivated self-starter able to manage multiple tasks simultaneously and meet deadlines.
- Ability to generate new ideas and translate them into actionable activities.
- Must have a high level of discretion and confidentiality for both business and personal affairs.
- An interest in philanthropy, sustainable agriculture and food systems, and equity would be well-suited to this position.
- Fluency in English required.
- Reliability, flexibility, quick mind, commitment to lifelong learning, team player, and sense of humor are strongly valued.

Anticipated Start Date: August 1-15, 2017 (with flexibility)
Anticipated End Date: December 15-22, 2017 (with flexibility)
Reports to: Program and Operations Director
Compensation: \$18/hour
Commitment: 20 hours per week.

- Location flexible; remote-based position.
- Must be available Mondays from 10:00 – 11:00 am PT. Final schedule to be determined once hired; most work hours to be scheduled between 8:30 am – 4:30 pm PT.
- Must be able to travel during the following dates:
 - August 28-31, Spokane, WA (2018 Forum Planning)
 - December 4-7, Washington, DC (2017 Annual Policy Briefing)

Background about SAFSF:

SAFSF is an international network of grantmakers and investors that provides networking, educational, and collaboration opportunities for those interested in and supporting sustainable agriculture and food systems change. SAFSF facilitates greater discussion and awareness of the integral links between agriculture, food systems and other issue areas like health, climate change/energy, smart growth, education, trade, and rural development.

SAFSF envisions a world in which food and agricultural systems enhance and sustain the well-being of people, animals, and our planet—now and into the future. Our mission is to create networking, educational, and collaboration opportunities for the philanthropic community working to support vibrant, healthy, and just food and farm systems.

Values – collaboration, equity, respect, stewardship, and integrity – drive our organization on an everyday basis. We use these values to guide our decision-making process in all our work, from developing programs and hiring new staff to choosing caterers and hotels. We are committed to seeing these values embedded in everything we do. The word “sustainable” is part of our name; it encompasses environmental, economic, and social concerns, and we feel a sustainable future must incorporate all of these values.

SAFSF is under the fiscal sponsorship of New Venture Fund.

How to apply:

Applications Due May 30. Position will be filled by June 23. Please apply at: <https://fastfor.ms/39255>. You will be asked to include a cover letter, resume, and brief writing sample (1-3 pages). Please contact jobs@safsf.org with any questions.

New Venture Fund/SAFSF is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.