



Bike the Barns Internship 2023

FairShare CSA Coalition connects farmers and consumers through Community Supported Agriculture (CSA). Through outreach and education, we are building toward a fair and equitable food system in which small-scale farms can thrive and all families have access to locally produced, organic food. Staff are passionate and enthusiastic about our work, and we recognize that everyone on the team is involved in our organization's vision and success. We value integrity, initiative, and open communication.

Bike the Barns is FairShare's largest fundraiser. Proceeds from the ride benefit our organization and the Partner Shares Program, which helps limited-income families afford farm-fresh veggies through CSA shares. Bike the Barns is a day-long biking event featuring farm tours of area FairShare farms, gourmet local food, on-farm activities, and live music.

FairShare interns are key members of our team and assist with all aspects of the organization's work. You will gain valuable community organizing experience and contribute to critical programs that work to build the strength and vitality of our local farms and increase access to healthy food.

Position Title: Events Intern

Position Period: Early May to late September, with some flexibility around start/end date and reduced hours in May. (Must be able to work the event on September 17, 2023)

Hours: 18 hrs/week (Hours are flexible, and will vary depending on the stage of event planning.)

Wage: This internship is a paid position, at **\$12/hr.**

Qualifications & Expectations:

FairShare is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. FairShare encourages applicants of all backgrounds to apply.

- Interest/experience in event planning, local food, sustainability, and/or sustainable agriculture
- Excellent written/oral communication skills
- Ability to consider different viewpoints and incorporate the perspectives of diverse communities into decision-making processes and communications.
- *Physical Requirements:* Ability to sit at a desk and operate a computer for extended periods of time. This position makes occasional trips to farm sites, which requires walking over uneven terrain, and may be asked to lift up to 20lbs. Accommodations can be made.

Responsibilities:

Bike the Barns Support - 80%

- Assist with overall event coordination & administration, including:
 - o Registration and rider communication and support
 - o Outreach and promotion
 - o Support site logistics and planning
 - o Assist with volunteer coordination
 - o Update documents and website materials as needed

Organizational Administration, Outreach & Special Events - 20%

- Support FairShare events and office responsibilities as needed in coordination with staff
- Meet with staff supervisor weekly or bi-weekly and with other staff as needed

To apply for the Bike the Barns FairShare CSA Coalition Internship please email tess@csacoalition.org a resume, three references, and short response to the following prompts:

- Your interest in working at FairShare CSA Coalition, and this position in particular
- Describe your skill set related to customer service, event planning, and/or any relevant experience
- Provide examples of how you have used your written and verbal skills
- Include details regarding your administrative experience and/or detail-oriented projects
- Let us know how this position will help you achieve your future career plans

Please direct any questions regarding the internship to tess@csacoalition.org

Applications submitted by February 6 will be given priority.