



Our mission is to support and grow a food system in Maricopa County that is equitable, healthy, sustainable, and thriving.

Maricopa County Food System Coalition (MarCo) Internship

Time Commitment: 5 hours per week average

Duration: September 2023 – August 2024

Compensation: \$15 per hour stipend

Organizational Overview

The Maricopa County Food System Coalition is a voluntary community organization advocating for the regeneration and advancement of an equitable local food system in Maricopa County, Arizona. Our local food system includes growing, harvesting, processing, packaging, transporting, selling, eating, recycling and composting, as well as considering how each affects the community, the environment, and the economy. We focus on innovative and collaborative solutions to issues through the work of our work groups and committees. MarCo is made up of a broad cross section of members interested in improving the food system in the county. The group includes representatives from agriculture, public health, food access, food processing, the regional community, and municipal government.

Internship Overview

The Maricopa County Food System Coalition's Intern program aims to support and develop talented professionals who are dedicated to changing the food system for the better. The ideal candidate is someone who has a passion for improving the local food system and creating collaborative solutions. The Intern will work closely with Coalition members to support the ongoing operations, projects, and activities of the Coalition. The Intern will also look to foster new opportunities that promote and support the mission of the Coalition. The work will be done remotely, at a location of the intern's choosing. However, there will be meetings throughout the county, primarily in the Phoenix Metropolitan Area. The Intern will have the unique opportunity to participate hands-on in system-wide efforts to improve and strengthen the food system of the fourth most populous county in the country.

Learning opportunities include:

- Understanding and exploring gaps and opportunities within the Maricopa County food system
- Interacting and networking with a broad and diverse group of individuals and organizations dedicated to supporting a strong food system in Maricopa County
- Implementing the findings from a county-wide food system assessment
- Working with policy makers and stakeholders to analyze local policies related to food and agriculture
- Managing logistical tasks of a functioning coalition
- Implementing strategies for organizational sustainability, including fund development
- Developing communications, outreach and marketing strategies and techniques
- Developing membership recruitment and retention strategies
- Participating in job shadowing and mentoring with Coalition members

Responsibilities:

- Attend all monthly coalition meetings (fourth Thursday of every month at 9 – 10:30am (no meetings in July or December) and relevant workgroup and committee meetings ([Meeting Calendar Here](#))
- Maintain Coalition’s internal communication platforms (Google Drive, Google Groups, Calendar) Update organization website using Wordpress with current events, relevant news, meeting notifications
- Plan, write, and manage social media content and e-newsletters (often in coordination with Coalition members)
- Provide support for specific projects relating to municipal food and agricultural policies
- Assist in implementing sustainability, membership, and fundraising plans
- Develop an annual report detailing Coalition accomplishments and goals
- Assist in planning and implementing the Coalition’s annual event, “Meet MarCo”
- Make recommendations about policies and procedures for a more effective and impactful Coalition
- Support the goals and action items of the Coalition’s strategic plan

Applicants should have:

- Genuine enthusiasm for coordinating a network of people to publish educational materials and implement solutions for a healthy, sustainable, equitable, and thriving local food system
- Desire to learn from and contribute to a collaborative environment
- Effective organizational and time management and program management skills
- Excellent written and oral communication skills
- Ability to work well with and build consensus among a diverse group of people
- Proficiency with Google Communications platforms and a firm grasp of social media tools including Facebook, Instagram, LinkedIn, Twitter, and Canva for promoting materials
- Access to a laptop or similar device
- Must be a current student or recent graduate with a degree in related field (e.g. sustainability, food systems, nutrition, public health, program management, public and nonprofit administration)
- Reliable transportation

To apply for the Maricopa County Food System Coalition Internship, submit a cover letter, resume, and written response (see prompt below) to marcoalitionchairperson@gmail.com by

5:00 PM on September 1, 2023.

Please use “**lastname.interncoverletter**” and “**lastname.internresume**” as the file names. If you have any questions, please contact marcoalitionchairperson@gmail.com.

Please also include in your application a writing sample with answers to the following questions in 150- 200 words each:

What do you hope to learn from this internship?

How will your past experiences enable you to contribute to the Coalition?

What role do you see yourself playing in the food system?

Please use the file name “**lastname.internwritingsample**”