

Internship Position Description

Position Number: 1
Program Name: Community Engagement/ Farmers Market Nutrition Program
Location/Address: Boston - Remotely

THIS INTERNSHIP IS UNPAID

Brief Description of Internship Position:

The Division of Agricultural Markets fosters the growth and viability of the Commonwealth's agricultural markets including domestic, international, as well as state agricultural fairs. The Community Engagement Internship will focus on two programs within the Division of Agricultural Markets to promote the consumption of local food in Massachusetts

Within the Division of Agricultural Markets, the [Farmers Market Nutrition Program \(FMNP\)](#) provides women and children in the Federal Supplemental Food Program for [Women, Infants, and Children \(WIC\)](#), and low income elders with coupons redeemable at farmers' markets for fresh fruits and vegetables. Local farmers are reimbursed for the face value of the coupons, thereby enhancing earnings and supporting participation in farmers' markets. The connections between consumers, service providers, farmers, and markets created through the FMNP provide an opportunity to increase awareness of other relevant nutrition programs. Farmers' markets can serve as points of information to provide information to consumers, and many market managers have expressed interest in making connections to local service providers.

The [Specialty Crop Block Grant Program](#) (SCBG) funds projects that aim to enhance the production and competitiveness of [Specialty Crop](#) industries in Massachusetts. Many applicants and awardees to the SCBG use the funds to increase access to local specialty crops in their communities, thereby furthering goals of food access and combatting food insecurity. Providing a forum for these organizations to connect will provide opportunities to cross-pollinate ideas and best practices. These connections will enhance the benefits for the communities served.

The Community Engagement Internship will work within these two programs to build connections between residents, community organizations and service providers to increase food access and further public health goals. Projects include reimagining an outdated Food Assistance Resource sheet to ensure that it reflects the most relevant information for Massachusetts residents. In addition, this internship will explore additional avenues to foster connections between communities and service providers. The Community Engagement Intern will assist with developing systems for connecting with SCBG grant recipients and help to coordinate a virtual forum.

Description of Duties and Responsibilities:

1. Redesign and deploy information to [FMNP Coupon](#) recipients, and the general public, about nutrition programs in their community. Present and promote the updated resource sheet to relevant audiences to maximize exposure.
2. Develop strategies to improve connections between farmers' markets and local nutrition service providers. Coordinate communication and outreach as appropriate.
3. Assist in maintaining program records, including farms and farmers market databases.
4. Develop and maintain an Excel or Access-based system for tracking and evaluating SCBG grant recipients.
5. Assist with the coordination of a virtual forum where SCBG recipients can share ideas and develop partnerships.
6. Other duties and projects as assigned.

Preferred Knowledge and Skills:

1. Experience with Microsoft Office, especially Excel, Word and Outlook.
2. Creative skills and experience with either Microsoft Publisher and Adobe Suite programs are a plus, although training is available.
3. Written and oral communication skills
4. Ability to attend to details sufficiently to ensure accuracy and comprehensiveness of work.
5. Ability to maintain accurate records with attention to detail.

Hours per week:

10-25 hours per week from May – August. Once trained, flexible dates, in-house and on your own work assignments.

Other relevant information:

Interning with the Division of Agricultural Markets is a rewarding opportunity for a Marketing, Communications, Nutrition, or Public Administration major.