



Intertribal Agriculture Council Internship Posting

Partner Communications Internship

(1 position will be filled)

About the Intertribal Agriculture Council

The Intertribal Agriculture Council (IAC) is a national organization promoting the use of Indian lands for the benefit of Indian people. Since its inception in 1987, the IAC has provided programming to Indian producers across the country and has been recognized as one of the most trusted voices of Indian agriculture. The IAC recognizes Indian producers as descendants of the original stewards of this land, and has tailored their programming to provide necessary technical assistance in navigating USDA programs, developed direct access to markets for Indian foods, created conservation and land management planning resources, and established a one-of-its-kind youth leadership pipeline that is making waves across the country. For more information, visit www.indianag.org.

About the National Farm to School Network

The National Farm to School Network (NFSN) is an information, advocacy and networking hub for communities working to bring local food sourcing and food and agriculture education (including gardens) into schools and early care and education (ECE) settings. Farm to school empowers children and families to make informed food choices, while strengthening the local economy and contributing to vibrant communities. NFSN provides vision, leadership and support at the state and national levels to connect and expand the farm to school movement. Our network includes national staff, Core and Supporting Partners, an advisory board and thousands of farm to school supporters. For more information, please visit www.farmtoschool.org. NFSN is a project of Tides Center, the nation's largest fiscal sponsor. Tides Center is a nonprofit organization based in San Francisco that works with individuals, groups and funders to implement and accelerate positive social change in the nonprofit sector. For more information, please visit www.tides.org.

Position Description

Intertribal Agriculture Council is seeking one (1) Communications Intern to support their role as National Farm to School Network Partner of the Year. While this intern will be hired by the IAC, the primary focus of their efforts will be committed to content development and dissemination of information and resources to membership of both organizations (IAC & NFSN). This uniquely designed internship position will offer an inside understanding of two national organizations that are improving the health of our Tribal communities.

This position will commit to the following roles:

- Serve as a liaison between the partnering organizations, gaining high level exposure to communications and program management.
- Engage as a member of the NFSN Communications Team, working closely with NFSN staff and partners, gaining hands-on experience in digital media and farm to school programming.



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- In supporting the NFSN Programs Team, works closely with the Farm to School in Native Communities Program Manager on specific projects related to advancing farm to school in Native Communities.
- Align and relate NFSN communications and efforts directly with IAC programming.
- Engage at the NFSN Annual Meeting, April 29 - May 2, 2019 in Tampa, FL
- Support the enhancement of a Tribal Producer Toolkit for navigating farm to school programming.

This is a temporary position with a projected start date of April 8, 2019 and end date of December 31, 2019. The Communications Intern will report to the NFSN Communications Manager and Program Manager, while working closely with IAC Public Relations Director, and will work approximately 10 hours per week.

Essential Duties and Responsibilities

The Communication Intern will contribute to the development and dissemination of information and resources, including:

NFSN Responsibilities:

- Weekly Newsletter: Collate action items, opportunities, and information from staff and partners, including farm to school in Native Communities and equity in farm to school content; draft *This Week in Farm to School* emails and post content to blog.
- Content Development: Assist with drafting blogs, newsletter content, and/or social media copy. Content will include significant focus on integrating a Native worldview and bringing indigenous voices to our content, including for Native American Heritage Month (November).
- General Information: Monitor info@farmtoschool.org and assist in replying to general inquiries.
- Media Tracking: Review Google Alerts to identify relevant farm to school stories and mentions of NFSN, IAC, and/or Core and Supporting Partners, including farm to school in Native Communities and equity in farm to school stories; log content in media tracker.
- Story banking: Interview native practitioners (identified by staff) to record their farm to school stories and experiences; assist with updating existing NFSN story bank processes and infrastructure; use stories to develop blog content.
- Assist the NFSN Program Manager with programmatic needs related to carrying out the organization's work with farm to school in Native communities and in advancement of racial and social equity through farm to school.

IAC Responsibilities:

- Align NFSN responsibilities with IAC programming.



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- Communicate with IAC Staff the efforts being made in the Partner of the Year collaboration.
- Support the enhancement of a Tribal Producer Toolkit for navigating farm to school programming in native communities.
- Train IAC Staff and affiliates on the Tribal Producer Toolkit upon completion.

Other Duties and Responsibilities

- Prepare for and participate in weekly check-ins and staff meetings.
- Complete monthly reporting forms (e.g., monthly indicators survey, communications evaluation reporting).
- Travel as needed, including the NFSN and IAC Annual Meetings and other duties of the position. The NFSN Annual Meeting is April 29 – May 2, 2019 in Tampa, FL. The IAC Annual Meeting is December 9-12, 2019 in Las Vegas, NV.

Education and/or Experience

- High School Diploma or Equivalent
- Excellent performance history in prior positions

Knowledge, Skills and Abilities

- Excellent verbal and written communication skills
- Strong organizational skills, with interest in developing project workflows
- Experience using Facebook, Twitter and Instagram in a professional context
- Previous experience, interest or passion in the field of farm to school, food sovereignty, child nutrition, public health and local food systems
- Content knowledge in racial and social equity principles and capacity to apply and advance equity in farm to school
- Content knowledge in Native communities and tribal organizations, traditional and indigenous foods, and food sovereignty
- Collaborative nature, skilled at developing good working relationships with organizational colleagues, partners and contractors
- Ability to operate in a fast-paced environment, handling multiple tasks
- Exceptional trouble-shooting and problem-solving skills, ability to resolve issues proactively and creatively
- Experience with Microsoft Office applications including Word, Excel and PowerPoint
- Familiarity with Google Drive and apps
- Ensures completeness, accuracy and timeliness in all work
- Ability to work independently, self-motivated and conscientious



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Organizational Relationships

The Communications Intern will report to the NFSN Communications Manager and Program Manager, while working closely with IAC Public Relations Director.

Compensation and Benefits

Intern positions are non-exempt, part-time (under 20 hours/week) and are not eligible for benefits. Hourly pay ranges between \$12-\$15 and is commensurate with education and experience.

Physical Demands

This position works up to 10 hours per week either sitting at a desk (responding to emails, developing materials or being on the phone), or attending meetings outside of the office. These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job.

Work Environment

This is a remote position, and applicants may be located anywhere with reasonable access to transportation in the United States. This position will likely be working from a remote office / home office set up. While performing the responsibilities of the job, these work environment characteristics are representative of the environment the employee will encounter: a basic office environment, visits to schools or farms, conference centers or hotels where events are being held.

To apply

To apply for this position, submit a cover letter, writing sample (blog, op-ed, etc.), and a resume listing three professional references to kari@indianaglink.com. Please include "IAC/NFSN Communications Intern" in the email subject line. The deadline to apply is April 5, 2019. Applicants will be notified of their advancement to the interview round via email, and will be expected to schedule their interview within 36 hours of the notification.

Special Considerations

Preference in hiring will be given to qualified IAC youth leadership program participants and individuals of Native American or Alaska Native descent.