



foodsystem  
economic partnership

[www.fsepmichigan.org](http://www.fsepmichigan.org)

## Internship Announcement

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**DEADLINE: This position will remain open until filled.**

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### Overview of Major Project Responsibilities

The Food System Economic Partnership is a nonprofit focused on agricultural economic development. Our mission is to catalyze change that results in vibrant and sustainable food economies in communities across southeast Michigan.

▫ **COMMUNICATION: Developing Education and Marketing Materials**

A variety of publicity and education media will be used to promote program objectives, report the ongoing results of the program, and reach/inform potential and engaged participants. A program brochure, monthly e-newsletter, annual report, interactive multi-media website, various press releases via print and radio, and miscellaneous publications (handouts, fact sheets, displays, etc.) are examples of materials to be created and distributed. Assist in planning of FSEP annual conference. Host outreach events.

▫ **PROGRAMS: Farm to Institution**

Assist the FSEP Farm to Institution Director in coordination of farm to institution program involving participating institutions serving food in their operations that have been sourced from area farms. Tasks include coordination of outreach events, public relations, preparation of workshop materials, and other duties as assigned.

▫ **PROGRAMS: Business Development**

Assist the Business Development Chair and the Business Development Specialist in conducting outreach with farmers and food system entrepreneurs in the five-county FSEP region.

▫ **PROGRAMS: Policy**

Assist the Policy Committee Chair and Executive Director with administrative functions including minute taking and meeting coordination. Assist in creation of research and policy briefs, conduct advocacy with elected officials and other stakeholders regarding policy issues, and assemble policy materials.

### ▯ **FUNDING: Pursue Supplemental Funding**

There will be ongoing effort to continue pursuing supplement and complementary grants from both the Federal and State programs to continue this current initiative, as well as expand FSEP's overall direction. Grant research and grant application assistance is needed.

## Other General Duties

- ▯ Answering public inquiries and participant requests
- ▯ Facilitate communications among stakeholders
- ▯ Special events staffing (occasional evenings and/or weekends may be required)
- ▯ Administrative work: scheduling meetings, preparing mailings, assisting with meeting summaries, developing databases and project website.
- ▯ Taking notes and drafting summaries

## Requirements

***Please note: a minimum commitment of 3 months is required***

- ▯ Working knowledge of or interest in food systems issues in a business/economic and environmental context desirable, but not necessary
- ▯ Strong written and verbal communication skills
- ▯ Good organizational capacity and attention to detail and ability to work well independently
- ▯ Professional demeanor
- ▯ Self-motivation and a desire to learn through hands on experience

**Hours:** Flexible. A minimum of 8-10 hours/week is requested with additional hours as schedule permits

## Incentives

- ▯ Flexible hours to accommodate your schedule
- ▯ Meetings and field trips to a number of area food system sites: farms, extension service offices and food production facilities
- ▯ Exposure to a number of local units of government, community organizations and businesses in a professional capacity
- ▯ Experience in project management, community activism, and grant administration
- ▯ A great networking opportunity for someone interested in a career in food system development policy and business
- ▯ **Note: This is a volunteer position. Work study candidates are also considered.**

## To Apply

□ Email cover letter and resume to Jennifer Fike ([fikej@fsepmichigan.org](mailto:fikej@fsepmichigan.org)). This position will remain open until filled.

**For more information, please contact:**

**Jennifer Fike, Executive Director**

Food System Economic Partnership

P.O. Box 8645, Ann Arbor, Michigan 48107

**Phone: 734.222.6859 Fax: 734.222.3990**

**Email: [fikej@fsepmichigan.org](mailto:fikej@fsepmichigan.org)**