Title: Partner Shares Program Intern  
Supervisor: Program Manager  

Position Period: Early January - Mid-May 2023, with some flexibility around start/end date.  
Location: Hybrid work environment with some regular in-office tasks, as well as the ability to conduct some work remotely (FairShare's main office is in Madison, WI)  

Hours: 15 hrs/week. 300 hours total* (Hours are flexible, and will vary depending on program needs.)  
*Possibility to extend internship into the Summer/Fall with other FairShare internships (i.e. Summer Events Intern)  

Compensation: This internship is a paid position, at $12/hr. 

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. 

Organization and Position Overview:  
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. Our Partner Shares Program provides financial assistance to eligible households toward the purchase of CSA shares. Partner Shares Program Interns are the primary administrators of the program and will assist households with their applications, provide updates to farmers, and ensure thorough program documentation. Interns play a critical role in all aspects of the organization's work, including outreach campaigns, administrative tasks, virtual event coordination, and resource development.  

We offer a friendly and supportive workplace culture. 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. And our focus on delicious food is a throughline for our work and informal time together. 

Responsibilities:  
Partner Shares Program - 80%  
● Overall program application administration  
○ Email and phone follow up, maintaining detailed program documentation and participant files  
○ Ongoing communications with applicants, participants and farmers  
● SNAP/EBT benefits processing (in-office)  
● Partnership-building with area leaders and community centers  

Organizational Administration, Communications/Outreach and Special Events - 20%  
● Manage main organizational email account, fulfill merchandise orders, respond to general inquiries  
● Support FairShare staff with events, outreach efforts, and other administrative tasks as needed  
● Support Communications Coordinator with organizational communications as needed  
● Meet with staff supervisor weekly or bi-weekly and with other staff as needed  

Qualifications & Expectations:  
● Interest/experience in local food, food access, and/or sustainable agriculture  
● Ability to consider different viewpoints and incorporate the perspectives of diverse communities into decision-making processes and communications.  
● Excellent written/oral communication skills  
● Proficient in Google Workplace applications  
● Physical Requirements: Ability to sit at a desk and operate a computer for extended periods of time.  

Apply:  
To apply for the Partner Shares Internship please email liv@csacoalition.org with the following:  
1) Resume/CV  
2) Contact information for three professional references  
3) 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, and/or any relevant experience working with diverse populations  
● 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  

Position is open until filled. Applications will be reviewed on a rolling basis.